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Gift Aid Instructions

There are 2 things you need to do

- 1) Get a copy of the 'Gift Aid – Subs Schedule' from the Bournemouth Scouts website and complete the information on subs received for every member of your Group/Section (not just those who have signed up).

Fill in one sheet per calendar year – don't forget you can go back 4 years.

Send this back to admin@bournemouth-scouts.org.uk or drop a paper copy to the District Office at Butchers Coppice.

You can do this now – you don't have to wait for your parents to sign up.

- 2) Get as many parents as possible to sign up using the 'Gift Aid – Parent Signup Form' from the Bournemouth Scouts website. You need to complete one sheet per member. If you have a member who left but his brother or sister still attends don't forget to get a sheet signed for the one who left because we can go back 4 years.

It's especially important to sign up Cubs and Scouts because although they may only have been paying subs to you for a couple of months, they may appear on the Beaver subs schedule from previous years.

Again return any signed forms to the District Office at Butchers Coppice.

If you have any questions please email them to admin@bournemouth-scouts.org.uk

In accordance with Data Protection policies, all personal data will be held securely for the minimum length of time required by the HMRC. Thereafter it will be destroyed.