

## 5<sup>th</sup> Fife Scout Group - Subscription Payments



Dear Beaver/Cub/Scout/Explorer Parent,

At the 5<sup>th</sup> Fife Scout Group we strive to ensure that membership is available to all, and so do all we can to minimise the weekly cost - our membership rate remains one of the lowest in Kirkcaldy District.

Subscriptions for all members are now £10/month, paid every month of the year. Alternatively (and less preferred) is that Subs are paid in cash at £3.20 per week attended.

### How it works:

Our Membership Secretary, (Fiona McIntyre ) will cross check attendance with Payments. If a member does not attend for >8 weeks in succession we will contact their parent to ask if they intend to continue membership. The same account details apply to all Sections, so that no changes are required as a member moves from Beavers to Cubs etc.

In detail:

- 1) A single monthly payment of £10 should be made within the first 10 days of each month
- 2) Each payment covers the cost of subscriptions for that month's attendance.
- 3) Payment References must detail your Child/ Children's Surname.
  
- 4) There are two common methods of setting up the Payment.
  - a. Online Bank Transfer. The details you will need are.....

Sort Code	832325
Account Number	16193940
Account Name	5 <sup>th</sup> Fife Scout Group - Subscriptions
Payment Reference	<your Child's Surname>
Payment Frequency	Monthly until further notice
  
  - b. Standing Order Mandate - If you chose to use this method there is a part completed Mandate overleaf.
    - i. Complete Section 1 with your own bank account details
    - ii. Complete Section 2 with at minimum your child's Surname
    - iii. Complete Section 3 with the day of the month that this regular payment should be made
    - iv. Complete Section 4 with your Signature and Date.
    - v. Once completed you Post or Hand the Standing Order Mandate to your Bank.
  
- 5) Once you've set up the instruction please advise Fiona McIntyre by email. This will prevent you receiving weekly reminders to set it up!  
Fiona's email address is ([Fiopi@yahoo.com](mailto:Fiopi@yahoo.com))
  
- 6) If you have do not set up the Bank Transfer then please bring the correct change!

Yours sincerely,

David Gordon  
Group Scout Leader  
5<sup>th</sup> Fife Scout Group  
[dlgordon@virginmedia.com](mailto:dlgordon@virginmedia.com)  
07855 449093





**New Standing Order Instruction**

Please note – when filling out this form please use the tab and arrow keys to move between the relevant fields. Ensure you do **not** use the return or enter keys. Please use **BLOCK CAPITALS**.

To \_\_\_\_\_ Bank

Please set up the following Standing Order and debit my/our account accordingly

**1. Account details**

Account name \_\_\_\_\_ Account number   
 Account holding branch \_\_\_\_\_ Sort code

**2. Payee details**

Name of person or organisation you are paying   
 Payment reference (if known) - this will appear on the bank statement of the person or organisation you wish to pay (Max. 18 characters)   
 Sort code - the bank code of the person or organisation you are paying   
 Account number - the account number of the person or organisation you wish to pay (Eight digits - if less place zeros at the front)

**3. About the payment**

How often are the payments to be made  
 Weekly  Two weekly  Four weekly  Monthly   
 Quarterly  Half yearly  Yearly

Amount details  
 Date and amount of first payment (please allow 3 working days for receipt)  £

Date and amount of ongoing payments (if different from the first payment)  £

Choose one of the following two options

1. Date and amount of final payment  £

2. Until further notice  (payments will be made until you cancel this instruction)

**4. Confirmation**

Customer signature(s)

Date \_\_\_\_\_