



Nepean Area ScoutTracker Program

Due to the pricing model for the ScoutTracker application, there is a significant benefit for Nepean Area to bulk-purchase annual licenses for ScoutTracker for those sections that wish to use the application.

In order to ensure that use of Nepean Area funds are distributed in an equitable manner Nepean Area will not subsidize the cost of the Scout Tracker application (not all Nepean Area sections use the ScoutTracker application).

The bulk purchase of ScoutTracker and the administration of the distribution of the licenses will be done by the Nepean Area Registrar and Nepean Area Treasurer.

It is expected that each group will consolidate and administer the ScoutTracker for the sections in that group and that a specified member of the group will be the single ScoutTracker contact for the Area.

NOTE: ScoutTracker licenses administered by Nepean Area as a bulk purchase will be for one year and will be explicitly requested to align with the Scouts Canada fiscal year (September 1st to August 31st)

ScoutTracker Financial Practice:

- **No later than May 31st:** Each group will identify by email to the Nepean Area Registrar a complete list of the sections in that group that plan to use ScoutTracker for the following fiscal year and who the group contact will be for ScoutTracker administration.
- **No later than June 30th:** The Nepean Area Registrar will create a consolidated list of all Nepean Area Sections planning to use the ScoutTracker application and submit an order to the ScoutTracker vendor.
- **No later than July 15th:** The Nepean Area Treasurer will provide an invoice to each group for the cost of the requested licenses.
- **No later than September 15th:** Each group will provide payment to the Nepean Area Treasurer for the ScoutTracker licenses they requested.

IMPORTANT NOTE: The following penalties will be applied to any group that does not pay the Area invoice for the ScoutTracker licenses by the due date:

- **As a late fee – the groups will be charged full-price for the ScoutTracker licenses (the savings of the bulk purchase price will not be passed on to the group)**
- **The amount due will be deducted directly from the group Apple Day proceeds prior to the group receiving the Apple Day proceeds cheque from the area.**

ScoutTracker license administration

- For licenses for a section using ScoutTracker for the first time – the license key will be provided to the identified group contact within seven days of receipt of payment of the invoice.
- It is expected that for sections currently using ScoutTracker that the license key will not change and the section will continue to use the application with the renewal of the license.