



Scouts Canada - Group Registration Summary Date: _____

Council: CEC GTC SWC

Group: _____

Area: _____

SECTION	# OF YOUTH					# OF ADULTS	
	Joining from Sept-Feb	3rd or more Youth in a Family	Joining After Mar 1	Non Participant AL/SIT	SPECIAL FEE		
_____ COLONY							
_____ COLONY							
_____ PACK							
_____ PACK							
_____ TROOP							
_____ COMPANY							
_____ CREW							
GROUP COMMITTEE							
TOTAL MEMBERS							Total #of Members =
FEES PER MEMBER	X \$	X \$	X \$	X \$	X \$	X \$	
TOTAL FEES	\$	\$	\$	\$	\$	\$	Total Group Fees \$

For Office use only		Please press firmly.	
INVOICE #			Total Group Fees (from above)
			\$
<input type="checkbox"/> Charter	<input type="checkbox"/> Financial Statement	# of Membership Cards Issued: _____	Other
			\$
PRC Applications: _____ PRCS @ \$ _____			PRCS
			\$
			Sub Total
			\$
			Cheque Received
			\$
Completed PRCs:			Balance
			\$
Other Comments:			Group Signature:
			Area Signature:
			BATCH #:

Group Registration Report

Please press firmly. You are making 2 copies.

STEP 1: Identify your Council (circle one), your Group and Area and date the Report.

STEP 2: Identify your sections.

i.e.: A Colony, Wolverine Pack, B Troop etc.

STEP 3: Reporting the # of youth joining and # of adults joining

- Count the number of each youth and adult in each of your sections and report them in the appropriate column using the following guidelines.
- The fee for each youth joining from September to February is reported in the **Joining from Sept-Feb** column.
- If a youth joins after March 1 the fee is reported in the **Joining after Mar 1** column.
- There is also a reduction of fees for the third or more youth members in a family. This is reported in the **3rd or more Youth in a Family** column.
- If a youth is a Scout or a Venturer and is also an Activity Leader or a Scouter-In-Training count him as a youth in his section and put him in brackets in his "adult" section. i.e.: Jane is one of 5 Venturers and is an S. I. T. in B Pack with 2 other leaders.

	# of Youth Joining	# of Adults Joining
<u> B </u> Pack		2(1)
<u> A </u> Company	5	

- If a youth is an Activity Leader or Scouter-in-training and is not a Scout or Venturer report them in the **Non-Participant AL/SIT** column.
- Record in the "Special Fee" column any other fees such as Subsidy requests that have been applied for following the instructions in the Registration Kit.

STEP 4: Calculate the Totals

- In the **TOTAL MEMBERS** row add up the members in each column and record the totals.
- In the **FEES PER MEMBER** row enter the fees listed in the Registration Kit in the appropriate columns.
- In the **TOTAL FEES** row multiply the total members in each column by the appropriate fee and record the totals .
- On the right hand side fill in the **Total # of Members** and **Total Group Fees**

Step 5: Recording additional Paperwork.

- Tick if the **Charter** or **Financial Report** have been included
- Record in **PRC Applications** if there are PRCs which must be forwarded to the Police Dept by the Office as per the PRC Instructions i.e. Toronto. The fee per PRC can be found in the PRC Instructions.
- Record in **Completed PRCs** if there are PRCs which have already been processed by the police.
- Other Comments could include such things as volunteer screening.