



**1<sup>st</sup> Luton Sea Scout Group**  
Headquarters: Bowling Green Lane, Luton, Bedfordshire.  
Royal Navy Recognition No.69, Registered Charity No.300465.  
Group correspondence to: 25 St Andrews Close, Slip End, Luton, LU1 4DE.  
[www.first.luton.co.uk](http://www.first.luton.co.uk)

## **Welcome to the 1<sup>st</sup> Luton Sea Scout Group.**

### **About the 1<sup>st</sup> Luton Sea Scout Group**

Welcome to the 1<sup>st</sup> Luton Sea Scout Group and we hope you have many happy years with us.

The 1<sup>st</sup> Luton Sea Scouts was started in 1909 making us the longest running Scout Troop in Luton and one of the oldest Scout Troops in the Country.

Sea Scouts are all part of the World Wide Scout movement. The only difference is that as Sea Scouts we participate in water activities as well as the traditional Scout activities.

Sea Scouts are also inspected each year by the Royal Navy to ensure we meet their high standards. Only the top 101 troops are awarded Admiralty recognition. The 1<sup>st</sup> Luton Sea Scouts have been Admiralty recognised since 1941

We also have our own qualified Royal Yacht Association (RYA) and British Canoe Union (BCU) Instructors and Royal Life Saving Society (RLSS) Life Guards.

The main aims of the 1<sup>st</sup> Luton Sea Scouts are for all its members to have fun whilst learning and developing new skills and interests and good citizenship.

### **The Group Executive**

The Group is run by The Group Executive formed from Scout Leaders, Helpers, and Parents.

The Group Executive meets bi-monthly, to discuss the overall running of the Group, fundraising, membership and social events. All Leaders, Helpers and members of the Group Executive are volunteers and must undertake a Criminal Records Bureau (CRB) check.

### **Useful Contact Details**

The following names and numbers are members of the 1<sup>st</sup> Luton Sea Scout Group and will be pleased to help if you have any questions.

Mike Taylor	Group Chairman	01582 738218
Jo Merrick	Group Scout Leader	<a href="mailto:first.luton.gsl@hotmail.co.uk">first.luton.gsl@hotmail.co.uk</a>
Paddy Higgins	Group Secretary	01582 413108
Jenny Coleman	Group Treasurer	01582 516191

## The Sections

The Group is made up of three sections: Beavers, Cubs and Scouts. Each section caters for an individual age range. Details of each section are as follows:

### Beavers

<b>Age range</b>	<b>6 - 8 yrs</b>	<b>monthly subscription: £10.00</b>
<b>When they meet</b>	Thursday night from 6.30pm to 7.45pm	
<b>Where they meet</b>	Head Quarters on Bowling Green Lane (off Old Bedford Rd)	
<b>Contact details</b>	Helen Ayres– Beaver Leader - Telephone – 07954295726 First.luton.beavers@hotmail.co.uk	

### Cubs

<b>Age range</b>	<b>8 - 10½ yrs</b>	<b>Monthly subscription : £13.00</b>
<b>When they meet</b>	Tuesday nights from 6.30pm to 8.15pm	
<b>Where they meet</b>	Winter Months - Head Quarters on Bowling Green Lane (off Old Bedford Rd) Summer Months - Boating station within Luton Hoo estate	
<b>Contact details</b>	David Holmes - Cub Leader - Telephone - 01582 735848	

### Scouts

<b>Age range</b>	<b>10 - 14 yrs</b>	<b>monthly subscription: 14.00</b>
<b>When they meet</b>	Friday night from 7.30pm to 9.30pm – Winter Months (October to April) 7.30pm to 10.00pm - Summer months (May to September)	
<b>Where they meet</b>	Winter Months - Head Quarters on Bowling Green Lane (off Old Bedford Rd) Summer Months - Boating station within Luton Hoo estate	
<b>Contact details</b>	Phil Jeffrey – Scout Leader - Telephone – 01582 612568	
<b>Email</b>	first.luton.seascouts@hotmail.co.uk	

### Subscription Fees (Subs).

Subscription fees for the 1<sup>st</sup> Luton Sea Scout Group are set each year by the Group Executive. All subs are to be paid by Standing Order. A form is enclosed for you to fill in and return to the Group Treasurer.

## Where to get a uniform

On line at: [www.scoutshops.com/acatlog/air-sea-scouts-uniform.html](http://www.scoutshops.com/acatlog/air-sea-scouts-uniform.html)

Or at your local Scout Shop at the following address: Location map and Address.



'Jansel House'

Someries District Scout Shop,  
Someries District Headquarters,  
Applecroft Road, Stopsley,

Opening Times : Tuesday 7 - 9pm  
and Saturday 9:30 - 11:30am,

Manageress : Cynth Sutherst  
Phone 01582 731498 or  
Mobile 07905 712671.

Beaver, Cub and Scout uniforms can be purchased from the above Shop, or on line.  
If you have any problems with getting a uniform please talk to the Section Leaders.

**Beaver Uniform -** Blue Beaver sweat shirt, Grey School trousers, Black Shoes, Grey Socks, Neckerchief (scarf) in group colours and woggle.

**Cub Uniform -** Green Cub Jumper, Grey School trousers, Black Shoes, Grey Socks, Neckerchief (scarf) in group colours and woggle.

**Scout Uniform -** Blue Sea Scout Jumper, Sea Scout Hat & Tally band, Dark colour trousers, Black Shoes, Dark colour socks, Neckerchief (scarf) in group colours.

**Activity Wear -** We also have a range of 1<sup>st</sup> Luton T-shirts, sweatshirts and trousers.

# Information we require from you

Below are details of what and why we require the following information. Please complete the attached forms and return them back to one of the Section Leaders as soon as possible.

If you require any further information or clarification please ask one of the Section Leaders.

## Data Protection - Membership Records

The Scout Movement in the United Kingdom is a membership organization. To enable it to operate – and to communicate with its members – it is necessary to maintain records about them.

This will include keeping details of name, address, date of birth and contact telephone numbers. We will also be keeping details of your son's/daughter's progress through Scouting (badges gained etc.). Information held in our Scout Group may be shared from time to time within Scouting including the Headquarters of the Association.

Legislation came into force in March 2000 which covers the protection and processing of personal data. Adults and young people have the same rights under the Data Protection Act 1998. The Act covers paper based (as well as computer based) information. Certain information is classed by the law as "Sensitive Personal Data". In a Scouting context, this may include information about your son's/daughter's :

- Health. (to ensure that we are prepared for medical emergencies it is important that we hold relevant information)
- Disabilities. (to ensure a safe integration of your son's/daughter's participation in activities, details of any disability need to be shown)
- Religious or similar beliefs. (this will help us ensure that we make appropriate arrangements when necessary)
- Racial or ethnic origin. (again this will help us ensure that we are sensitive to cultural needs of our members)

**To hold this Sensitive Personal Data we will need your explicit consent. This can be given by completing the enclosed Consent Form – Data Protection Act 1998.** All the information will only be used in connection with your son's/daughter's membership of the Scout Movement in the United Kingdom – this will include membership management and communications. None of the information provided will be passed to any third parties outside the Scout Movement without your consent.

### **Standing Order Form (re: subscriptions)**

Please fill in the attached Standing Order form and return to the Section Leader.

### **Emergency contact details**

Your address and contact details will be used if we need to contact you in an emergency. If you are not going to be at the address you have given us whilst your son/daughter is in our care you **must** inform the Section Leader in writing of your contact details as soon as possible.

### **Change in your details**

If your address or any of your contact details change please remember to inform us in writing as soon as possible

**We hope you will enjoy your time with us and remember if you have any questions about The 1<sup>st</sup> Luton Sea Scout Group please ask any of the Leaders.**

**We will be glad to help.**

**Thank you.**

**Name of Scout.....**

Gift Aid

The 1<sup>st</sup> Luton Sea Scout Group is registered for the gift aid scheme. This means that we can claim a tax refund, from HM Revenue and Customs (HMRC), of 28p in the pound for membership subscriptions / donations to the group. The additional funds will be used to fund the ongoing costs of the Scout group. It does not cost you anything – we are just reclaiming the tax already paid.

To enable us to claim tax refund, please complete the attached form and return it to us.

In order to complete the form, you will need to be a taxpayer, paying income tax at the basic rate (20%) or at the higher rate (40%).

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## Gift Aid declaration – for past, present & future donations

Name of charity or Community Amateur Sports Club

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Please treat as Gift Aid donations all qualifying gifts of money made

today  in the past 4 years  in the future

Please tick all boxes you wish to apply.

I confirm I have paid or will pay an amount of Income Tax and/or Capital Gains Tax for each tax year (6 April to 5 April) that is at least equal to the amount of tax that all the charities or Community Amateur Sports Clubs (CASCs) that I donate to will reclaim on my gifts for that tax year. I understand that other taxes such as VAT and Council Tax do not qualify. I understand the charity will reclaim 28p of tax on every £1 that I gave up to 5 April 2008 and will reclaim 25p of tax on every £1 that I give on or after 6 April 2008.

### Donor's details

Title ----- First name or initial(s) -----

Surname -----

Full home address -----

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Postcode -----

Date -----

Signature -----

**Please notify the charity or CASC if you:**

- *Want to cancel this declaration*
- *Change your name or home address*
- *No longer pay sufficient tax on your income and/or capital gains.*

*If you pay Income Tax at the higher or additional rate and want to receive the additional tax relief due to you, you must include all your Gift Aid donations on your Self Assessment tax return or ask HM Revenue and Customs to adjust your tax code.*

Name of Scout.....

**Consent Form – Data Protection Act 1998**

I accept that the 1<sup>st</sup> Luton Sea Scout Group will be holding information about my son's/daughter's membership of the Scout Movement for Scouting purposes.

I give explicit consent to the holding of information of my son's/daughter's health, disabilities, religion/faith, race/ethnic origin for Scouting purposes

I give\*/do not give\* consent to the disclosure of any information held to third parties associated with the Scout Movement in order that they may offer products and services which may be of interest.

Signed .....

Print Name .....

Date.....

*\*Please delete where applicable*

**To be returned to the Section Leader.**



# Information Sheet & Emergency Contact Details

Name of Scout..... Date of Birth: .....

Address: .....

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Post code: .....

Email Address: .....

Telephone Nos. Home: .....

Mobiles: .....

Parents / Guardian names: .....

## **Emergency contact details**

Please note your above address and contact details will be used if we need to contact you in an emergency. If you are not going to be at the above address whilst your son / daughter are in our care, or your details change, you must inform the leader in writing as soon as possible.

National Heath No . .....

Medical information (e.g. Allergies, Dietary needs, etc):

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Any other information you feel maybe relevant:

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Signature of Parent/Guardian: ..... Date: .....

**Please complete with as much detail as possible and return to the appropriate Section Leader.**

**Thank you.**

## Instructions to Bank/Building Society

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To: The Manager: _____ Bank
Address _____
_____
_____ Post Code: _____

I wish to set up a Standing Order from my account, details below:

Name of Account Holder

Full Address of Account Holder:

Bank or Building Society Account Number:

Sort Code:

Please pay the sum of:

£14.00

10<sup>th</sup> day

Ref: (*child's name*)

Please pay monthly, until further notice.

**Payable to:**

**Account Name: FIRST LUTON SEA SCOUT GROUP**

**Barclays Bank, George Street, Luton**

**Account Number: 50585211**

**Sort Code: 20-53-30**

Signed \_\_\_\_\_

Date \_\_\_\_\_

Print name \_\_\_\_\_

**PLEASE RETURN THE STANDING ORDER TO THE SECTION LEADER**