

*Sent to all Group Contacts, District Contacts & Treasurers*

## **Groop & Group Registration 2020**

Dear Group Contact,

Following a little technical/development delay, we're pleased to announce that the new online group management system (Groop) is now ready to be used on a local level. Shortly all Group Contacts will receive logins from Groop so they may begin updating their group data, create and manage events, invite young people and parents to register on the system.

The system is fully live for:

1. Child registration
2. Event management
3. Taking payments

The introduction of variable donations and Gift Aid processing will follow shortly. By January 1st we will upload all relevant policies to the Groop resource library.

As we all adjust to the new system we are encouraging a step by step test of the platform. We have uploaded all Group Contacts and ask that you complete the data required for the annual group registration process as a first step, followed by creating events for your usual group night activities. We will then transfer data of existing adult members to the system.

### **Changes to the group registration systems**

This year with the introduction of Groop we'll be doing things a little differently, moving away from a paper based system to an online registration process. This will save lots of data entry time at Folk Office, and should be easier for all groups to update their details throughout the year.

Full instructions on how to register your group this year are attached or can be found on our website. If you've any questions we're on hand here at Folk Office to help you with this transition. Simply email [info@woodcraft.org.uk](mailto:info@woodcraft.org.uk) or call 0207703 4173.

### **Group Registration 2020**

As you all know all Woodcraft Folk groups (Woodchip, Elfin, Pioneer and Venturer) have to register their details and make a financial contribution to the national movement annually. DF groups will still need to register but are not required to make a financial contribution.

Group registration ensures that groups are recognised and that Folk Office can provide them with support and background services including essential things such as public liability insurance, charity registration, financial accountability and safeguarding. A fuller list of services is available in the 'Membership & Group Registration statement' on our website.

The **deadline for registering is 31<sup>st</sup> January 2020**. Failure to register your group will result in Woodcraft Folk no longer being responsible for your group activities. The full consequences of failing to register can be found in the '[Membership & Group Registration statement](#)'.

## **Groop Guidance**

As the Group Contact you will shortly receive your email directly from Groop with instructions on how to set up your login. As the Groop admin for your group you will be able to do child registrations, online event management, online payments, use the report functionality and email communications to all parents and adult members at a local level.

- Full guidance on how to use the Groop system can be found at <https://knowledge.groop.com/>
- Along with FAQs and our Groop support tools which are available here on our website <https://woodcraft.org.uk/groop>

If you've any questions please email us at [info@woodcraft.org.uk](mailto:info@woodcraft.org.uk).

## **Group registration fees 2020**

Due to the delay in establishing the Groop system we would like to invoice all groups based on their child numbers from 2019.

At Annual Gathering in June 2019, the membership supported an increase in group membership fees. from January 1st 2020 they will be:

- £135.20 per group
- Plus £13.50 per child

If your group has significantly changed in size please do let us know by 1st December before we prepare and send out registration invoices to District Treasurers in early December. Simply email [info@woodcraft.org.uk](mailto:info@woodcraft.org.uk) to let us know of any changes.

Please remember that all new groups can register free for their first 6 months and that no group will be prevented from registering due to difficulties in paying their group registration fee. Please do make contact to discuss how we might assist your group to become more financially sustainable.

Additionally, any group that finds itself in a position to make a solidarity donation to support new or struggling groups would be strongly encouraged to do so.

## **Financial returns**

Treasurers will receive an email later this month with instructions about how to submit the financial return for groups and Districts. This year we are still asking for the same information, but we are asking for this to be submitted online via google forms.

This new electronic approach has been designed to be simple and straightforward and help us move away from the large Excel documents we have previously circulated.

If you have any questions about Financial returns email [returns@woodcraft.org.uk](mailto:returns@woodcraft.org.uk).

We hope you find this new Groop system and online registration a lot easier and less labour intensive. If you've any feedback or questions please do not hesitate to contact us at [info@woodcraft.org.uk](mailto:info@woodcraft.org.uk) or 020 77034173.

Blue Skies

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