



Purpose

This Standard Operating Procedure describes the process for establishing fees and recording fees in myscouts.ca. The procedure outlined is applicable to all Groups and Councils within Scouts Canada.

Overview

Applicants pay a registration fee comprised of Group, Council and National level fees. Groups, Councils and National are responsible for establishing their fees and entering them into myscouts.ca to apply to registration. The National, Council and Group fees are established based on budget development done at the respective level. All fees must be entered into myscouts.ca prior to the registration period.

Who Is Involved

The individuals involved in setting Registration fees are:

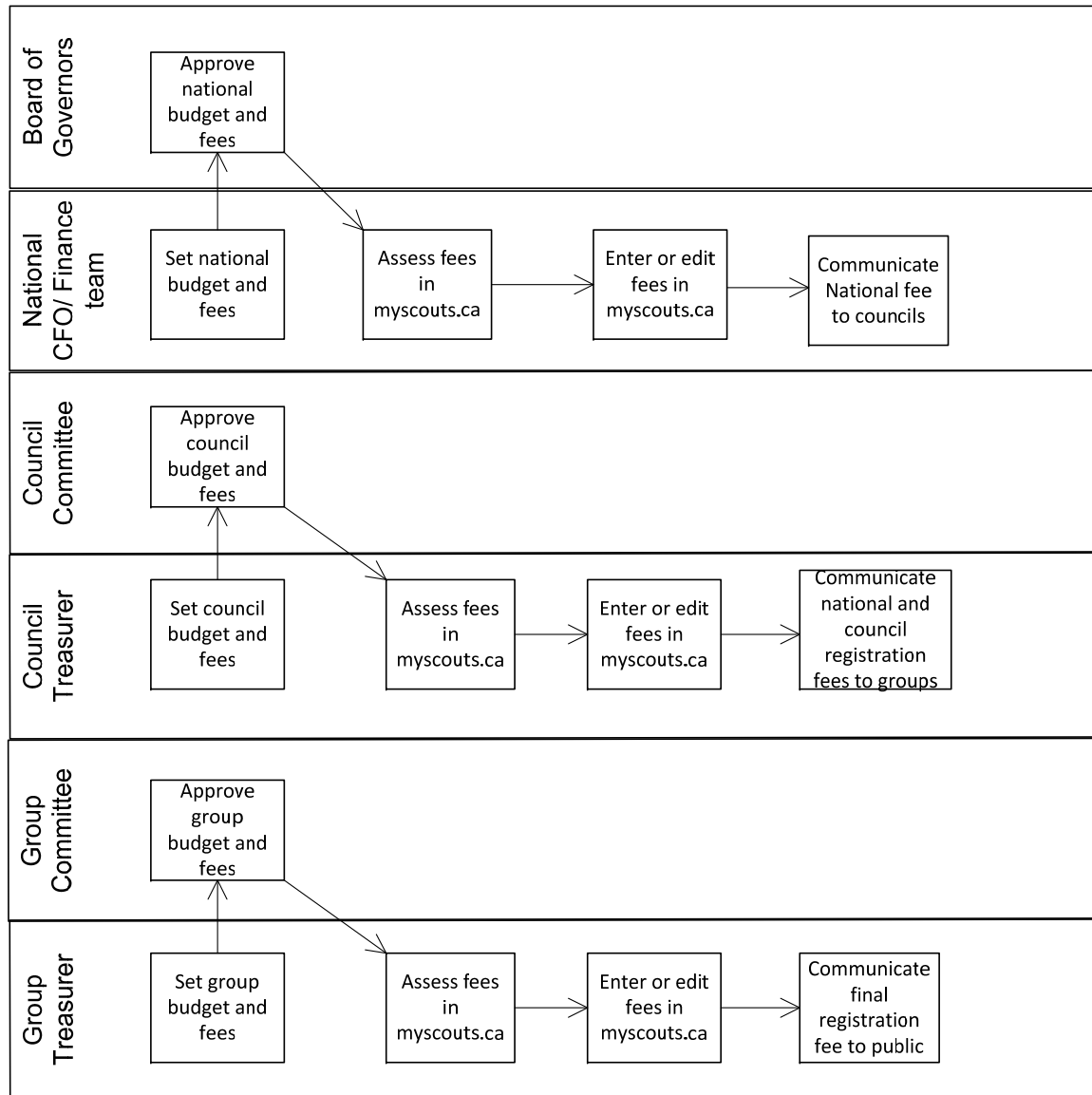
- the Group Committee and Treasurer,
- the Council Management Committees and Council Treasurer, and
- the National CFO (with finance team) and Board of Governors.

Timing

Ideally, Councils require National to have a set budget and fee by the end of February. Councils develop budgets on the same time line as National with final approval at the end of March. Fees must be approved, communicated to Groups, and entered into myscouts.ca prior to early registration commencement on May 1.



Fee Setup Process Flow





Fee Steps

Steps	Group Treasurer	Group Committee	Council Treasurer/ Finance Committee	Council Management Committee	National CFO or Finance team member	Board of Governors
Establish Fees	<ol style="list-style-type: none"> 1. Develop a draft budget for the upcoming fiscal year for presentation to the Group Committee. 2. Draft budget to establish fees for the upcoming fiscal year, including early/spring registration fees. 	<ol style="list-style-type: none"> 1. Approves the proposed group budget effectively setting the Group fees. 	<ol style="list-style-type: none"> 1. Develop a draft budget for the upcoming fiscal year for presentation to the Council Management Committee. 2. Draft budget to establish fees for the upcoming fiscal year, including early/spring registration fees. 	<ol style="list-style-type: none"> 1. Approves the proposed council budget effectively setting the Council fees. 	<ol style="list-style-type: none"> 1. Develop a draft budget for the upcoming fiscal year for presentation to the Board of Governors. 2. Draft budget to establish fees for the upcoming fiscal year, including early/spring registration fees. 	<ol style="list-style-type: none"> 1. Approves the proposed National budget effectively setting the National fees.
Enter Fees	<ol style="list-style-type: none"> 1. In myscouts.ca, assess the fees recorded, the fees to be entered, and the fees to be edited. 2. Add fees. If entered dates overlap with those of another fee, the range with the most recent start date will override. 		<ol style="list-style-type: none"> 1. In myscouts.ca, assess the fees recorded, the fees to be entered, and the fees to be edited. 2. Add fees. If entered dates overlap with those of another fee, the range with the most recent start date will override. 		<ol style="list-style-type: none"> 1. In myscouts.ca, assess the fees recorded, the fees to be entered, and the fees to be edited. 2. Add fees. If entered dates overlap with those of another fee, the range with the most recent start date will override 	
Edit Fees	<ol style="list-style-type: none"> 1. In myscouts.ca, assess the fees displayed in the fee tab on the group profile 2. Edit Fees in myscouts.ca 		<ol style="list-style-type: none"> 1. In myscouts.ca, assess the fees displayed in the fee tab on the Council profile 2. Edit fees in myscouts.ca 		<ol style="list-style-type: none"> 1. In myscouts.ca, assess the fees displayed in the fee tab on the Council profile 2. Edit fees in myscouts.ca 	