



Third party youth registrations

There are many situations where a youth registrations might be paid for other than by the parent. The third party might be:

- Home School program
- Native Band
- Canadian Jumpstart funds
- Ministry of Child Welfare
- Refugees Healthy Start
- Scout Group Sponsorship

How to complete a third party paid registration

- 1) Group Administrator will need to get confirmation of the child(ren) name(s) they will be paying for and collect the following information:
 - a. Third Party Name
 - b. Contact Person Name
 - c. Phone Number
 - d. Email address
 - e. Mailing Address
- 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 will also need to send the Third party an invoice for full payment (including Group fees if applicable) payable direct to the Scout Group.

Thank you for your help in keeping accurate membership records.