



## SCOUTS NSW

### ACTIVE KIDS: GROUP LEADER INFORMATION PACK

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#### Program Information

##### ***What is Active Kids?***

Active Kids is a NSW Government program which helps families across the State meet the cost of enrolling their children into sport and active recreation activities. Families receive two vouchers per school-aged child per annum.

**From 1 January, parents in NSW can apply for the first of two \$100 vouchers which can be used to cover the annual Scouts NSW membership fee and joining costs for new members.**

**Beginning 1 July, parents can redeem their second \$100 voucher. This can also go towards the cost of the Scouts NSW membership fee.**

##### ***Who qualifies for an Active Kids voucher?***

Every child (4.5 - 18 years' old) enrolled in school from Kindergarten to Year 12 is eligible for an Active Kids voucher. This includes those who are home-schooled or enrolled in secondary school education at TAFE NSW. For Scouts NSW members, this includes youth members from Joey through to Venturer age.

##### ***How will Scout Groups benefit from Active Kids?***

Active Kids gives families already involved in Scouts a simple way to continue their Scouting adventures, while opening the door for other families to become involved in Scouts and enjoy the healthy lifestyle we endorse.

##### ***Does a Scout Group need to register to participate in Active Kids?***

Scouts NSW is an approved provider of the Active Kids voucher. Scout Groups are not required to register as separate providers; Scouts NSW's registration covers all Scout Groups in the State.

##### ***How do AKV work with Direct Billing?***

It is very easy for parent's to use their AKV with Direct Billing. Firstly, they redeem their vouchers as usual from Service NSW. Then, when they receive their Scouts NSW invoice email, they go to pay, and

choose AKV as a payment type. This will take them into redeeming their voucher and that amount will come off their invoice balance.

Groups are encouraged to promote the program at a local level and encourage parents of current youth members to redeem their vouchers with Scouts.

Active Kids vouchers belong to families, and it is up to the families to redeem their own vouchers. Do not accept or ask for Active Kids vouchers or voucher numbers. It is not a responsibility of the Group Leader or Group Treasurer to redeem vouchers.

## **Applying and Redeeming Active Kids vouchers**

### ***How do families apply for and use their Active Kids voucher?***

Families can use their Active Kids voucher with Scouts by following the steps below.

- **Step 1 – APPLY:** Head to the Service NSW online portal and log into or create your MyServiceNSW account. Fill in the Active Kids form to apply for your Active Kids voucher. If your application is approved, a voucher will be displayed at the end of the transaction and emailed to your nominated email address.
- **Step 2 – DOWNLOAD:** Download a copy of your voucher. Keep note of your voucher number, as this is important for redeeming the voucher with Scouts.
- **Step 3 – REDEEM:** When you receive your State Membership Fee invoice, click the link to the payment portal. Choose AKV as a payment type, and enter your voucher number. Once it is validated, that amount will be taken off the balance due.

It is important to complete all three steps, otherwise the voucher will not be redeemed.

### ***When can families redeem their Active Kids voucher with Scouts?***

Families can apply for their first Active Kids voucher via Service NSW from 1 January. They can redeem their second Active Kids voucher as of 1 July.

Please remember that each Active Kids voucher is only valid for redemption during the calendar year it was issued. Vouchers cannot be used retrospectively or redeemed in the same term.

### ***What should I do if a youth member's parent comes to the Scout Hall to redeem a printed, hard copy voucher for Scouts?***

In some instances, parents/guardians may visit the Scout Hall with a physical copy of their child's Active Kids voucher. In this case, Group Leaders are encouraged to assist the parent/guardian by going through the steps above that they need to follow.

## Scouts NSW Active Kids Process

### ***How will Scouts NSW verify vouchers once the voucher has been redeemed?***

The Scouts NSW payment system validates the redeemed Active Kids voucher during the State Membership Fee payment process.

### ***What if a current youth member does not wish to redeem their Active Kids voucher with Scouts?***

While we encourage Scouting families to redeem their Active Kids vouchers with Scouts, they are not obligated to do so. If a current youth member does not wish to redeem their Active Kids voucher with Scouts, the youth member will go through their Scout Group's membership process as per normal.

### ***Can the Active Kids voucher be used in separate instalments, or does it need to be used in one transaction?***

Each Active Kids voucher must be redeemed in a single transaction.

### ***What happens if a youth member has already paid their membership fees for the year, but wants to redeem the Active Kids voucher with Scouts?***

Unfortunately, Active Kids vouchers cannot be backdated. Scouts NSW wants families to receive the full benefits of the Active Kids vouchers. This means anyone who has paid their membership fees without an Active Kids voucher cannot go back in and redeem their voucher to claim their money back if they wished to.

If you have already paid your child's Scouts NSW membership fees for the year, we encourage you to redeem your Active Kids voucher with another eligible provider.

### ***What is the process for non-members who want to join the Scout Group and redeem their Active Kids voucher for their membership fees?***

When a new member joins, follow your Group's normal process. Families can redeem their voucher with Scouts NSW when they go to pay their first invoice.

### ***What happens to the voucher if a youth member decides to transfer to a different Scout Group during the year?***

There is no change to the current process. If a youth member transfers to another Group, then any remaining Active Kids voucher credit will appear on the transferred Scout Group's Invoice.

### ***What happens if a youth member decides to leave the Scout Group? Can they get the remainder of their Active Kids voucher returned?***

Each Active Kids voucher must be redeemed in a single transaction and cannot be refunded once redeemed.

With permission from the NSW Office of Sport, all unused Active Kids voucher credits will be disbursed to the Scouts NSW Family Support Fund at the conclusion of each year. This will help assist current

and prospective youth members and young Leaders in genuine need of financial support with the cost of Scouting.

## **Other**

### ***Who can I go to if I have additional questions?***

If you would like assistance with Active Kids for Scouts NSW, please contact State Office at [memberservices@nsw.scouts.com.au](mailto:memberservices@nsw.scouts.com.au).

All information about the Scouts NSW Active Kids voucher Program is available on [www.nsw.scouts.com.au/activekids](http://www.nsw.scouts.com.au/activekids). Further information on Active Kids can be found at [foundspart.nsw.gov.au/activekids](http://www.foundspart.nsw.gov.au/activekids).