



Group Billing Codes

There are many situations where a youth registrations might be paid for other than by the parent or the parent may require to pay via installments. If the group is okay with supporting a youth member while waiting for payment, the group can provide the parent with a Group Billing Code (GBC).

Here is how it works:

Group Billing Code (GBC):

- 1) The Group Administrator will email dpfenniger@scouts.ca and request a Group Billing Code.
- 2) Group Administrator will give the parent a Group Billing Code (GBC) to complete a registration online. When the parent uses the GBC it will by pass the payment field and direct bill the Scout Group.
- 3) Once the parent uses the GBC, the group will receive a confirmation email that the registration has been completed.
- 4) Please send in the registration fees due to Scouts Canada (from the group) to the BCY Service Centre within 30 days to **664 West Broadway, Vancouver, BC, V5Z 1G1**
- 5) The group is responsible to collect the fees from the parent or third party.

****please note** that if the parent requires subsidy, please get the parent to apply for NOLB subsidy first then once the subsidy has been approved, have the parent register online using a Group Billing Code if necessary. Don't forget that NOLB subsidy and GBC have expiry dates and must be used within their allotted time.

Thank you for your help in keeping accurate membership records.