



for the *24<sup>th</sup> Kitchener  
Scouting Family*

## How SAST Works

SAST (Scouting Activity Support Trust) is a facility set up by the 24<sup>th</sup> Kitchener Scouting group to help ease the financial costs of Scouting for families **who participate in specific fundraisers**. It is a way to save apportioned fundraising proceeds to later reduce the cost of Scouting expenses for a family such as camps, registration, uniforms, tours etc.

### SAST functions are online.

Everything to do with SAST is online, accessible through the [www.24th.ca](http://www.24th.ca) site.

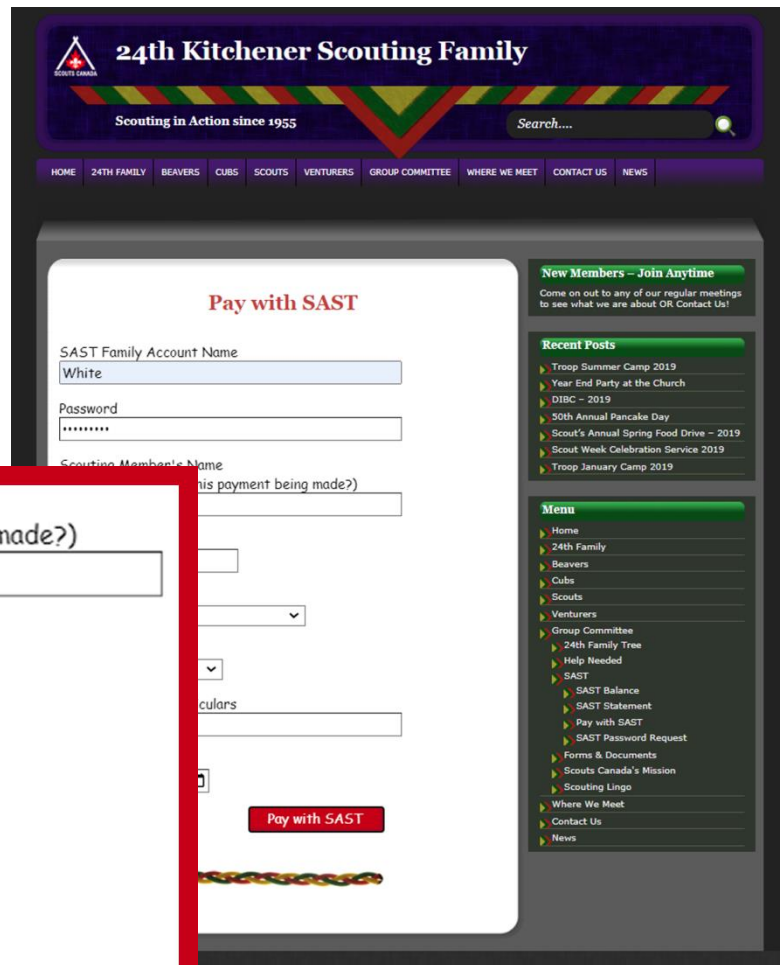
Under the “Group Committee” tab there is a SAST item. Select it for information on SAST facilities. On that SAST page there are links related to the features described. There is a “Document” which explains the rules. It is a short read yet provides great detail on how SAST works. It helps families understand SAST.

The page also explains the SAST facilities:



- **Contact:** You can contact the SAST committee by e-mailing [SAST@24th.ca](mailto:SAST@24th.ca) ..
- **Open:** An Account will be opened for you the first time you participate in fundraising. To ensure SAST knows about all the Scouting members in your family, you will be asked to complete an Open SAST Account form.
- **Account status:** The SAST Balance and SAST Statement are ways to find out what's up with your account. There can be a delay in entering fundraised amounts; patience please until balances are updated.
- **Passwords:** The password facility allows you to set your first SAST password or reset it if you have forgotten it.
- **Paying with SAST:** The only way to pay with SAST is with the PAY WITH SAST online facility. You can tell a Scouter you'll be using SAST to pay for something and when the transaction is complete, the system will generate a confirming e-mail with receipt attached. Information about events will describe who should specify as payee on the PAY WITH SAST form. Here are some examples:

§ Here is the PAY WITH SAST page completed for the Swim & Pizza Party. All families of the 24<sup>th</sup> Kitchener are invited, so it is the Group that is running the event and the Group that has to be paid. Here is an enlargement of the payment details on that page.



Scouting Member's Name  
(On whose behalf is this payment being made?)  
David & Margot

Amount  
10

Who is to be paid?  
Group

Event Name  
Party

Event Location / Particulars  
Swim & Pizza

Event Date  
15/03/2022

Pay with SAST

To help with consistency and to ease deciding what to enter, the "Who is to be paid" and "Event Name" have drop-down menus.

§ Another example - if paying for Kub Kar racing, which is a Pack activity, then the details would look like this display to the right.

Scouting Member's Name  
(On whose behalf is this payment being made?)  
John Smith

Amount  
5

Who is to be paid?  
Adventurous Wolf (Thursday) Pack

Event Name  
Activity

Event Location / Particulars  
Kub Kar races at Scout House

Event Date  
28/01/2022

Pay with SAST

**\$** Reimbursement for Scouting expense with receipt: To Use SAST to pay for a new uniform the detail part of the PAY WITH SAST page looks a little different. The PAY WITH SAST facility e-mails you an account transaction record identifying for what you want SAST to pay. To get reimbursed for part or all of a uniform, print and present it and the receipt from your purchase to the Group Committee and the Treasurer will arrange payment.

- **Registration:** Paying for Scouts Canada Registration with SAST is easy. You have to do two things. Go to PAY WITH SAST and enter: the youth's name; the Scouts Canada registration fee; "Group" as the Who is to be paid; Registration as the event name; "Scouts Canada Registration" as the Particulars; the current date; and press the red button. That being successful, it's time to tell the Group Commissioner that you need a Group Billing Code (GBC) to pay Scouts Canada registration with SAST.

If you want to pay Family Fee and Dues with SAST, then you can use PAY WITH SAST to the Group (as shown to the right).

- **Moving?** You still have your account as long as your family has a member in Scouting. If you move, keep in touch and use your balance for Scouting expenses for a member in Scouting.

Scouting Member's Name  
(On whose behalf is this payment being made?)  
John Smith

Amount  
33.95

Who is to be paid?  
Other

Who is the "Other"?  
Jane Smith

Reason:  
Needs a new uniform

**Pay with SAST**

Scouting Member's Name  
(On whose behalf is this payment being made?)  
John Smith

Amount  
90

Who is to be paid?  
Group

Event Name  
Registration

Event Location / Particulars  
Family fee and dues

Event Date  
01/01/2022

**Pay with SAST**

Note that after 14 months with no family member in Scouting, the family account is closed and the remaining balance, if any is transferred to the Group and no longer accessible..