

9th North Leeds Scout Group



MEMBERSHIP RECORD for the GROUP TREASURER Page 1 of 1

Member's Name

Date of Birth _____ Gender _____

Address _____

Postcode _____ Tel. Number _____

Parent / 1st Contact

Address _____

Postcode _____ Alt. Tel. Number _____

DATA PROTECTION [Note 2]

- I accept that both the 9th North Leeds Scout Group and Roundhay Methodist Church will be keeping information about **[my / my child's]** membership of *The Scout Association*.
- I give explicit consent to holding 'Sensitive Personal Data' for Scouting and Church purposes about **[me / my child and me]** - including information about **[my / my child's]** health, disabilities, religion / faith and race / ethnic origin.

Parent/Adult Member

Delete

Signature _____ Date Signed _____

GIFT AID [Note 3] First Taxpayer

- | | |
|--|---------------------------------------|
| <ul style="list-style-type: none"> • I pay Income Tax or Capital Gains Tax. I want all donations I have made to the 9th North Leeds Scout Group since 6 April 2000, and all such donations in future, to be Gift Aid until I notify you otherwise. | YES
N/A
NO |
|--|---------------------------------------|

Delete

Signature _____ Date Signed _____

Full Name _____

Address _____

Postcode _____ Tel. Number _____

GIFT AID [Note 3] Second Taxpayer

- | | |
|--|---------------------------------------|
| <ul style="list-style-type: none"> • I pay Income Tax or Capital Gains Tax. I want all donations I have made to the 9th North Leeds Scout Group since 6 April 2000, and all such donations in future, to be Gift Aid until I notify you otherwise. | YES
N/A
NO |
|--|---------------------------------------|

Delete

Signature _____ Date Signed _____

Full Name _____

Address _____

Postcode _____ Tel. Number _____

Please read and retain 'Notes on Completion' (pages 4, 5 and 6)

The original of this page will be retained by the Group Treasurer for as long as supporting evidence may be required by Data Protection Legislation and/or the Inland Revenue.

9th North Leeds Scout Group

MEMBERSHIP RECORD - Page 1 of 2 for the **SECTION LEADERS** of
Beaver Colony / Cub Pack / Scout Troop

Delete

Member's Name

Date of Birth _____

Gender _____

Address _____

Postcode _____ Tel. Number _____

email _____ @ _____

Parent / 1st Contact

Address _____

Postcode _____ Alt. Tel. Number _____

email _____ @ _____

2nd Contact Name

Address _____

Postcode _____ Alt. Tel. Number _____

3rd Contact Name

Address _____

Postcode _____ Alt. Tel. Number _____

CHILD SAFETY [Note 4]

- I will always ensure my Beaver or Cub is delivered to and collected from his Section Leaders at the appointed time. I will not leave my Beaver or Cub until I am certain that at least two Adult Leaders are present. I will not collect my Beaver or Cub / My Scout will not leave, without informing one of the Adult Leaders present.
- I accept that images of my child may be taken during Scouting activities. I note that anyone who is permitted to be present at and records images during any Scouting activity accepts a personal responsibility to ensure that the images will not be used inappropriately.

Parent Signature _____

Date Signed _____

Please read and retain 'Notes on Completion' (pages 4, 5 and 6)

The information supplied on this page will be retained by the Section Leaders and will be destroyed when the Member leaves their Section. A new form must be completed when the Member moves up to a new Section.

9th North Leeds Scout Group

MEMBERSHIP RECORD - Page 2 of 2 for the **SECTION LEADERS** of
Beaver Colony / Cub Pack / Scout Troop

Delete

Member's Name

School (if school age)

Faith

Dietary Requirements

Religious, Medical, etc.

Allergies

Hay Fever, Stings, Food, etc. (Please describe observable symptoms)

Other Medical Conditions

Asthma, Diabetes, Epilepsy, Migraine, etc.

Medication

Please describe any effects

Disabilities

Physical, Communicating, Seeing, Hearing etc.

Special Needs

Social, Educational, Cultural etc.

Anything else we need know to help us take proper care of the Member?

Please read and retain 'Notes on Completion' (pages 4, 5 and 6)

The information supplied on this page will be retained by the Section Leaders and will be destroyed when the Member leaves their Section. A new form must be completed when the Member moves up to a new Section

9th North Leeds Scout Group

This page should be retained by Child Member's Parent / Adult Member

Dear Child Member's Parent / Adult Member,

Notes on Completion of this Membership Record Form

1. Why and when must I complete this form?

In order to ensure Members' personal safety and the reliability and legality of information held we will always ask for a Membership Record Form (pages 1, 2 and 3 above) to be completed in full whenever an individual joins or rejoins the Group, or changes Sections: [Beaver Colony] → [Cub Pack] → [Scout Troop]. We may also ask for a fresh Membership Record Form to be completed in full whenever we decide an update may be appropriate.

Updates are vital, especially if changes affect health, welfare, contact details or tax status. To notify any changes simply ask the Section Leader for a current blank copy of this document. We expect each Child Member's Parent / Adult Member to take primary responsibility for ensuring that their individual Membership Record is always up to date.

Please complete the form in full, then sign and return pages 1, 2 and 3 to your Section Leader within 7 days. You should retain pages 4, 5 and 6 for reference. Your Section Leader will immediately detach Page 1 and pass that direct to the Group Treasurer who will retain the original for as long as records evidencing compliance with Data Protection legislation and supporting our Gift Aid claims may be required. Pages 2 and 3 will be retained by the Section Leaders but will be destroyed immediately the Member leaves their Section.

If you have any queries or concerns about completing this form please contact me.

2. Data Protection – Declaration on Page 1

To enable us to communicate with our Members, the 9th North Leeds Scout Group maintains records within its Sections and at Group level. These records normally include details of name; address; date of birth; contact telephone numbers and details of progress in Scouting. It is usual for such information to be shared within *The Scout Association*, particularly for annual Census and Charitable Status purposes.

Information classed by law as 'Sensitive Personal Data' is also held, to help our Leaders provide a safe and appropriate environment. This enables Members to engage in the full range of Scouting activities, including camping. In a Scouting context the data we hold may include information about the following:-

- **Health.** To ensure that we are prepared for medical emergencies it is important that we hold relevant information.
- **Disabilities.** Details of any disability need to be known to help us ensure the safe integration of your child's participation in activities.
- **Religious or similar beliefs.** To help us ensure that we make appropriate arrangements when necessary.
- **Racial or ethnic origin.** To help us ensure that we are sensitive to the cultural needs of all our Members.

9th North Leeds Scout Group

This page should be retained by Child Member's Parent / Adult Member

From time to time we may share some of the information we hold with our sponsoring authority *Roundhay Methodist Church* who may use it for Pastoral purposes.

Under the Data Protection Act 1998, whether records are paper or computer based, holding such 'Sensitive Personal Data' needs your explicit consent.

It is our Group Executive Committee's policy to obtain this information and consent when an individual first comes into membership; or changes Sections; or resumes membership of Scouting after lapsing; and whenever we feel an update may be appropriate.

3. Gift Aid – Declaration on Page 1

The Scout Association is a Registered Charity. Through Gift Aid the *9th North Leeds Scout Group* can claim an extra 25p from the Inland Revenue for every £1 you donate to us. Most Parents / Adult Members can sign up (some can't because they don't pay tax). Our annual claim provides a contribution of around £1,000 towards operating costs, without which the donations (subscriptions etc) we request would have to increase.

Please note:-

- To qualify for Gift Aid, what you pay in Income Tax or Capital Gains Tax must at least equal the amount of Tax we reclaim in each tax year.
- We can only claim for donations from individuals who have signed the Declaration on Page 1. If more than one taxpayer donates then each must sign the Declaration.
- Basic rate tax is 20 per cent. This means that if you pay us £10 under Gift Aid, it's worth £12.50.
- Higher Rate taxpayers currently pay tax at 40%. If you pay Higher Rate Tax then you can claim for yourself an additional 20% tax relief (40% less 20%) of your gross Gift Aid donations simply by declaring them on your annual tax return.

So if you are a taxpayer and want all your donations to the *9th North Leeds Scout Group* to go 25% further, please declare **YES** on Page 1. Nothing more is required. Thank you.

4. Child Safety – Parent's Declaration on Page 2

The *9th North Leeds Scout Group* and our sponsoring authority, *Roundhay Methodist Church*, take very seriously the health and safety of children in our care and our adult volunteers.

There are two ways you can help ensure the safety of your child:-

- At the start of each meeting please come in to the building and bring your child to his Section Leaders on time. Ensure that at least two Leaders are present before leaving.
- At the end of each meeting you must come in to the building and collect your child from their Section Leaders. We will not let younger children leave until their Parent (or their Parent's nominee) collects them from our Leaders. That is the only way we can know who took your child. All of our Leaders give their time voluntarily but they will not leave until every child has been collected – so please try not to be late.

This policy also ensures that Parents and Section Leaders have two opportunities each meeting to speak with each other at first hand, should the need arise.

Morris Smith, Group Scout Leader

9th North Leeds Scout Group

This page should be retained by Child Member's Parent / Adult Member

Sponsoring Authority Roundhay Methodist Church

Usual meeting place Oakwood Church, Springwood Road, Leeds, LS8 2QA

Meeting Times (see below)

Sections do not meet when Leeds Education Authority Schools are closed for holidays except for events such as Camps. On the second Sunday of every month, except August, Members attend Church Parade at Oakwood Church from 10.05 until approximately 11.15.

Group Executive Committee		
Chairman	Janet Hind	0113 294 1357
Vice Chairman	Vacancy	
Secretary	Vacancy	
Treasurer	Vacancy	
Quartermaster	Chris Raines	0113 295 8416
Beaver Parent Representative	Vacancy	
Cub Parent Representative	Vacancy	
Scout Parent Representative	Andrew Smith	0778 992 6568
Group Scout Leader	Morris Smith	0113 265 1587

Beaver Colony		Monday 18.30 to 19.45
Beaver Leader	Elizabeth O'Sullivan (Pigeon)	0113 240 5283
Assistant Beaver Leader	Ian Short (Parrot)	0113 228 6300
Assistant Beaver Leader	Morris Smith (Robin)	0113 265 1587

Cub Pack		Wednesday 18.30 to 19.45
Cub Leader	Jane Whittingham (Bagheera)	0113 268 0922
Assistant Cub Leader	Chris Raines (Baloo)	0113 295 8416
Assistant Cub Leader	Roger Richardson (Kaa)	0113 293 5702
Assistant Cub Leader	Martin Woolley (Chill)	0113 293 8695
Adult Helper	Angela Johnson (Mowgli)	0113 294 5383

Scout Troop		Monday 20.00 to 21.15
Scout Leader	Jonathan Betts	0113 232 9447
Assistant Scout Leader	David Donaldson	0113 232 3565
Assistant Scout Leader	Janet Hind	0113 294 1357