



Hardship Policy & Procedure

Introduction

As Trustees of the 1st Duffield Boy Scout Group (1st Duffield), we wish to ensure that all those who attend 1st Duffield, can enjoy and take the full benefit from all the opportunities we are able to create for them, equally.

We recognise that from time to time, some parents and guardians experience financial hardship to the extent that they cannot afford subs, uniforms, and/or additional costs for special events, outings, camps etc.

In our role as a charitable organisation, it would be reasonable for us to play a part in easing hardship insofar as it would prevent a Scout, Cub or Beaver from gaining the full benefit of being in 1st Duffield.

Purpose

The purpose of this policy is to set out what financial support is available for parents and guardians of Scouts, Cubs, or Beavers in 1st Duffield, and the limits of that support.

It also sets out the procedures to be followed, and the roles and responsibilities of those involved in the process.

It supersedes any previous arrangements.

Procedures, Roles & Responsibilities

1. The availability of a hardship fund is not guaranteed and will be subject to, amongst other things, sufficient funds being available. No one has a right to hardship support and its availability will be reviewed regularly.
2. Parents or Guardians can approach the Section Leaders or the GLV or Trustee Chairman directly. Whoever is approached will seek to understand the circumstances and rationale for the request.
3. The request can only be approved by the GLV and the Trustee Chairman, jointly. Where necessary, they can consult with other Trustees and the Treasurer.
4. The support agreed will be based on the individual circumstances of each case. This will include full or partial funding of subs, uniforms, and/or activities.
5. **For uniforms and/or section activities**, sections will contribute up to 100% of the cost from their own budget. Group funds can be accessed in cases where it is agreed by the Trustee Chairman, Group Lead Volunteer and Group Treasurer that activity expenses are unusually high.
6. **For subs**, Group will reimburse the section for their loss on subs income and cover the shortfall in Central Office contribution. Group will also take the loss of their share of the subs contribution.
7. The on-going support costs will be tracked by the Treasurer and will be reviewed as a regular agenda item at Trustee Committee meetings (see Hardship Support Record),

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where any changes to the level of support will be agreed in consultation with other Trustees and the Treasurer.

Hardship Support Record

To be updated at each Trustee Committee meeting.

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