



Lions Area Registration Subsidy Application Form Instructions



Intent:

- Parents/guardians are encouraged to pay the registration fees by using a payment plan if necessary. They are also encouraged to ask the Unit or the District for the availability of gently used uniform pieces.
- If the parent is unable to pay the full amount, the Unit and District should assist when possible. If there is still an outstanding amount, an application may be made to Lions Area for a subsidy of up to \$82.50 for Registration fee and up to 50% for a uniform (shirt, tie and/or sash). Receipts are required where applicable.
- If further financial assistance is needed, an application may be made to the Gift of Guiding. (Contact your District Commissioner for the form).
- Parents/guardians are encouraged to contribute to Guiding in non-fiscal ways during the year.

Process:

- Step 1:** A financial need is identified by the parent/guardian, the Unit Guider, or the District Commissioner.
- Step 2:** The Guider fills out the subsidy application form with the girl's name, iMIS#, the Unit and District she belongs to and the estimated cost of each item. Upon request, the girl's name may be left off the application form (use iMIS number only).
- Step 3:** Together with the Guider, the parent fills in the application form with their name, email and phone number and indicates what they can afford to pay and how often. The parent signs and dates the application.
- Step 4:** The Unit Guider fills in the amount the Unit can afford to pay, signs the application and passes it to the District Commissioner.
- Step 5:** The District Commissioner fills out how much the District can assist with, signs the application and forwards it to the Area Commissioner.
- Step 6:** The Area Commissioner, upon consultation with the Treasurer, will decide how much the Area will subsidize and will forward the application to the Treasurer to issue a cheque.
- Step 7:** The cheque will be mailed to the Unit Leader or District Commissioner at the address indicated on the application form, along with a copy of the subsidy application form.



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Section A ~ Unit Guider or District Commissioner to complete this section.

Name of Girl _____ iMIS Number _____

Unit _____ District _____

Make Cheque Payable to: Unit or District

Mailing Address for Cheque (must be Unit Guider or District Commissioner)

| Description | Cost | Maximum Area Portion | Parent Portion | Unit Portion | District Portion |
|------------------------------|-----------|----------------------|----------------|--------------|------------------|
| Registration | \$ 105.00 | \$ 82.50 | | | |
| District Fees (facility etc) | | 0.00 | | | |
| Unit Fees (dues etc) | | 0.00 | | | |
| Uniform* | | | | | |
| TOTALS | | | | | |

* The uniform will consist of the Guiding t-shirt, sash and scarf. Area will pay a maximum of 50% of the total cost of the uniform, not including shipping. Receipts required.

Section B ~ Parent/Guardian to complete this section with the assistance of a Guider.

Name of Parent/Guardian _____ Phone Number _____

Email Address _____

How will the parent/guardian pay the portion above?

- One-time payment (Date payment will be made: _____)
- Monthly payments Weekly payments

How will the parent/guardian contribute to Guiding this year? (PRC may be required)

- | | |
|--|---|
| <input type="checkbox"/> Sell extra cookies | <input type="checkbox"/> Share your expertise (skills, crafts, etc) |
| <input type="checkbox"/> Pick up cookies on distribution day | <input type="checkbox"/> Help leaders with activity/fundraising |
| <input type="checkbox"/> Sign out cookies to parents | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Collect cookie money | |

Section C

Name of Parent/Guardian _____ Signature of Parent/Guardian _____ Date _____

Name of Unit Guider _____ Signature of Unit Guider _____ Date _____

Name of District Commissioner _____ Signature of District Commissioner _____ Date _____

Name of Area Commissioner _____ Signature of Area Commissioner _____ Date _____