

24th Kitchener Scouting Family



Scouting
Activity
Support
Trust

Rules And Procedures

Revised May 2009
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1. What is SAST?

“Scouting Activity Support Trust”

Scouts Canada 24th Kitchener Scouting Activity Support Trust is the proper name. For simplicity in this document it will be referred to as "SAST".

The predecessor of SAST was created in 1985 to assist Scouts, Venturers and Scouters in raising money to attend Canadian (Scout) Jamborees.

Its purpose has been extended to include costs incurred by participants in any section of Scouting for Scouting:

- registration,
- program support¹, and
- events.

SAST is basically a tool to manage money on behalf of Scouting members to help spread out the load of Scouting expenses.

2. Why do we have SAST?

The Canadian Jamborees (CJ) that our Scouts have attended in the past have cost over \$1500.00 per participant.

Canadian Jamborees occur periodically (on the average every four year). World Jamborees occur every 4 years as well. We recognize that such events can be a large financial burden. Some youth may only have 1 year as a Scout to raise funds prior to attending a Jamboree. In the past, members have raised funds as Cubs or even as Beavers for future Jamborees. This gave them up to 6 years to save.

3. Who is the SAST Committee?

SAST is administered by the SAST Committee, which reports to the 24th Kitchener Group Committee. The SAST

Committee consists of at least 3 members and all members must be registered with the 24th Kitchener Group. See SAST Committee Members on page 5 for current committee membership.

4. Who can participate in SAST?

The Group Committee will have an account in SAST. It is up to the Group Committee to decide how to distribute their funds in the Group Committee account.

Each family unit may have one Family SAST account provided that they participate in some activity that causes a deposit to their Family SAST Account. At least one immediate family member must be registered in Scouting.

Use by the family of SAST facilities means the family understands and accepts these SAST Rules & Procedures.

It's up to the family to decide how to distribute the monies in their account among beneficiaries in their family or the family may distribute from their account to the Group Committee's SAST account.

A family's SAST account will be closed after 14 months without a member of the family being registered in Scouting.

Beneficiaries of SAST must be registered members of Scouting.

Scouters may participate in SAST.

5. SAST Funds and Account Management

The monies in this trust are kept separate from normal Group operating monies. They may be:

- cash in hands of the SAST Committee or
- in an interest bearing account or
- invested in GIC's (or similar safe investments) or
- invested in fundraising activities (some fundraising activities require monies to be advanced, and with the approval of the Group Committee and the SAST Committee, monies can be invested in such fundraising activities).

¹ Program support includes: uniform, camping equipment, or any materials required to participate in the Scouting program. Program support does not include items for which significant use of the item would be non-Scouting.

The Group Committee's account within SAST will:

- accrue all earned interest,
- receive the proceeds of closed accounts and
- pay service/bank charges.

The monies in a family's account are prepaid fees for Scouting expenses. The family unit directs for which expenses the monies are prepayment. This allows family units to use these monies for such things as annual registration or to accumulate for multiple years to support participation in Jamborees.

SAST reporting will be done to achieve two objectives:

1. to families; a display of their SAST account status, which is done by the SAST facilities on the 24th.ca internet site.
2. to the Group Committee, at least twice a year, year end and half way through the year, a financial statement for SAST, including a balance sheet, an income and expense statement, and access through the Group Treasurer to the online data for each family's SAST account.

6. Where does the money in an account come from?

SAST is NOT a fundraiser in itself. It accepts all or some of the profits from various fundraising activities. The sale of Popcorn, Poinsettias and Christmas Trees are examples of fundraisers that have contributed parts of their profits. Any fundraiser that is within the guidelines of Scouts Canada Bylaws, Policies & Procedures, and is accepted by the 24th Kitchener Group Committee can deposit all or part of its profits into SAST. It is the responsibility of the committee that is running the fundraiser to provide a formula to distribute the monies among the accounts of the trust. (e.g. \$ per named family account, \$ to Group Committee account)

Cash deposits can be made to SAST as well. The purpose of this option is to allow for the management of donations that are made to 24th Kitchener when the direction of the donor is that it is to help youth participate in Scouting as opposed to a donation made towards a specific project.

7. For what can the money in the accounts be used?

Families can use the "Pay with SAST" facility on 24th.ca to pay for an expense. The facility allows for the direct payment of camp fees, activity fees, etc. to the organizing Section of the 24th Kitchener. The facility allows for payment to other than a 24th Kitchener Section through the Group Committee.

Those who supported our fundraising did so with the understanding that all the monies would be used for Scouting Purposes. The SAST Committee and the Group Committee will facilitate the use of a family's account for "equipment required for and used at an event". A family will use the online "Pay with SAST" facility, specifying that SAST is to pay the Group Committee and include a description of the expense. The SAST Committee will assess the validity of the request and respond to the requesting family and the Group Committee. Upon approval, the family will present the request with the documentation provided with the "Pay with SAST" transaction (the invoice) and a receipt from the paid expense to the Group Committee and a cheque will be issued.

Acceptable purposes are defined to include:

- Event Expenses, for example amounts budgeted to pay:
 - Travel (to, from, and during)
 - Registration
 - Food (departure to return)
 - Tours
 - Admissions
 - Accommodations
 - Purchase, repair and replacement of group equipment and supplies and such other things as deemed necessary for the event.
- Annual Registration and Section Dues
- Uniform & Program Resources such as Books
- Equipment required¹ for and used at an event such as:
 - Backpack;
 - Photo supplies;
 - Badges for trading;
 - Sleeping bag.

8. Can I use my SAST Account to participate with a Scouting Group other than the 24th Kitchener?

Yes, provided you meet the requirements for participation stated in Section 4 as well as the rest of this document. If you wish to attend a Scouting event in which the 24th Kitchener is not participating, you may request money from your family's account be forwarded directly to the Scouting organizational unit with which you are participating. For example:

- attend a World Jamboree with a council or Provincial contingent,
- attend an Council summer camp or
- attend an event with another Scouting Group.

When you are ready to attend such an event you must contact the SAST Committee in writing at least 45 days prior to when the money is required. Information required includes:

- name of event
- date of event
- description of event
- location of event
- name of group
- name, address, e-mail address and telephone number of Scouter in charge.

Your request will then be presented to the 24th Kitchener SAST Committee for approval following which the money will be forwarded to the appropriate Scouting organizational unit to be applied directly to your expenses.

9. Will I ever see the money in my SAST Account?

No. When it's time to pay for an event, money from your account will be transferred directly to the Scouting organizational unit that is planning the event in which you are participating.

10. Accountability

The money in this trust belongs to Scouts Canada 24th Kitchener Scouting Family and is subject to the same accounting, reporting and auditing as any other Scouting account. As well, receipts are required to support reimbursements.

The Group Committee must formally sanction a proposed event, which will require the use of the money in the accounts of this trust.

As Scouts Canada's Bylaws Policies and Procedures states accounts raised for Scouting purposes **MUST** be used for Scouting purposes and it is an accountability of the SAST committee to make a best effort that this rule is followed.

The SAST Committee, with oversight by the Group Committee, is responsible for insuring that, as best as is reasonable, the equity in the family accounts really does go toward prepaying for beneficiaries' participation. For example:

- In a case where a family cannot come to agreement on the use of their account, the SAST Committee will assume the authority to make a decision.
- In the case where expenses that were paid by SAST monies and due to cancellation / non-use monies are refunded, the refunds will be returned to the SAST accounts from which the monies came.
- All money dispersed from SAST must be paid to another organizational unit of Scouts Canada.
- The equity held in the Group Committee's SAST account will be distributed by a vote of the voting members of the Group Committee.

SAST Committee Members

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Jamboree –

Lord Baden Powell didn't know exactly what the word meant, but he liked the sound. It had the flavour of the Australian Aboriginal word "corroboree", which means "a gathering", and it captured the idea of Scouts "jammed together" at a large gathering.

It is also notable that the word "jambo" is Swahili for hello and was used at the first Scouting jamboree in 1920 as the greeting to attendees.

But then to confuse all this, Wikipedia shares that:

"Poet Robert W. Service used the term in a poem published in 1912.

Lucy Maud Montgomery used the term three times in 1915 in *Anne of the Island*, a book set in the 1880s. For example "There was quite a bewildering succession of drives, dances, picnics and boating parties, all expressively lumped together by Phil under the head of "jamborees"."

These uses outside of Scouting have been lost. Now it is our word.