

Group Billing Code Request and Registration Process - Prairies

For all Chinook, Manitoba, Northern Lights and Saskatchewan Groups

Group Billing Codes allow parents/legal guardians to complete online registration without entering personal payment information.

This option is intended only for use when one of the Standard Payment methods is not possible. Examples include (by are not necessarily limited to):

- Funding coming from an outside source/organization – like Jumpstart, Child and Family Services, Dreambrokers
- Group subsidy or payment plan
- Parent is only able to pay by cash

Standard Payment methods:

- Interac Debit
- Visa
- Mastercard
- American Express
- PayPal

No One Left Behind (NOLB) and Group Billing Codes

Scouts Canada's NOLB financial assistance program is not an "outside source".

NOLB subsidized registrations do not require codes if parents/legal guardians are able to pay the family-portion using a Standard Payment method.

If a Standard Payment is not possible for the family-portion of an NOLB subsidized registration and a Group Billing Code is used, the subsidized amount should be reflected on the Batch Report.

Codes are not Universal

Group Billing Codes are for Participant registration only. They are different from codes used for Respect in Sport training, Scoutstracker licenses and all other type of codes you may use in Scouting.

Group Billing Codes may only be used to register with the Group for which the Code was generated. (Parent cannot use your Code to register with another Group.)

General Information

From this point forward, "Parent" may also refer to a Legal Guardian; "Code" refers to a Group Billing Code.

To be eligible for Codes, Groups must be in good financial standing with Scouts Canada and the Council. Codes will not be issued to Groups that owe money to Scouts Canada for registration, popcorn or other product/services. Group Financial Statements may also be required.

Codes will be issued only to the Group Commissioner, Registrar, Administrator or Treasurer. *(Please have the same person request Codes each time.)*

Groups are not obligated to offer Codes. If you choose to do so, Group assumes financial responsibility for any/all registrations completed using the Code. (You will be expected to submit the full applicable fee within 30 days of the registration being completed in myscouts whether or not you've received payment from Parent.)

Groups with a history of late-payments may be required to pre-pay for Codes.

Before giving Code to Parent, you can require advance payment in cash or proof that funding is coming from an outside source (eg. a confirmation letter from another agency).

Registrations using Codes can be tracked using the "Batches" tab in the Group profile. The most recent registrations will appear on the top report under "Batch Code".


Batch Code	Batch Date	Total Fee	Subsidy	Discount	Invoice Total	Status

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Parent

Parent wants to register youth but is unable to complete with an online payment.
Parent discusses options with Group.

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Group
(Commissioner or designate)

Group decides whether to offer a Code to Parent.
Group contacts Member Services Registrar (email pat.papineau@scouts.ca) to request a Code, providing:

 - Group number and name (eg. 3rd Rubberboot)
 - Number of participants who will be registered (now) using Code
 - Reason(s) registration cannot be completed using Standard Payment methods


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Member Services Registrar

Member Services Registrar evaluates eligibility for Codes.
If appropriate, **Member Services Registrar** issues Code to Group.
Codes are issued for limited number of uses and are valid for a short time (usually two to three weeks).


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Group

Group provides code to Parent.


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Parent

Parent logs into his/her myscouts profile, follows the registration process and completes by inputting the Code where prompted in lieu of personal payment information.
Registration help is available online (through myscouts and via prairies.scouts.ca > For Parents).

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myscouts
Scouts Canada system

Myscouts sends:

 - A confirmation message to the Parent.
 - A notification of the registration to the Group Registrar, and Primary Contacts for the Group and Section.

Both messages include reference to payment owing to/by Group.


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Primary Contact
(Section and/or Group)

Primary Contact welcomes family and ensures they have the information needed to start the year off right (and continue).

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Group

Group:

 - Checks "Batches" tab in myscouts and prints applicable Batch Report(s)
 - Prepares Group cheque payable to "Scouts Canada" for the "Submit to Council" amount (*Do not include Group fee amount, if any.*)
 - Mails/Delivers cheque with 2018-19 coversheet and applicable Batch report(s) to be received at the Service Centre in Calgary within 30 days of completion in myscouts.

*Scouts Canada – Prairies Services
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Member Services Registrar

Member Services Registrar confirms receipt of payment by email using address provided on coversheet.
