

## **ANNUAL CENSUS: 2017**

Enclosed please find forms for the Annual Census of members of your Group / District.

- |    |   |                                    |
|----|---|------------------------------------|
| 1) | Annual Census for Groups                          | COMPLETED BY SGL                   |
| 2) | District Summary                                  | COMPLETED BY DISTRICT COMMISSIONER |
| 3) | Registration Form<br>(Application for membership) | COMPLETED BY PARENT / SCOUTER      |

### **1) ANNUAL CENSUS**

The census allows the Scouts SA to obtain information about the number of members that are taking part in scouting activities, whether they are young people or adult volunteers. The census figures provide details in establishing the payment of the national membership fee.

Your census; should ideally be taken in the last week of **July 2017** and submitted to the District Commissioner no later than **20 August 2017**.

MANUAL SUBMISSION: The form needs to be completed and signed, in triplicate (1 original & 2 photocopy) by the SGL and District Commissioners. One set is to be retained by the Group and the other two submitted to the District Commissioner.

ELECTRONIC SUBMISSION: If you have access to the internet, you are encouraged to complete the return on the computer and email it to your DC.

### **2) DISTRICT SUMMARY**

All District Commissioners are to complete their District Returns using information compiled in the Group Annual Census form and submit to Eleanor at our Regional Office no later than **4 September**.

### **3) REGISTRATION FORM**

Groups who do not register all their members are exposing their Leadership to potentially serious problems in the event of any mishap. Please send a registration form for all members not registered, along with the R10 registration fee to the National Head Office. Western Cape will soon be migrating to Scouts.Digital for membership details; your census return will help you in this process during the go live period.

<http://www.scoutsonline.org.za/gateway/index.php>



**PAYMENT DETAILS**

The 2017/18 annual membership fee is: **R260** per uniformed member (incl. VAT) x  
..... members = R .....

Groups are to notify Regional Office if they require an invoice. (The invoice will be based on the census submission.)

Full payment is **due by 30 November 2017**. Groups are urged to send a cheque or proof of EFT payment with their Census return. Groups paying before **31 October 2017** may take a 5% reduction in their fee. If paying via EFT method please use **\*Group name\* Census 2017** as the reference.

SOUTH AFRICAN SCOUT ASSOCIATION WESTERN CAPE  
STANDARD BANK  
THIBAULT SQUARE  
ACCOUNT NUMBER 070 863 660  
BRANCH CODE 020909



## GUIDELINE FOR THE **SUBMISSION** OF THE 2017 ANNUAL CENSUS

	<i>COMPLETED BY</i>	<i>SUBMITTED TO</i>	<i>SUBMISSION DATE</i>
Annual Census (1)	Branch Scouter	Scout Group Leader	31 July 2017
<b>GROUP</b>			
Membership Application (4)	Pack / Troop Scouter	Regional Office	01 – 31 July 2017
Annual Census (1)	Scout Group Leader	District Commissioner	20 August 2017
5% Discounted Census Payment	Group Treasurer	Regional Office	31 October 2017
Full Census Payment	Group Treasurer	Regional Office	30 November 2017
<b>DISTRICT COMMISSIONER</b>			
District Summary (3)	District Commissioner	Regional Office	4 September 2017
Group's Annual Census (1)	District Commissioner	Regional Office	4 September 2017
<b>REGIONAL OFFICE</b>			
Invoices to Groups (on request)	Regional Office	Group Treasurer	30 September 2017
Census submission	Regional Office	National Office	30 September 2017