

# 2017-18 Registration Checklist & Fee Calculation Sheet

## Scouting Service Centre Ottawa

### Member Count and Fee Calculation

Northern Ontario, Quebec and Voyageur Councils

### 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

**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:

### Fee Schedule

May 1 – June 30, 2017	Spring Reg.	\$185
July 1- Dec 31, 2017	Regular Reg.	\$215
Jan 1 – May 1, 2018	Part-Year Reg.	\$165

***This Registration Package Submission Includes:***

Volunteers/Rovers #

Adults – over 18		=	<b>\$ 0</b> <b>Zero Fee</b>
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, 2017)</i>		\$185	\$
<b>Regular Registration</b> <i>(Jul 1 to Dec 31, 2017)</i>		\$215	\$
<b>Part-Year Registration</b> <i>(Jan 1 to May 1, 2018)</i>		\$165	\$
<b>Total Amount →</b>			\$

Office Use Only: