

BSA TROOP 58

TRIP PAYMENT POLICY

Adopted May, 2005

Rev. April 2007

Over the years, some confusion has arisen over the Troop's payment policy for trips. Some Scouts who cancel at the last minute have not paid for trips, while others have. This situation means that the Troop has to cover the difference out of its limited bank account. Also, it has been impossible for the Treasurer to keep accurate payment records due to receiving unlabeled cash either directly from parents or indirectly from Scout leaders. When cash is collected without a note as to whom and what it is for, it is confusing.

To eliminate any misunderstanding and to make the process fairer for all Scouts, the Troop is going to handle payments in a more business-like manner. This policy will also free up the Parent Committee to plan future activities rather than spend time collecting past-due payments. The policy is as follows:

1. For each trip or event planned by the troop, a sign-up sheet pasted to an envelope will be made available at several Monday night meetings. The sign-up sheet will clearly state the deadline for permission slips and payment. The trip organizer will determine the deadline, based on the advance notice needed. For simple trips, the deadline might be only a few days before the trip, but for more involved trips (such as rock climbing or whitewater rafting, activities that require payment ahead of time), the deadline will be well in advance of the trip.
2. Only Scouts who have provided permission slips and payment by the deadline will be able to go on the trip. The only exception to this rule is in the case of a substitute turning in a permission slip late (see #6).
3. Payment for any trip needs to be placed in the large envelope provided at the Troop meetings. Payment must include listed amount for transportation if Scout's parent is not driving. If paid by check, please write the name of the trip (e.g., "Acadia") on the check. If paid by cash, it must be in a small envelope with a brief description on the envelope (e.g., "\$20 cash given for Acadia, Jimmy Green"). *We strongly encourage payment to be made by check.*
4. Invoices for dues will be sent out two times a year, in September and January. Payment will be due within 30 days of the invoice date. After the due date, the Troop will need to receive payment for dues before the Scout can go on any trips. The list of Scouts who still owe dues will be provided on the trip envelopes.
5. If a Scout's family is in difficult financial circumstances, please contact the Scoutmaster or the Treasurer. The Troop does not want any boy to miss a trip for this reason and will work out a way for him to go.
6. Scouts who pay for a trip and then are unable to go on it will not receive a refund. If a Scout is able to find someone else to substitute for him, he can work out payment with the other Scout. The Troop cannot make this arrangement for him. The substitute will have to submit the proper permission slips as soon as possible.