

20th April 2017

Circular No. 16/2017

To All District Commissioners

Dear Colleagues,

Scout Service & Public Relationship Week – 2017
Friday 30th June to Sunday 9th July

This Year the Service & Relationship Week will commence on **Friday 30th June** at 2.00 p.m. and will continue till 5.00 p.m. on **Sunday, 9th July**. To this regard, a special launching program organized by the National Scout Headquarters will be held on **Friday, 30th June** at 2.00 p.m.

District Organizers' Meeting:

A meeting of the District Organisers of the Service & Relationship Week and of Census & Statistics will be held on **Saturday 13th May 2017 at 10.00 am** at the National Scout Headquarters. It is expected that all District Organisers who have been duly appointed by the District Commissioners will attend this very important meeting.

Distribution of Service (Job) Cards to Districts:

Distribution of Service Cards will take place at the District Organisers' Meeting on **Saturday 13th May 2017**. Please note that Service Cards for 2017 will **NOT** be issued to the Districts who have failed to furnish last year's (2016) reports and financial details of the Service & Relationship Week.

Distribution of Service Cards to Scout Troops:

All Districts should distribute Service Cards together with other relevant details and forms to all Scout Troops, Rover Crews and Cub Packs by **Sunday, 4th June 2017**.

Returning Job Cards by Scout Troops/Rover Crews/Cub Packs:

All Troops/Crews/Packs must return all Service Cards obtained by them together with funds collected to the District Organisers on or before **Sunday, 23rd July 2017**. The District Organisers are totally responsible for collection of cards and funds from Scouts. The Scout Masters should be given instructions to collect the funds collected by Scouts on a daily basis to avoid delays.

Settlement of Job Cards & Allocated Funds to NHQ:

The District Organisers should submit collected Service Cards (duly filled and signed) together with allocated funds and settle them to National Headquarters on or before **Saturday, 5th August 2017**. All forms and figures must be properly checked and endorsed by the **District Commissioner** before submitting them to National Headquarters.

Awards:

The First Ten (10) Districts who settle Service Cards and funds by **Saturday, 5th August 2017** to National Headquarters will qualify for an Award.

Penalty for delaying settlement by a District:

Those Districts who fail to settle Service Cards and funds by **Saturday, 5th August 2017** will have to pay a penalty to the National Headquarters.

Penalty for Non-participation by a District:

Those Districts who fail to participate actively in the Service & Relationship Week will have to contribute Rs 10,000/- towards National Headquarters from their respective District funds. Therefore, please encourage all Troops/Crews/Packs to actively participate in the Service & Relationship week.

Patrol & Sub Patrol System:

Invested members of the **Scout Patrols or Rover Clusters or Cub Sixes** can actively take part in the Service & Relationship Week. They are entitled to receive Two (2) Job Cards at the launching. Another fresh Job Card could be obtained for each completed card.

It is advisable to divide each **Patrol of 8 scouts** into **2 Sub-Patrols in consist of 4 Scouts in each**. However it is mandatory to have a minimum of **4 scouts** in a **Sub-Patrol**.

Scout Uniform & Identification:

Only **invested Scouts/Rovers/Cubs** can take part in the Service & Relationship Week and should wear Scout Uniform. They must properly wear the **Census Badge for 2017** in their uniforms, and the **Membership Book (Green)** should be in their possession.

Payment for Lost Cards:

A sum of Rs. 10,000/= will be charged for each SERVICE CARD LOST. This is to prevent misplacing or loosing or misusing job cards.

Distribution of Collection (%):

(1) Scout Groups	- 60%
(2) Districts	- 20%
(3) National Headquarters	- 20%

Please Note

In order to deposit the allocated funds, forwarded herewith the Bank Account number of Sri Lanka Scout Association. When funds are deposited, please mention the name of the District. Please fax or scan and email the bank slip to National Headquarters. The original bank slip could be attached to the relevant forms when Service Cards and funds are settled.

Our Account Number:	204 100150085323
Bank:	Peoples Bank Headquarters Branch, Colombo 02.

Thank You,
Yours in Scout Service,

Srilath De Silva
Asst. Chief Commissioner (Finance) &
National Organizing Commissioner (S&R Week)

Prof. Nimal De Silva
Chief Commissioner

C.C.: President, Chairman, Hony. Secretary & Treasurer of the Sri Lanka Scout Council,
All NHQ Commissioners

REPLY SLIP

Date:

Mr. Srilath De Silva
Asst. Chief Commissioner (Finance)
Sri Lanka Scout Association
65/9, Sir Chittampalam Gardiner Mw,
COLOMBO

SCOUT SERVICE & PUBLIC RELATIONSHIP WEEK – 2017

District Organisers’ Meeting

As the District Organiser for Service & Relationship Week, and for Census & Statistics, I hereby inform you that will attend the District Organisers’ Meeting which will be held on **Saturday 13th May 2017 at 10.00 a.m.** at the National Headquarters.

- 01. District:
- 02. Name of the District Organizer:
- 03. Position: email Address:
- 04. Home Address:
- 05. Phone Nos: Mobile: Residence/Office:

06. Declaration:

- ✓ I agree to undertake the responsibilities as the District Organiser for Scout Service & Public Relationship Week and for the submission of Census and Statistics.
- ✓ I agree to submit all related forms and documents together with the allocated funds to the National Headquarters through the District Commissioner on or before the closing date, i.e. 5th August 2017.
- ✓ I will attend the District Organisers’ Meeting scheduled for Saturday, 13th May 2017.

.....
Signature of District Organizer

.....
Date

SERVICE CARDS REQUISITION

07. Total Number of Scouts in the District (as of this date):

Scouts Rovers Cubs TOTAL

08. Total Number of Troops/Crews/Packs in the District (as of this date):

Troops Crews Packs TOTAL

09. Required number of Job Cards for the District:

.....
Sign/District Organizer

.....
Sign/District Commissioner

.....
Date

Please Note:

This reply slip should reach National Headquarters before Wednesday, **10th May 2017.**

Sri Lanka Scout Association
(Letter heading)

13th May 2017

SCOUT SERVICE & PUBLIC RELATIONS WEEK 2017

29TH JUNE TO 9TH JULY 2017

ORGANISING PROCEDURE FOR SS&PR WEEK ANNUALLY – TO BE DISCUSSED

1. Appointment of a District Organising Commissioner (DOC) for each district by the respective District Commissioner (DC), and sending appointee's details (a reply slip) to National Organising Commissioner of SLSA.
2. The First meeting for the District Organising Commissioners at NHQ, convened by the National Organising Commissioner (NOC) at least **8 Weeks** prior to the SS&PR Week. At this meeting the participants will be given proper instructions, related procedures, filling up formats, how to use Service Cards (Job Cards) and also how to handle funds collected. All circulars, rules and regulations will be given to them at this meeting.
3. MM Presentation on Public Relations Activity and Distribution of Service Cards: The 2nd meeting of the District Organising Commissioners will be convened at least **6 Weeks** prior to the SS&PR Week for 2 purposes:
 - 1) Distribution of Service Cards and how to use them by the Scout Patrols/Cub Sixes/Rover Clusters. Detailed rules & regulations will be given to them to avoid any misuse of cards & funds.
 - 2) Leaflets will be distributed and a MM presentation will take place at the meeting for the awareness of the Public Relationship Activity to be carried out during the SS&PR Week. Last year (2016), as the activity the Scouts had distributed leaflets and given instructions to the public on how to avoid spreading dengue which was a health hazard in Sri Lanka at that time.
4. The distribution of Service Cards and forms to Scout Groups/Troops/Packs/Crews by the DOC at an immediate meeting organized by him and DC. (At least **4 Weeks** prior to the SS&PR Week) The DOC should explain everything clearly to the Scout Masters.
5. Thereafter at the earliest possible time, the Scout Masters should distribute Cards & Forms to Leaders of Scout Patrols/Sub-Patrols, Cub Sixes & Rover Clusters in their respective groups. This should happen at least **2 Weeks** prior to the SS&PR Week so that the scouts can organize their routes and services in advance. Even they can book services by calling their relatives and known people.
6. SS&PR Week is usually held from the last Friday of the month of June and ends after 10 days, on a Sunday (including Sunday). In 2017, the SS&PR Week was held from Friday 30th June (after school) to Sunday, 9th July (till 5.00 p.m.)
7. All scouts should carry out their service activities within the area of the district and they are not allowed to invade the areas of other districts. However if the DC of the other district can grant permission (case by case) they are allowed to visit and serve their relatives who live in that particular districts.
8. The distribution of Collected Funds by Scout Groups:
 - 1) 20% to the District
 - 2) 20% to the NSO

- 3) 60% should remain in the Scout Group/Troop/Pack/Crew
9. The Group/Troop/Pack/Crew quota of 60% of the collected funds should be properly accounted for. The District quota of 20% should be banked/deposited in the District Account by the Hony. Treasurer, with the approval of the District Commissioner.
10. The 20% of NSO quota from each district should be documented properly (the relevant forms are attached). The funds could be either deposited in the NSO's Bank Account or handed over to the Cashier at NHQ. However, if deposited, the bank slips should be either faxed or handed over to Cashier at NHQ.
11. Details of all funds or cash and the Service Cards (both used and unused) should be handed over to the Cashier at NHQ within **4 Weeks** after conclusion of the SS&PR Week. No District will be exempted from being settling funds and service cards by due date for any reason.
12. The first 10 Districts who handed the duly filled forms and funds together with the service card on or before the due date will be rewarded by the NSO.
13. Special Remarks:
 - 1) If any Service Card was LOST or Misplaced, a sum of Rupees Ten Thousand (10,000/-) will be levied as a penalty.
 - 2) If any printed amount in the Service Card was altered, the printed amount, if it is higher than the altered figure, should be paid and accounted for.
14. For other important details please refer Service Week main **circular No 16/2017** dated 20th April 2017 and **6 Nos. Service Week Forms**.

Srilath De Silva

*Asst. Chief Commissioner (Finance & Rovers) &
National Organising Commissioner*

Sri Lanka Scout Association
Scout Service & Public Relationship (SS&PR) Week
30th JUNE to 9th JULY 2017

District Organisers' Meeting – 15th May 2017 at 10 a.m. at NHQ

- ✓ Religious Observances
- ✓ Welcoming the District Organisers
- ✓ Address by Chief Commissioner Prof. Nimal De Silva
- ✓ Explaining SS&PR Week Circular 16/2017 dated 30th April 2017
- ✓ Public Relationship Project during SS&PR Week 2017 (Dengue Awareness & Prevention Program)
 - *MM Presentation by Dr. Nimalka Pannila Hetti, MBBS, M.Sc, M.D., National Dengue Control Unit, Ministry of Health*
- ✓ Distribution of Service Cards
- ✓ How to Distribute SS&PR Forms and Service Cards to the Troops/Packs/Crews?
- ✓ How the public can offer service activities, and contribute and fill up Service Cards correctly? (to the benefit of Scouts and Patrol/Cluster/Six Leaders)
- ✓ How to fill up forms 1 to 6 on Service & Relationship Week and submit them with collected funds?
- ✓ How to fill up forms 1-6 on Census & Statistics, and submit them with annual membership fees?
- ✓ Presentation on last 3 years SS&PR Week Statistics
- ✓ Lunch & Disperse

Srilath De Silva

Asst. Chief Commissioner (Finance & Rovers)

(National Organising Commissioner, SS&PR Week)

SRI LANKA SCOUT ASSOCIATION

Scout Service & Public Relationship Week - 30th June to 9th July 2017

DISTRICT ORGANISERS' MEETING ATTENDANCE - 15th MAY 2017

	<i>District</i>	<i>Name</i>	<i>Address</i>	<i>email Address</i>	<i>Mobile/Tele No</i>	<i>Signature</i>
1	<i>Akkaraipattu/Kalmunai</i>					
2	<i>Ampara</i>					
3	<i>Anuradhapura</i>					
4	<i>Avissawella</i>					
5	<i>Badulla</i>					
6	<i>Batticaloa</i>					
7	<i>Chilaw</i>					
8	<i>Colombo</i>					
9	<i>Galle</i>					
10	<i>Gampaha</i>					
11	<i>Hambantota</i>					
12	<i>Homagama</i>					
13	<i>Jaffna</i>					
14	<i>Kalutara</i>					
15	<i>Kandy</i>					
16	<i>Kankasanturai</i>					
17	<i>Kegalle</i>					
18	<i>Kilinochchi</i>					
19	<i>Kurunegala</i>					
20	<i>Mannar</i>					
21	<i>Matale</i>					

DISTRICT ORGANISERS' MEETING ATTENDANCE - 15th MAY 2017

	<i>District</i>	<i>Name</i>	<i>Address</i>	<i>email Address</i>	<i>Mobile/Tele No</i>	<i>Signature</i>
22	<i>Matara</i>					
23	<i>Monaragala</i>					
24	<i>Moratuwa/Piliyandala</i>					
25	<i>Mullativu</i>					
26	<i>Nawalapitiya</i>					
27	<i>Negombo</i>					
28	<i>Nuwara Eliya</i>					
29	<i>Panadura/Horana</i>					
30	<i>Point Pedro</i>					
31	<i>Polonnaruwa</i>					
32	<i>Puttalam</i>					
33	<i>Ratnapura</i>					
34	<i>Trincomalee</i>					
35	<i>Vavuniya</i>					
36	<i>Wattala/Ja-ela</i>					
37	<i>Wennappuwa</i>					

SRI LANKA SCOUT ASSOCIATION - ශ්‍රී ලංකා බාලදෙනු සංගමය

Scout Service & Public Relationship Week - 2017 - බාලදෙනු සේවා සහ මහජන සම්බන්ධතා සතිය

DETAILED REPORT OF SCOUT SERVICE WEEK BY DISTRICT (By Card No)
බාලදෙනු සේවා සතියේ සවිස්තර දිස්ත්‍රික් වාර්තාව (කාඩ්පත් අංක අනුව)

Note - Should be properly filled by the District Organiser. Details of all Service Cards, received by the District, should be entered in this chart. If given lines are insufficient, please use another form.

සටහන: දිස්ත්‍රික් සංවිධායක විසින් නිවැරදිව පිරවිය යුතුයි. දිස්ත්‍රික්කය මගින් ලබාගත් සෑම කාඩ් පතකම විස්තර මෙම වාර්තාවට ඇතුළත් විය යුතුය. ඉඩ ප්‍රමාණවත් නොවේ නම් තව පිටපතක් භාවිතා කරන්න.

1. District/දිස්ත්‍රික්කය :
2. Name of District Organizer }
 දිස්ත්‍රික් සංවිධායකගේ නම }
3. Address }
 ලිපිනය }
4. Tel. No/දුරකථන අංකය :
5. N. I. C No./ජාතික හැඳුනුම්පත් අංකය :
6. No of Scout Troops participated: }
 සහභාගි වූ බාලදෙනු කණ්ඩායම් සංඛ්‍යාව: }
- No of Cub Packs participated: }
 සහභාගි වූ පෝතක රැළු සංඛ්‍යාව: }
- No of Rover Crews participated: }
 සහභාගි වූ මානවක සමාජ සංඛ්‍යාව: }
7. Total No of Patrols participated: }
 සහභාගි වූ කණ්ඩ සංඛ්‍යාව: }
8. No of Service Cards Used: }
 භාවිතා කළ සේවා කාඩ්පත් සංඛ්‍යාව }
9. No of Service Cards Unused: }
 භාවිතා නොකළ සේවා කාඩ්පත් සංඛ්‍යාව }
- 10.No of Service Cards Lost: }
 නැති වූ සේවා කාඩ්පත් සංඛ්‍යාව }

11.Details of Amounts Collected by each Service Card:
 එක් එක් කාඩ් පතක් වකතු වූ මුදල පිළිබඳ විස්තර:

Card No	Troop/Pack/Crew	Used/Unused /Lost?	Amount Collected	Remittance to NHQ (20%)
1				
2				
3				
4				
	<i>Sub Total - වකතු වූ</i>			

Details of Amounts Collected by each Service Card (Continued):
 එක් එක් කාඩ් පත් එකතු වූ මුදල පිළිබඳ විස්තර (සම්බන්ධයි)

(2)

Card No	Troop/Pack/Crew	Used/Unused /Lost?	Amount Collected	Remittance to NHQ (20%)
	ඉදිරියට ගෙන මුදල B/FAmount			
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
	Total - එකතුව			

Note - සටහන:

Distribution of Remittance - මුදල් බෙදී යන ආකාරය:

- For Scout Group - බාලදක්ෂ සමූහයට 60%
- For the District - දිස්ත්‍රික්කයට - 20%
- For NHQ - ජාතික බාලදක්ෂ මූලස්ථානයට - 20%
- එකතුව: 100%**

We certify that the above information is true & correct./ ඉහත තොරතුරු නිවැරදි බව සහතික කරමි.

Sign-අත්සන:

.....
 District Organiser
 දිස්ත්‍රික් සංවිධායක

.....
 District Commissioner
 දිස්ත්‍රික් කොමසාරිස්

.....
 Date
 දිනය

SRI LANKA SCOUT ASSOCIATION - ශ්‍රී ලංකා බාලදක්ෂ සංගමය
Scout Service & Public Relationship Week - 2017 - බාලදක්ෂ සේවා සහ මහජන සම්බන්ධතා සතිය

DETAILED REPORT OF SCOUT SERVICE WEEK BY DISTRICT (By Card No)

බාලදක්ෂ සේවා සතියේ සවිස්තර දිස්ත්‍රික් වාර්තාව (කණ්ඩායම් අනුව)

District District Organiser Telephone No
දිස්ත්‍රික්කය දිස්ත්‍රික් සංවිධායක දුරකතන අංකය

	Name of Scout Troop/ Cub Pack/Rover Crew බාලදක්ෂ කණ්ඩායමේ/ රැලේ/කමාජයේ නම	School/Institution ආසල/ආයතනය	Card No From කාඩ් අංක සිට	Card No To කාඩ් අංක දක්වා	Total no of Cards මුළු කාඩ් සංඛ්‍යාව	Total Collection එකතුවූ මුදල	For Troop කණ්ඩායමට (60%)	For District දිස්ත්‍රික්කයට (20%)	For NHQ ජා.බා.මු. ට (20%)
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
		Total - එකතුව							

Sign-අත්සන
District Organiser - දිස්ත්‍රික් සංවිධායක

.....
District Commissioner - දිස්ත්‍රික් කොමසාරිස්

.....
Date - දිනය

Note - Should be properly filled by the District Organiser. Details of all Service Cards, received by the District, should be entered in this chart. If given lines are insufficient, please use another form.

සටහන: දිස්ත්‍රික් සංවිධායක විසින් නිවැරදිව පිරවිය යුතුයි. දිස්ත්‍රික්කය මගින් ලබාගත් සෑම කාඩ් පතකම විස්තර මෙම වාර්තාවට ඇතුළත් විය යුතුය. ඉඩ ප්‍රමාණවත් නොවේ නම් තව පිටපතක් භාවිතා කරන්න.

SRI LANKA SCOUT ASSOCIATION - ශ්‍රී ලංකා බාලදත්‍ය සංගමය
Scout Service & Public Relationship Week - 2017 - බාලදත්‍ය සේවා සහ මහජන සම්බන්ධතා සතිය

SUMMARY REPORT ON REMITTANCES TO NATIONAL HEADQUARTERS

එකතු වූ මුදල් ජාතික බාලදත්‍ය මූලස්ථානයට බාර දීමේ සංක්ෂිප්ත වාර්තාව

(Note: Should be properly filled by the **District Organizer/දිස්ත්‍රික් සංවිධායක** එසින් නිවැරදිව පිරවිය යුතුයි)

1. District/දිස්ත්‍රික්කය :
2. Name of District Organizer }
දිස්ත්‍රික් සංවිධායකගේ නම }
3. Address }
ලිපිනය }
4. Tel. No/දුරකථන අංකය :
5. N. I. C No./ජාතික හැඳුනුම්පත් අංකය :
6. No of Scout Troops participated: }
සහභාගි වූ කණ්ඩායම් සංඛ්‍යාව: }
- No of Cub Packs participated: }
සහභාගි වූ රැළු සංඛ්‍යාව: }
- No of Rover Crews participated: }
සහභාගි වූ සමාජ සංඛ්‍යාව: }
7. Total No of Patrols participated: }
සහභාගි වූ කණ්ඩා සංඛ්‍යාව: }

8. Cash Collection Summary- මුදල් එකතුවීම් සාරාංශය:

	No of Cards කාඩ්පත් සංඛ්‍යාව	Total Collected සම්පූර්ණ එකතුව	Remitted to NHQ ජා.බා.මු.ට ගෙවූ මුදල
Collection from <u>USED</u> Service Cards භාවිතා කල කාඩ්පත්වලින් උපයන ලද මුදල			
No of Cards <u>UNUSED</u> භාවිතා නොකල කාඩ් පත් සංඛ්‍යාව			
Amount Paid for <u>LOST</u> Cards හැරිවූ කාඩ්පත් සඳහා ගෙවන ලද මුදල			
TOTAL - එකතුව (A)			

9. Cash handed over Summary (to NHQ) - මුදල් බාරදීම් පිළිබඳ සාරාංශය (ජා.බා.මු.ට):

	Date Paid ගෙවූ දිනය	Amount Paid ගෙවූ මුදල	Cheque No චෙක්පත් අංකය	NHQ Receipt No ජා.බා.මු.කුටිතාන්ති අංකය
1.				
2.				
3.				
4.				
	TOTAL - එකතුව (B)			

Please Note: The amounts paid to NHQ in above (A) & (B) should be equal.

සැලකිය යුතුයි: ජා.බා.මු.ට ගෙවූ ඉහත (A) හා (B) අගයන් දෙක සමාන විය යුතුය.

Sign-අත්සන:

.....
 District Organizer/දිස්ත්‍රික් සංවිධායක Dist.Commissioner/දිස්ත්‍රික් කොමසාරිස් Date/දිනය

SRI LANKA SCOUT ASSOCIATION - ශ්‍රී ලංකා බාලදුක්ෂ සංගමය

Scout Service & Public Relationship Week - 2017 - බාලදුක්ෂ සේවා සහ මහජන සම්බන්ධතා සතිය

DETAILED REPORT OF SCOUT SERVICE WEEK BY SCOUT GROUP (By Card No)

බාලදුක්ෂ සේවා සතියේ සවිස්තර කණ්ඩායම් වාර්තාව (කාඩ්පත් අංක අනුව)

(Note: Should be properly filled by the GSM/සමූහ බාලදුක්ෂ ආචාර්යවරයා විසින් නිවැරදිව පිරවිය යුතුයි)

1. District/දිස්ත්‍රික්කය :
2. Name of Scout Group & School }
බාලදුක්ෂ සමූහය හා පාසල }
3. Name of Scout Master
බාලදුක්ෂ ආචාර්යවරයාගේ නම
3. Address }
ලිපිනය }
4. Tel. No/දුරකථන අංකය :
5. N. I. C No./ජාතික හැඳුනුම්පත් අංකය :
6. No of Scouts participated: }
සහභාගි වූ බාලදුක්ෂයින් සංඛ්‍යාව: }
7. Total No of Patrols participated: }
සහභාගි වූ කණ්ඩායම් සංඛ්‍යාව: }
8. No of Service Cards Used: }
භාවිතා කළ සේවා කාඩ්පත් සංඛ්‍යාව }
9. No of Service Cards Unused: }
භාවිතා නොකළ සේවා කාඩ්පත් සංඛ්‍යාව }
- 10.No of Service Cards Lost: }
නැති වූ සේවා කාඩ්පත් සංඛ්‍යාව }
- 11.Details of Amounts Collected by each Service Card:
එක් එක් කාඩ්පතක් එකතු වූ මුදල පිළිබඳ විස්තර:

	Card No	Patrol Members' Names	Used/Unused /Lost?	Amount Collected
1				
2				
3				
4				
5				
6				
		<i>Sub Total - එකතුව</i>		

Details of Amounts Collected by each Service Card (Continued):

(2)

එක් එක් කාඩ් පත්‍රින් එකතු වූ මුදල පිළිබඳ විස්තර (සමීක්ෂණය)

Card No	Patrol Members' Names	Used/Unused /Lost?	Amount Collected
	ඉදිරියට ගෙනා මුදල B/FAmount		
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
	Total - එකතුව		

If given lines are insufficient, please use another form.

මෙහි ඉඩ ප්‍රමාණවත් නොවේ නම් තව මෙවලම් භාවිතා කරන්න

Note - සටහන:

Distribution of Remittance - මුදල් බෙදී යන ආකාරය:

For Scout Group - බාලදක්ෂ සමූහයට	60%
For the District - දිස්ත්‍රික්කයට -	20%
For NHQ - ජාතික බාලදක්ෂ මූලස්ථානයට -	20%
එකතුව:	100%

We certify that the above information is true & correct.

ඉහත තොරතුරු නිවැරදි බව සහතික කරමි.

Sign-අත්සන:

..... District Organiser බාලදක්ෂ ආචාර්ය Group Scout Master/Principal සමූහ බාලදක්ෂ ආචාර්ය/ විදුහල්පති Date දිනය
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Statement of Retained Funds

(Note: This form should be duly filled by the Group Scout Master)

District: -----

Group Registration: -----

School/Open Group/Crew/Troop/Pack: -----

Contact Person: ----- Mobile No: -----

Total Amount Collected

20 % amount remitted to National Headquarters	
20 % amount remitted to District Headquarters	
60 % amount retained by the Scout Group	
Total Collection	

1. Where does the money retained by the Scout Group/Crew/Troop/Pack, remitted?

(A) Bank (B) School Dev Fund (C) With Principal (D) With Group Scout Master/ Scout Master

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------	--------------------------

2. If the money is remitted in a Bank Account, please give following details:

Account Name:

Account No:

Bank & Branch:

3. Attach an Income-Expenditure Summary Report for the last year 2016, effective 1st

January to 31st June, including income and expenditure of the Service Week held in June/July 2016.

(A) Attached (B) Not Attached

<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------

I certify the above information is true and correct.

Scout Master/Group Scout Master

Principal/Authority

District Commissioner

(This Reply, endorsed by the Principal/Authority and the District Commissioner, should reach National Scout Headquarters on or before 30th September 2017)

For Official Use

(A) Satisfied (B) Not Satisfied

<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------