



U3A Ringwood Inc

Reg. No A0008300C A.B.N. 144192251576

35 – 39 Tortice Drive, North Ringwood, Victoria, 3134.

Telephone: 9876 2925

Email: u3arwood@gmail.com

Web Page: www.u3aringwood.org.au

Membership and Course Enrolment for 2018

Although 2018 courses recommenced in the week commencing 5 February 2018, places are still available in many of our courses.

Membership applications will be accepted at our office between 9.30am and 12.00noon Monday to Friday during school terms.

Attached you will find the 2018 membership application form, the course enrolment form and a list of Courses available in Term 1 and their Code Numbers.

Course descriptions are available on our noticeboards and can be viewed on our web page: u3aringwood.org.au.

Additional application forms are available for collection from our office at the Parkwood Community Hub (rear building), 35 – 39 Tortice drive, Ringwood North, can be requested via telephone or can be down-loaded from our web-site.

When you enrol please come with all your forms filled in (pages 2, 3 and 4) and please ensure that your email address, if applicable, is printed clearly.

Payment can be made by cheque or cash. Should you intend to pay by cash, please ensure that you bring the exact amount as change will not be available on the day, and this may delay your enrolment.

Should the personal/contact details you provide at the time of enrolment later change, please advise our Membership Secretary, Peter Wakeham by leaving a message in the office or telephoning Peter's home telephone 9879 1729.

As U3A Ringwood is run entirely by volunteers, all members are expected to undertake various tasks to assist in the effective running of classes and other activities.

When you nominate those activities/roles that you would prefer to do as part of your membership obligations, please give serious consideration to being part of our office team, as this role ensures that the Parkwood building is open for the commencement of classes, classes are supported, telephone messages are received and telephone contact from prospective members are dealt with in a professional manner.



MEMBERSHIP APPLICATION & PARTICIPATION FORM 2018
U3A RINGWOOD INC. [No A0008300C]
 Parkwood Community Hub,
 35 – 39 Tortice Drive, North Ringwood, Victoria 3134,
 Telephone: 9876 2925 (Weekdays 9.00 am to Noon)
 Email: u3arwood@gmail.com
 Website: u3aringwood.org.au

I wish to apply for membership of U3A Ringwood Inc. and, if accepted, agree to abide by the Rules of U3A Ringwood and the conditions of membership.

(Please use a separate form for each person).

	Please tick	Please tick	Please tick
NEW MEMBER		Fee: Single \$55.00 (incl.\$5.00 joining fee)	Couple (2 people living at same address) – \$90.00 (\$45.00 each including joining fee of \$5.00 each)
MEMBER 2017 (re-enrolling)		Fee: \$50.00 per person	Couple (2 people living at same address) - \$80.00
ASSOCIATE MEMBER		Fee: \$35.00 per person	Proof of current U3A membership is required

Please insert current (2017) Membership Number if re-enrolling | 2017 Badge ID No.....

FOR ASSOCIATE MEMBERS ONLY: I am a current member of: _____ U3A Receipt No. Expiry Date:	FOR CLASS LEADERS/CONVENORS ONLY: Class Tutors/Leaders are classified as honorary members. While they are eligible to retain this membership classification, they may attend other classes of their choice (where vacancies exist) without incurring an annual membership fee.
--	---

PLEASE PRINT IN BOXES (please use a Separate form for each person). * (I.D Office use only)

Title (Please circle) Dr Mr Mrs Ms.	Family Name	Initials	Given Name
Preferred Name	Street No	Street Name	Suburb
Post Code	Telephone No	Mobile Phone No	Preferred Method of Contact Phone Email (please circle)
Country of Birth.	Date of Birth	Skills/Interests	Previous Occupation
Emergency Contact Name/s	Emergency Telephone No.	Your Email Address - please print clearly ("case sensitive")	

I acknowledge and accept that doing work as a volunteer is an important part of my membership of U3A Ringwood Inc.

Signature: _____

Date: / /

Office use: Fee payable:\$Receipt No. Date: Name of person accepting application (please print)

PTO

U3A RINGWOOD INC. MEMBERSHIP & PARTICIPATION COMMITMENT 2018

Your involvement is vital for the effective running of our organisation and our classes operate effectively.

As we wish to spread the work load fairly, you are requested to indicate your preferred volunteering roles/duties (please nominate 1 or more by circling the code number)

Code No	VOLUNTEER ROLE CATEGORIES										
1	Committee										
1.1	Current committee member										
1.2	Willing to serve on the Committee										
2	Committee Support										
2.1	Technical Web Assistant – assist in updating, maintaining and improving our website.										
2.2	Assistant to Membership Secretary – assist to update the membership data base, produce class lists etc.										
2.3	Newsletter Editor – under direction compile the newsletter and liaise with Publicity Officer and arrange printing										
2.4	Newsletter distribution Coordinator or assistant - arrange newsletters for postage, collection or distribution etc.										
3	Course Leaders/Convenors										
3.1	Current class leader/ convenor										
3.2	Future class leader/convenor - have you skills to share										
4	General Support										
4.1	Functions Convenor — organise members to prepare for functions and events e.g. Christmas function, AGM, Welcome day, etc., by ensuring room is set up, that catering has been arranged and that clean-up will occur at the end of the event										
4.2	Functions Assistants - assist the functions convenor										
4.3	Parkwood Cleaning Coordinator – oversight the cleaning of our classrooms and report to the committee										
4.4	Catering Coordinator – ensure supplies for the kitchens are always available and collect tea/coffee money etc.										
5	Office Support										
5.2	Office Team Roster Coordinator: arrange office rosters in consultation with office team members (see 7.1 below)										
6.5	Office Administration Coordinator ensure that the office has all necessary supplies, provide support to members of the office team as required and make recommendations to the committee for improvements in our office administration and support.										
7	Office Administration										
7.1	<p>Office Team Member – is rostered (the roster is prepared by the Coordinator in consultation with team members) to attend the office at Parkwood between 9.00am to 12 noon on an agreed number of days each term. Duties include opening the building for classes; check that all power & heating is turned off and lock up the building at the end of classes, take calls from members/potential members, provide information/application forms or refer queries to appropriate person, ensure forms, and stationary supplies are available, undertake photo copying and collect mail etc,</p> <p>Your Preferred Frequency and Days for Being Rostered for Administration Team Duties</p> <p><i>Our preference is to have a limited number of members who will be trained and be regularly rostered for duty with other members being used to support that team as required.</i></p> <p><u>I am prepared to undertake office duty as follows:</u></p> <p>Please circle the maximum number of days per term you are prepared to be rostered for Administration Team Duties:</p> <p style="text-align: center;">1 2 3 4 5</p> <div style="text-align: center; border: 1px solid black; width: fit-content; margin: 0 auto; padding: 5px;"> Your Preferred Day(s) to be Rostered </div> <table border="1" style="width: 100%; text-align: center; border-collapse: collapse; margin-top: 10px;"> <tr> <td style="width: 20%;">Monday</td> <td style="width: 20%;">Tuesday</td> <td style="width: 20%;">Wednesday</td> <td style="width: 20%;">Thursday</td> <td style="width: 20%;">Friday</td> </tr> <tr> <td>A</td> <td>B</td> <td>C</td> <td>D</td> <td>E</td> </tr> </table>	Monday	Tuesday	Wednesday	Thursday	Friday	A	B	C	D	E
Monday	Tuesday	Wednesday	Thursday	Friday							
A	B	C	D	E							

Signed:

Date:

Name:

U3A Ringwood Inc.
(No A8300C)

Course Selection 2018

Surname	Initials	Preferred Name
---------	----------	----------------

Course Selection List Please insert current Membership (2017) Badge ID No.

List the course(s) you wish to attend using the Course Name and Course Code which can be Found in the "Course Descriptions" document.

For Example: Course Name is "**Armchair Travel**" and Course Code is **No.1**.

Course Name	Course Code

Members are requested to advise the Office should they wish to change their courses during 2018.

A new course enrolment process will be required if you wish to attend an additional class or transfer from one course to another; or cancel your enrolment in a particular course or resign from Ringwood U3A at any time during the year.

A "Course Change" form can be obtained from the Office.

There are limits to the number of members who can attend each course so if you are not successful in being placed in a course of your choice, you will be placed on the waiting list to join that course.

I would be interested in the following new courses if they are able to be provided in the future:

Course Subject	Potential Class Leader (if known)

2018 COURSE CODES FOR TERM 1,

ARTS

Art Appreciation [Code 5] - Time: Wednesday, 9:30 – 11:30; Venue: Parkwood

Art 1: Sketching for Pleasure [Code 2] - Time: Tuesday, 9:30 - 12:00; Venue: Norwood Sporting Club

Film Appreciation [Code 36] - Time: Friday; 12:30pm – 3:00pm Venue: Parkwood

CRAFT

Create-a-Card [Code 6] - Time: Friday: 12:00- 4:00; Venue: Parkwood

Patchwork and Quilting with Linda [Code 54] - Time: Tuesday; 1:30–3:00; Venue: Parkwood

GENERAL COURSES

Armchair Travel [Code 1] - Time: Tuesday, 9:30 – 11:30; Venue: Norwood Sporting Club;

Cryptic Crosswords 1 - [Code 7] - Time: Thursday, 9:30-10:30; Venue: Parkwood

Speechcraft [Code 27] - Time: Friday, 9:30 – 11:30; Venue: Parkwood

Book Club [Code 40] - Time: 4th Tuesday of the month, 9:30 – 11:00; Venue: Parkwood

A Taste of Life [Code 43] - Time: Wednesday (4th Wednesday of the month), 2.30 – 4.30; Venue: Parkwood

Mahjong [Code 55] - Time: Tuesday, 1.00 – 3.00; Venue: Parkwood

Scrabble [Code 49] - Time: Tuesday, 1.30 – 3.00; Venue: Parkwood

EXERCISE

Line Dancing [Code 15] - Time; Wednesday, 11.00-12.00 noon; Venue: Scout Hall BJ Hubbard Reserve

Exercise to Music [Code 16] - Time: Monday, 10.50 – 11.50; Venue: Norwood Sporting Club;

Shi-Ba-Shi [Code 25] - Time: Wednesday, 10:00 -11:00; Venue: Norwood Sporting Club;

Tai-Chi for Beginners [Code 30] - Time: Wednesday 11:00-12:00; Venue: Norwood Sporting Club

Tai-Chi [Code 31] - Time: Monday, 9:30-10:30; Venue: Norwood Sporting Club

Gentle Yoga [Code 33] - Time: Thursday, 9:30-10:30; Venue: Norwood Sporting Club;

Table Tennis-Morning Group [Code 28] - Friday, 9:00 -11:45; Venue: Norwood Sporting Club;

Table Tennis-Afternoon Group [Code 29] - Friday, 1:45-3:45; Venue: Norwood Sporting Club;

OUR WORLD

International Affairs [Code 11] - Time: 1st Monday of Term then each alternative Monday; 9:30 - 11:00; Venue: Parkwood

National Affairs [Code 20] - Time: 2nd Monday of Term then each alternative Monday, 9:30 - 11:00; Venue: Parkwood

Australian History [Code 4] - Time: Wednesday 9.30 – 11.00; Parkwood

The Sciences [Code 21] - Time: 2nd & 4th Wednesday 1.45 - 4.00; Venue: Norwood Sporting Club

Elders and the Law [Code 46] :-Time: Wednesday, 1:30 – 3:00; Venue: Parkwood

LANGUAGES

French – Advanced [Code 9] - Time: Friday, 10:00 – 12:00; Venue: Parkwood.

Italian 1 [Code 12] - Time: Monday, 9:05 - 10:30; - Venue: Parkwood

Italian for Beginners: [Code 57] - Time: Monday 10:30 - 11:50; Venue: Parkwood

Japanese - [Code 14] - Time: Thursday, 9:30 – 12:00; Venue: Parkwood

LITERATURE

Adventures at the End of a Pen [Code 58] Time: Monday, 12:00 - 2:00; Venue: Parkwood

Great Poems in English [Code 23] - Time: Wednesday, 1:15 – 2:15; Venue Parkwood

COMPUTERS

Computer User Groups [Code 37] - Time: Monday & Tuesday 1:30 – 3:00 and Tuesdays 11:00 - 12:30 Venue: Parkwood

MUSIC

Folk Music – Old and New [Code 8] - Time: Tuesdays, 9:30 - 11:30; Venue: Parkwood

Music Appreciation 1 [Code 18] - Time: Thursday, 10:30 - 12:00; Venue: Parkwood

Music Appreciation 2 [Code 19] - Time: Friday, 9:30 - 11:30; Venue: Parkwood

SOCIAL

Let's Do (Code 10) – Held Monthly - Venue, Days and Times will vary according to the activity_

Enrolment Form for 2018 Term 2 V3