

# 2016-17 Registration Checklist & Fee Calculation Sheet

## Scouting Service Centre Ottawa

### Registration Checklist

Use the following checklist to ensure the completeness and accuracy of submissions while still at the local level. Please attach this completed checklist as a cover to your submission and forward to the Council office.

Group: \_\_\_\_\_

Area/Council: \_\_\_\_\_

Completed By: \_\_\_\_\_

Completion Date: \_\_\_\_\_

This Package Includes: YES NO

**Batch Report** (Included with package?)  YES  NO

Is it "closed"?  YES  NO

**Application for Group Charter**  YES  NO

Is it signed and dated?  YES  NO

**Registration Refund Requests**  YES  NO

**Police Record Checks (PRC)**  YES  NO

*If "yes", the "Screening Cover Sheet" MUST be used and PRC's attached?*

**All forms appear as on the Batch Report**  YES  NO

**All forms have been signed/dated**  YES  NO

**Group Cheque matches Invoice**  YES  NO

*If "no", please comment in the space below:*

Group Comments:

### Member Count and Fee Calculation

Northern Ontario, Quebec and Voyageur Councils

#### Fee Schedule

May 1 – June 30, 2016	Spring Reg.	\$185
July 1- Dec 31, 2016	Regular Reg.	\$200
Jan 1 – May 1, 2017	Part-Year Reg.	\$150

**This Registration Package Submission Includes:**

**Volunteers/Rovers #**

Adults – over 18		<div style="border: 1px solid black; padding: 10px; width: 100%;"> <p style="font-size: 24px; margin: 0;">\$ 0</p> <p style="font-size: 18px; margin: 0;">Zero Fee</p> </div>
Scouters-In-Training (SIT) – ages 16 & 17		
Activity Leaders (AL) – ages 14 & 15		
Rovers (Participants)		

**Participants** (5 – 17 year olds receiving program)  
*Venturers/Scouts, in AL or SIT roles, must be counted as a both a Volunteer (no fee) and Participant (with fee).*

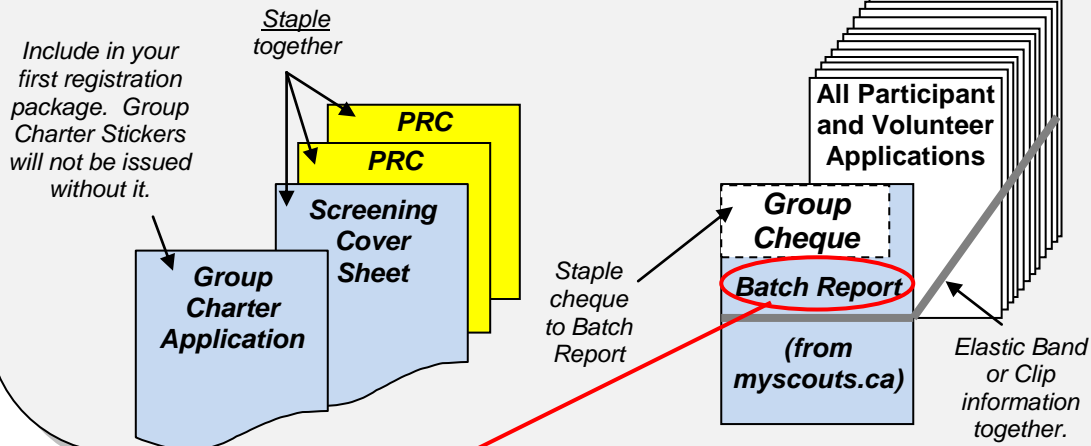
Fee Periods	#	Fee	Total
<b>Spring Registration</b> <i>(May 1 to Jun 30, 2016)</i>		\$185	\$
<b>Regular Registration</b> <i>(Jul 1 to Dec 31, 2016)</i>		\$200	\$
<b>Part-Year Registration</b> <i>(Jan 1 to May 1, 2017)</i>		\$150	\$
<b>Total Amount →</b>			\$

Office Use Only:

## PREPARE YOUR REGISTRATION PACKAGE SUBMISSION TO COUNCIL

The following graphic illustrates the Council Office expectations for every submission. Although not all items may be required for each package, the order in which they appear is important to be able to efficiently and accurately reconcile your submission.

Please ensure that the applications are in the **same order** as the Batch Report



**CLOSE YOUR BATCH THEN SAVE!**

Invoices

PRINTER FRIENDLY BATCH REPORT

Member Name	Member Type	Section Type	Fee	Registration Year
CLOSE BATCH				

Close Batch

BATCH CODE  
11071400-070201

APPROVED NATIONAL SUBSIDY  
0.00

APPROVED COUNCIL SUBSIDY  
0.00

BAT_CONTROL_TOTAL *	BAT_CONTROL_TRX_COUNT *	APPROVED GROUP SUBSIDY	COUNCIL DISCOUNT AMOUNT	COUNCIL DISCOUNT DESCRIPTION
0.00	0.00	0.00	0.00	

GROUP DISCOUNT #1 AMOUNT	GROUP DISCOUNT #1 DESCRIPTION
0.00	
GROUP DISCOUNT #2 AMOUNT	GROUP DISCOUNT #2 DESCRIPTION
0.00	
GROUP DISCOUNT #3 AMOUNT	GROUP DISCOUNT #3 DESCRIPTION
0.00	

CLOSE BATCH  
Yes

SAVE BATCH

If you have any questions, please contact your Area or Council Registrar.

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