

BOY SCOUTS OF THE PHILIPPINES
National Office
Manila

30 July 2012

NATIONAL OFFICE MEMORANDUM

NUMBER 34 s.2012

TO : REGIONAL SCOUT DIRECTORS/COUNCIL SCOUT EXECUTIVES

SUBJECT : Changes on Scout Membership Registration Procedure

To effectively monitor, safeguard and properly account for the Scout membership and registration fees, the following guideline shall be observed effective immediately:

- I. Local Councils(LC) shall submit to Regional Office not later than 1600H, every Friday through electronic mail or fax the following:
 1. Registration Processing Slip (RPS)
 2. Corresponding bank deposit slips

- II. Regional Office shall:
 - Every Monday:*
 1. Consolidate and submit report of RPSs received from LCs to Finance Division BSP National Office (BSPNO) through electronic mail or fax.

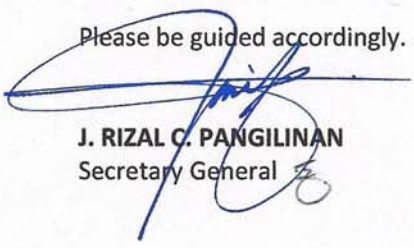
 - Before the fifth day of the following month:*
 2. Process and retain the AURs for verification, audit and inventory purposes.
 3. Ensure that duplicate copy of OR is attached to the corresponding AUR.
 4. Ensure that AUR serial number is indicated in the OR, vice versa.
 5. Submit to BSPNO all membership registration and statistical reports.

 - On or before 31 January of each year:*
 6. Submit inventory report of all accountable forms to Admin Division, ATTN: Supply Office
 7. Ensure that requisition for Accountable Forms are based on utilization, e.g. membership cards vs. Scout membership, AUR vs. number of units registered, etc.

BSP National Office may, from time to time, request confirmation/copy of AURs from Regional Office as maybe necessary for FAP claim applications and for other important purposes.

Attached herewith is the revised Registration Processing Slip (RPS) for immediate implementation.

Please be guided accordingly.


J. RIZAL C. PANGILINAN
Secretary General

BOY SCOUTS OF THE PHILIPPINES

REGISTRATION PROCESSING SLIP

COUNCIL: _____

RPS NO. _____
DATE: _____

DEPOSITS SLIP(S)		NO. OF CERTIFICATES ISSUED	REGISTRANTS CLASSIFICATION	RATE	TOTAL FEES
DATE	AMOUNT				
			KID Scout	P 50.00	P
			KAB Scout	P 50.00	
			Boy Scout	P 50.00	
			Senior Scout	P 50.00	
			Rover Scout	P 50.00	
			Unit Leader/Assistant/Rover Leader	P 60.00	
			Institutional Representative (IR)	P 100.00	
			Institutional Sctng. Comm. Member (ISCOM)	P 100.00	
			District/Mun. Commissioner	P 100.00	
			CMAL/DMAL/Other Lay Leader	P 100.00	
			Council Staff	P 100.00	
			CSE/FSE/OIC	P 300.00	
			LCEBM/Council Commissioner	P 400.00	
			RSCM/Regional Commissioner	P 400.00	
			Council Chairman	P 1,000.00	
			Institutional Charter Fee	P10.00	
			Duplicate Certificate (Scout)	P5.00	
			Duplicate Certificate (Adult Leader)	P5.00	
			AUR replacement - (serial no./s)	P20.00	
TOTAL			TOTAL		P
			LESS: COUNCIL NAFCO RETENTION	AMOUNT	
			Scout	P10.00	
			UL/AUL/RL	P11.50	
			ISCOM/IR	P13.50	
			CMAL/DMAL/Dist. Mun. Commsr./Lay Leader	P13.50	
			CSE/FSE/STAFF/OIC	P13.50	
			LCEBM/Council Commissioner/Chairman	P33.50	
TOTAL			TOTAL NAFCO RETENTION		P
TOTAL	P		TOTAL AMOUNT DUE TO N.O.		P

PROCESSED BY: _____ Registration Officer	PNB/BDO DEPOSIT SLIPS		
APPROVED BY: _____ Council Scout Executive			
	TOTAL REMITTANCE		
	Overage		
	Shortage		
	TOTAL		P