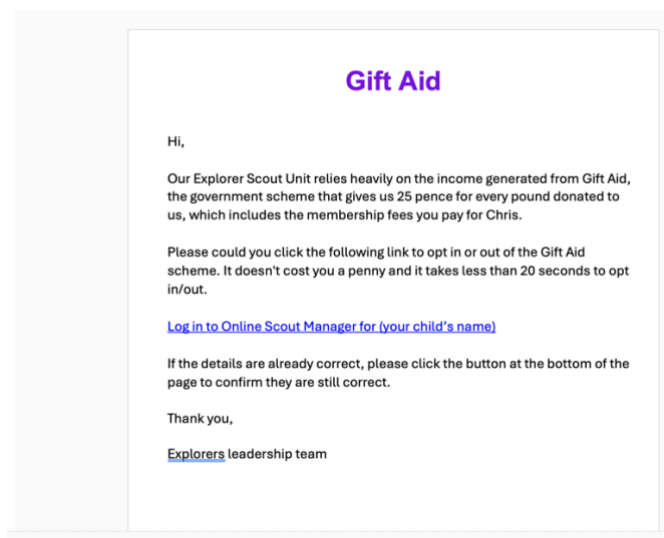


If you pay income tax and complete the online gift aid declaration we can claim an additional 25% of your subs payments at no extra cost to you! This allows us to run more activities or buy equipment to deliver an exciting programme for your child/young person whilst keeping down the cost to you.

- a) We will send you an email from <[myscout@onlinescoutmanager.co.uk](mailto:myscout@onlinescoutmanager.co.uk)> which will look something like this:

From: Chris Searle <[myscout@onlinescoutmanager.co.uk](mailto:myscout@onlinescoutmanager.co.uk)>  
Sent: Tuesday, January 21, 2025 1:04 PM  
To: (your registered email address)  
Subject: Gift Aid



- b) Click the Login link. It will take you to the Parent's Portal
- c) If you have already registered, log in with your login details; if not, please create an account.
- d) When you log in you will see this screen.



- e) Please click on Make Declaration (unless you are not eligible, in which case click on Decline gift aid)

If there is something you don't understand or don't know how to do, please **ASK!**  
Ask your line manager (i.e. parent > section team leader; section team leader > GLV; GLV > DLV). If they don't know, they will know someone who does!

- f) Complete the box on the next screen (as below) with the title, first/family name, house number and post code of the tax payer. Please only input the information requested – don't be tempted to, for example, add you street name!

### Gift Aid

I am a UK taxpayer and understand that if I pay less Income Tax and/or Capital Gains Tax in the current tax year than the amount of Gift Aid claimed on all my donations it is my responsibility to pay any difference.

I understand that the group will be given 25p for every £1 that I give for membership fees.

I confirm I would like all past (within the last 4 years), present and future donations to be included for Gift Aid for Hertford District Scout Council.

**Title** Required

**Tax payer's name** Required

**House name/number** Required

**Post Code** Required

**Agreement** Required  I agree to the statements above.

CONTINUE

- g) Check the Agreement box and click on Continue
- h) The next screen will show you the information you have filled in as Declarer.  
N.B. If circumstances change and you need to cancel your declaration, you can do so on this screen – there's a thumbs down icon at the top of the page.

Dashboard Gift Aid - Chris, District ESU (...)

## Gift Aid - Chris, District ESU (2) - ...

UPDATE DECLARATION

Gift Aid allows charities to claim 25p from the government for every pound donated. Please allow us to claim Gift Aid on your subscriptions as it will increase our income at no cost to you.

**Declarer** 

**Date Declared** 21/01/2025

- i) You may now close the tab.  
N.B. Don't click Update Declaration unless you need to go back and change something

*Thank You!*