



# Member and Group Registration Statement

Woodcraft Folk is one charity, in which all local groups are expected to annually register with Folk Office. The registration procedure is designed to recognise local groups and enable them to access central services. These central services include:

- Access to Groop – our online group management system
- Use of the online DBS processing system GBG
- Public liability insurance
- Appropriate policies and procedures
- Charity registration
- Voting rights at Annual Gathering
- Listing on [www.woodcraft.org.uk](http://www.woodcraft.org.uk)
- Access to training and free resources
- Financial accountability
- Ability to participate in national and international camps and events
- Recruitment and publicity material
- Development support & advice
- Membership and affiliation to a range of organisations, including International Falcon Movement, Youth Hostel Association, British Youth Council and the National Council for Voluntary Youth Services
- Folk Supply

## Registration fee

Annual Gathering 2011 resolved to change the group registration system from the previous flat fee structure. Since Annual Gathering 2019 the group registration fee stands at a minimum £135.20 fee for all Woodchip, Elfin, Pioneer and Venturer groups, with an individual cost of £13.50 per child or young member in the group. Everyone over the age of 16 is expected to become an individual member of the Folk (this is why registration fees are waived for DF groups).

In return for the registration fee, groups get access to the central services listed above and each young member will receive a membership badge for every year of their membership.

All new groups will continue to have their registration fees waived for their first 6 months, whilst they become established.

## **Rationale for change**

General Council and the members at Annual Gathering believe this new registration system is fairer to all. A system based on the size of groups, rather than a flat rate fee allows for larger groups, with a larger income in subs, to contribute more and to decrease the financial burden on smaller or developing groups.

## **Working out how much you need to pay**

Group Leaders are advised to register the average number of children and young people attending during the autumn term (September – December) of the previous year.

At Development Conference 2011, members felt that all children and young people who attended a residential event should be given a membership badge. To facilitate this you may wish to purchase additional badges prior to your local group or District camping events.

*\* From January 2020 and with the introduction of Groop this number will be generated for the number of children registered on the online management platform.*

## **Unable to pay**

If groups believe they lack the finances to pay the registration fee it is vital that they contact Folk Office as soon as possible. Folk Office will support local groups to set up a staggered payment plan, and can always signpost groups to potential funding sources.

## **Central monitoring**

The above system is only fair if all groups report their group numbers accurately. If the national movement feels that a group is deliberately underreporting the number of children or young people in their group, you will be contacted by a member of General Council or the Membership Development Manager.

## **Failure to Register:**

If a Woodcraft group does not register by February 1<sup>st</sup> and fails to contact Folk Office in advance then the following procedures will be taken:

- Folk Office will contact the group reminding them that they have to register and pay their group registration fee
- If the group fails to register within 28 days a member of General Council will contact them directly
- If after April 1st the group has failed to register or pay their group registration fee after contact from Folk Office, Woodcraft will no longer be legally responsible for the group. A letter will be sent to the

group contact and all members associated with the group notifying them of the situation.

The above will result in a loss of:

- Insurance for all volunteers, members and children or young people, meaning that everyone in the group participate at their own risk or local insurance will need to be sought
- A listing on the database or website, which means Folk Office will not direct new children, young people, parents or volunteers to the group
- Entitlement to attend national events, camps, training events and Annual Gathering
- Any bank accounts and assets belonging to the group, will be seized and distributed in keeping with the development fund principles

### **Registering young group members**

Individual membership of the Woodcraft Folk is free to anyone under the age of 16 years. Venturers and Pioneers should be encouraged to become members of the movement.

To assist with monitoring, all groups are asked to record the number of children attending group, their gender, their ethnicity and whether or not they have any additional needs. **From December 2019 groups will be required to register all of their children using our Groop online management tool. This system should be kept up to date by all group contacts (admins) and annual registrations should be made by every child and young person who attends the group. This information will be accessible by staff at Folk Office giving us a bigger picture on how many children are attending our groups.**