



Scouts ACT New Members Scholarship Fund

Policy Title:	New Members Scholarship Fund
Policy Number:	4.10
Policy Owner:	Chief Commissioner
Effective Date:	30 Oct 2025
Review Due Date:	29 Oct 2027

1. Purpose

The purpose of this policy is to outline Scouts ACT's approach to administering scholarships that support new youth participation in Scouting where financial barriers exist. This policy ensures transparent, equitable, and sustainable management of scholarship funds.

2. Scope

This policy applies to new and potential youth members of Scouts ACT eligible for scholarship support, as well as staff, volunteers, and partner organisations involved in the referral, assessment, and administration of scholarships.

3. Policy Statement

Scouts ACT is committed to fostering inclusion and accessibility by providing scholarships to young people who may otherwise be unable to participate in Scouting. These scholarships are contingent on available funding and are designed to reduce financial barriers to participation. While they do not cover the full cost of Scouting, they offer meaningful support to help eligible youth engage in the program.

4. Responsibilities

- **Partner Organisations:** Identify and refer eligible candidates to Scouts ACT.
- **Group / Unit Leaders:** Facilitate engagement activities, assess candidate suitability, submit applications, and communicate outcomes to families. May refer candidates to alternative Groups / Units if appropriate.
- **Scouts ACT Staff:** Process scholarship applications, manage payments, maintain financial records, and support administrative aspects of the program.
- **Scout Groups / Rover Units:** Manage payments on behalf of scholarship recipients and report in accordance with Scouts ACT financial procedures.
- **Executive Officer:** Monitors the financial capacity of the scholarship fund and advises the Chief Commissioner on the availability and sustainability for funding. Provides guidance on mechanisms for tracking individual scholarship allocations, supports planning for continued participation beyond the scholarship period, and leads efforts to source additional funding.
- **Chief Commissioner:** Oversees the scholarship program, including its implementation and biennial policy review. Works with the Executive Officer to ensure scholarship commitments are aligned with available funding and to support planning that helps recipients continue participating beyond the scholarship period.

5. Scholarship Administration

All scholarships must be administered in accordance with any relevant procedures, which will provide detailed guidance on:

- Referral and engagement of candidates
- Scholarship application process
- Fee management, including branch fees, group fees, uniforms, and activity costs
- Fund reporting and reconciliation procedures
- Use of Xero tracking categories for financial reporting

6. Compliance and Monitoring

Compliance with this policy will be monitored through annual reviews of scholarship allocations and expenditure. Scout Groups / Rover Units that have accepted a scholarship must provide a report on fund usage each year, identifying how the funds were used. Any unspent amounts at the end of the scholarship period, or earlier if required, must be returned to Scouts ACT.

Breaches, including misuse of funds or failure to report, must be reported to the Executive Officer or Chief Commissioner in a timely manner, and may result in suspension of scholarship allocations until resolved. All payments are subject to internal audit, with findings reviewed by the Finance Committee and reported to the Branch Executive Committee (BEC) annually.

7. Review and Amendments

This policy will be reviewed every two years by the Chief Commissioner in consultation with the Executive Officer to ensure it remains effective and aligned with Scouts ACT priorities. Any amendments must be approved by the Branch Executive Committee (BEC). Changes will be communicated promptly to all relevant staff, volunteers, Scout Groups / Rover Units, and partner organisations.

8. Relevant References

The following references should be considered when implementing, reviewing or amending this policy.

- 2.11 Privacy Policy Guidelines
- 2.12 Conflict of Interest
- 4.1 Branch Financial and Asset Management
 - 4.1.2 Group Financial Management
- 10.9 Child and Youth Protection
- 4.10 Financial Delegations

Document Control

Version	Date	Description	Approved by
1.0	30 Oct 2025	New policy	BEC