

BOY SCOUTS OF THE PHILIPPINES
National Office
Manila

14 April 2014

NATIONAL OFFICE MEMORANDUM

NUMBER 32 s. 2014

TO : **ALL CONCERNED**

SUBJECT : **ESTABLISHMENT OF SCOUT SHOP FOR ALL LOCAL COUNCILS**

With the end goal of making our uniforms and other Scout products available and accessible to our Scouts and Scout Leaders, and in line with the BSP's thrust of enhancing the financial resources of the local councils, the National Scout Shop Committee (NSSC) encourages all Local Councils of the Boy Scouts of the Philippines to establish their respective Scout Shop.

In applying for the setting up and or establishment of a Scout Shop, all local councils must be guided by the following requirements and guidelines:

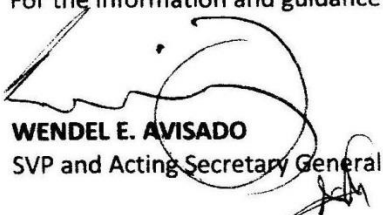
- The Local Council shall secure a Board Resolution from Council Executive Board in expressing its intent to establish the Local Council Scout Shop;
- The Local Council shall create a Scout Shop Committee consisting of at least three (3) members from the Local Council Executive Board who shall administer the operation of the Scout Shop;
- The Local Council shall open a separate bank account for the operation of the Scout Shop; and
- The Local Council shall see to it that it has a suitable space or area in its office to keep and store all of its stocks and supplies and in order to insure the smooth operation of the Scout Shop.

In Operating the Scout Shop, the following Standard Operating Procedures must be strictly adhered to and complied with:

- All Purchase Orders (PO's) must be duly signed by the Chairman and the Members of the Local Council Scout Shop Committee;
- The Local Council is entitled to a twenty-percent (20%) discount for all Scouts uniforms and other products;
- Payment of orders must be done within the period of forty five days (45) days from the date of receipt of the above items/products. For delinquent Local Councils, fifty-percent (50%) of their twenty percent (20%) discount shall be automatically applied to their outstanding account;
- The Local Council must prepare a daily sales and collection report which shall be submitted weekly to the National Scout Shop(NSS);
- The Local Council must furnish weekly the NSS with all deposit slips covering all sales for the week of their Scout Shop;
- The Local Council must conduct a quarterly physical inventory of products and submit the same to the NSS; and
- The Local Council must make available all invoices and purchase orders to the NSS whenever needed and/ or necessary.

Interested Local Councils may contact the National Scout Shop, BSP Manila for more details and information through telephone numbers (02) 527-8317 to 20 local 121.

For the information and guidance of all concerned.


WENDEL E. AVISADO
SVP and Acting Secretary General