



## QUEENSLAND CONTINGENT AJ2019 - FACT SHEET 1

**Application close date for Queensland participants is** – 31<sup>st</sup> July applications received after this date may attract a \$250.00 late fee payable with the 1<sup>st</sup> payment.

**The Application Form** - consists only of 2 pages:

1. Letter from Chief Director Reg Williams
2. Agreement, Activities and Authority
  - a. Applicant needs to sign and if a Scout or Venture Scout – Parents or Guardians need to sign
  - b. If you are a Scout or Venture Scout take this page to your Scout/Venture Leader and Group Leader for signature
  - c. For all Rovers and Adults take to your Group Leader or relevant Commissioner to sign
3. Once document is signed save as a PDF (don't save as an image eg JPG, GIF) and upload the document into your online application. This is done on the Status Tab by clicking add signed Application Form.
4. Do not send your application form to the Branch office.

### Payments

1. First payment due by 31<sup>st</sup> March 2018
2. Payments can be made by logging on to your application going to Status Tab, under payments details area and on the far right of the screen click the “make a payment button” and tick the amount you wish to pay
3. Complete the credit card details and click the button “process transaction”.
4. For payments less than an identified payment
  - Type the amount you wish to pay in “other amount” type when you type an amount in here it will automatically put a tick in the column pay this item.
  - Complete the card details
  - Click – process Transaction
5. Once payment is accepted your payment details will be automatically updated.



## Payments made via EFT

6. This not the preferred option but if you cannot pay via the application then payment can be deposited directly to AJ2019 bank account. The following process must be undertaken to ensure the payment can be identified and allocated. Please allow at least 3-4 weeks for the payment information to be recorded against your application.
  - a. Send an email to [admin@aj.scoutsqld.com.au](mailto:admin@aj.scoutsqld.com.au) advising the following information
    - i. AJ2019 application number
    - ii. Surname
    - iii. Amount paid.
  - b. On your deposit the Reference to use is
    - i. AJ2019 application number
    - ii. Surname do not use anything else
    - iii. Example – 1245 Brown
  - c. Bank Details
    - i. Account Name Scouts Qld – AJ2019 Qld Contingent
    - ii. BSB - 034010
    - iii. Account Number - 351715