

**U3A Castlemaine Inc.**

# 2010 New Membership Application

[Office use only]	
Receipt # _____	Paid \$ _____
Date _____	Initials _____
MEMBERSHIP NO. _____	

\*Surname: \_\_\_\_\_ \*First Name: \_\_\_\_\_

Preferred name for name badge: \_\_\_\_\_ Telephone: \_\_\_\_\_

\*Street Address: \_\_\_\_\_

\*Town: \_\_\_\_\_ \*Postcode: \_\_\_\_\_ \*D.O.B. : \_\_\_\_\_

Email Address: \_\_\_\_\_ @ \_\_\_\_\_

**[Please print clearly]**

\*Contact person in case of emergency: \_\_\_\_\_ Tel: \_\_\_\_\_

Previous Occupation: \_\_\_\_\_

Would you like to become a Class Leader? \_\_\_\_\_ Subject: \_\_\_\_\_

Would you be willing to assist in a voluntary capacity, eg office/administration/committee? \_\_\_\_\_ [See Below]

Do you wish your newsletter to be mailed to you (an extra fee of \$10 applies)?

Do you wish to receive your newsletter via email?

Are you a financial member of another U3A? \_\_\_\_\_ U3A \_\_\_\_\_

## **Annual Subscription:**

\$40 + optional \$10 extra to have newsletter mailed.

*Persons joining after June 30 – 50% of the annual subscription..*

**Member of another U3A – 50% of the annual subscription.**

**Mail payment to: The Secretary, U3A Castlemaine Inc., P.O. Box 792, Castlemaine Vic 3450 or visit the U3A office during office hours at 12 Lyttleton Street, Castlemaine (Cheque or Money Order only)**

**Hours: Monday and Tuesday: 1.30pm – 3.30pm; Wednesday 10 – 12 noon**

## **ITEMS MARKED \* MUST BE FILLED IN**

*I agree to allow my telephone number and email address to be disclosed to other members within the Organisation.*

\*Signed: \_\_\_\_\_ \*Date: \_\_\_\_\_

### **PRIVACY STATEMENT**

**This organisation respects your right to information privacy. Information we collect and hold on members is kept in accordance with information privacy laws.**

**PLEASE PLACE TICK IN THE AREA WHERE YOU WOULD BE PREPARED TO ASSIST**

**SECRETARIAL SUB-COMMITTEE** Liaison Member: Judy Sime *[Phone: 5472 3756]*

- Office Procedures: typing, photocopying, mail outs
- Record keeping and Filing
- Reception
- Agendas & Staff Meetings

**COMMUNICATIONS SUB-COMMITTEE** Liaison Member: Elizabeth Rider *[Phone: 5470 5681]*

- Newsletter
- Website
- Newspaper Liaison
- Advertising

**PROGRAM SUB-COMMITTEE** Liaison Member: Win Jodell *[Phone: 5472 3792]*

- Timetable & Computer activities
- Contact for Course leaders
- Reporting of programs
- Rolls
- Training Programs
- Prospectus
- Holiday Program

**SPECIAL EVENTS SUB-COMMITTEE** Liaison Member: Sally Kaptein *[Phone: 5470 6340]*

- New Members Day
- Founders Day
- Fresh Ideas Day
- Excursions
- Field Trips
- Once Off Activities

**WELFARE & COMMUNITY SUB-COMMITTEE** Liaison Member: Eva Haarburger *[Phone: 5472 3391]*

- Meet & Greet at Coffee Mornings
- Coffee Morning Program
- New Members Welcome
- Transport Assistance
- Social Activities
- Seniors Week
- Community Liaison

**POLICIES & PROCEDURES** Liaison Member: Tom Comerford *[Phone: 5470 6230]*

- Business Plan
- Constitution
- Manual
- Members Handbook
- Network Liaison

**FINANCE SUB-COMMITTEE** Liaison Member: Sue Turner *[Phone: 5472 1015]*

- Financial Report & Bookkeeping
- Budgeting
- Grant Applications
- Membership Records

**PROPERTY & MAINTENANCE SUB-COMMITTEE** Liaison Member: Hans Van Gemert *[Phone: 5472 1082]*

- Computer equipment
- TV, Video and Data Projector maintenance
- Office and building maintenance