

# NOLB Request Process

Have parents contacted Scouts Canada regarding Subsidy?



**NO**

– Have not spoken with Subsidy Staff



Step 1: Welcome child for the two free meetings.

Step 2: Get parent to e-mail [NOLB@scouts.ca](mailto:NOLB@scouts.ca) or call **1-800-263-0930** to apply.\*

\*Info to provide: parent's name, DOB, full address, phone #, family size, household NET Income, # of children joining and the Group name.



**YES**

– Have been approved



Parent is provided with registration instructions upon approval. Child(ren) should be registered online by the parent or, if required, by Subsidy Staff. Online registration should be encouraged as much as possible. If a parent hands in payment and a form to the group, please forward it to Toronto Office for processing.

\*\*Subsidy Staff = Council Registrars = Alisa Yegorova ([alisa.yegorova@scouts.ca](mailto:alisa.yegorova@scouts.ca)) at x250 or Ashley Kimber ([ashley.kimber@scouts.ca](mailto:ashley.kimber@scouts.ca)) at x240.

**IMPORTANT:** Group Registrars should NOT register subsidized youth. Registration must only be completed by the parent online or by Subsidy Staff.

If after 2 free meetings the youth is not showing as Active in MyScouts, please contact us as the youth CANNOT attend further meetings until registration is complete due to insurance requirements.