

## Membership and Course Enrolment for 2019

Enrolment for Courses for 2019 will take place in Classroom 1 at Parkwood, from 9.30am to 1.00pm on Thursday 8<sup>th</sup> and Friday 9<sup>th</sup> November 2018 (classes scheduled to be held in Classroom 1 on those days will be relocated to another classroom).

Applications will be accepted from both existing members who wish to re-enrol and new members.

Please come with all your forms filled in with your email address, if applicable, printed clearly.

Should the personal details you provide later change, please advise our Membership Secretary, Peter Wakeham, by leaving a message in our office or by email: [hamwake@gmail.com](mailto:hamwake@gmail.com).

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

Course allocations and membership badges for new members (members re-enrolling will continue to use their ongoing membership badge) will be available at our “2019 Welcome Day” which will be held at 10.00am at the Norwood Sporting Club Pavilion, Mullum Mullum Road, Ringwood North, on Wednesday, 30 January 2018. New members can also collect their Membership Badge from our office at Parkwood on Thursday 31<sup>st</sup> January and Friday 1<sup>st</sup> February between the hours of 9.30am and 11.00am. Once classes commence on Monday, 4<sup>th</sup> February badges for new membership will be available from the office at Parkwood on weekdays, only between 9.45am and noon.

Please take note that your Membership Badge” must be presented for admission to 2019 Courses.

In this document you will find the 2019 membership application form, the course enrolment form and a list of Courses available and their Code Numbers as well as a copy of our Membership Commitment and Code of Conduct. These documents are also available from our office and on our web page: [u3aringwood.org.au](http://u3aringwood.org.au).

Please note that the allocation of places in Courses will be made by the Committee after consultation with the relevant Course Leaders/Course Convenors, taking into account amongst other things, the member’s record of volunteering, previous class attendance, course pre-requisites, if any, and date of enrolment.

### Summer School

Our “**Summer School**”, which is provided free as part of your 2019 membership, will be conducted between 8<sup>th</sup> and 24<sup>th</sup> January 2019. These short courses provide an opportunity for you to try something different or do something that you already enjoy doing, during the term break.

If you do not wish to enrol in 2019 Courses but would like to attend the U3A Ringwood Summer School as a “Summer School Member” only, the cost is \$20.00 – see the Summer School Enrolment form.

A “**2019 Summer School**” enrolment form and course details are included in this pack and can also be obtained from our office and from our web page: [u3aringwood.org.au](http://u3aringwood.org.au).

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, 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 existing and prospective members are dealt with in a professional manner.



## Membership Commitment and Code of Conduct

### Purpose:

To promote a shared understanding of appropriate conduct and ethical standards for members (including Committee members and Class Leaders) in their interactions with each other during all U3A Ringwood activities.

To promote a culture of personal commitment as a condition of membership of U3A Ringwood as specified in this document.

### Every member has the right to:

1. Participate in learning, recreational and social opportunities offered by U3A Ringwood in accordance with their physical ability, knowledge or experience (where applicable) and class place availability.
2. An environment that is safe, respectful and free from harassment, discrimination and bullying.
3. Their personal information being maintained in accordance with U3A Ringwood's Privacy Policy.

### Every member has the responsibility to:

1. Support the purposes of U3A Ringwood and observe its Registered Rules, its policies and procedures - these can be viewed on the U3A Ringwood website: [u3aringwood.org.au](http://u3aringwood.org.au) and at the U3A Ringwood office).
2. Keep themselves up to date with U3A Ringwood policies, guidelines, notices and other information posted in the newsletter, on the U3A Ringwood website and on notice boards.
3. Contribute to an environment that is free from harassment, discrimination, intimidation or bullying behaviour.
4. Foster and maintain positive relationships which encourage cooperation and inclusiveness by acting and speaking respectfully and with courtesy.
5. Act with honesty and integrity towards U3A Ringwood, its members and the community.
6. Take responsibility, when attending classes for performing activities that are within the limitations of their health and abilities, and to notify the Class Leader immediately if they feel unwell or experience pain during the class.
7. Wear their current membership badge at all times when attending any U3A Ringwood activity.
8. Contribute their time and skills by volunteering to help with activities appropriate to their experience, ability and capacity.
9. Observe strict confidentiality regarding any access to members' personal information in accordance with U3A Ringwood's Privacy Policy.
10. Avoid any real or perceived conflict of interest and refrain from using U3A membership to promote personal interests or financial gain.
11. Support the safety, security and wellbeing of U3A Ringwood members, its property and possessions and report any issues to Class Leaders or committee members.
12. Maintain the good reputation of U3A Ringwood and contribute to its ability to serve the community's interests.

Any breach of the Membership Commitment and Code of Conduct should be reported to the Secretary. Issues will be managed in accordance with U3A Ringwood Inc.'s Rules and relevant policies.

These documents can be viewed on our website or in U3A Ringwood's office.

### AUTHORISATION:

This Membership Commitment and Code of Conduct was adopted by the Committee of Management of U3A Ringwood Inc. and minuted as such on 11 October 2018 and is posted on U3A Ringwood's website and Notice Boards.



**MEMBERSHIP APPLICATION & PARTICIPATION FORM 2019**  
**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](mailto:u3arwood@gmail.com)  
 Website: [u3aringwood.org.au](http://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
<b>NEW MEMBER</b>	Fee: Single <b>\$60.00</b> (incl.\$5.00 joining fee)	Couple (2 people living at same address) – <b>\$100.00</b> (\$50.00 each including joining fee of \$5.00 each )	
<b>RE-ENROLLING 2018 MEMBER</b>	Fee: <b>\$55.00</b> per person	Couple (2 people living at same address) - <b>\$90.00</b>	
<b>ASSOCIATE MEMBER</b>	Fee: <b>\$40.00</b> per person	Proof of 2019 financial membership at another U3A is required	

<b>Please insert current (2018) Membership Number if re-enrolling</b>	Badge ID No.....
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<b>FOR ASSOCIATE MEMBERS ONLY:</b> I am a current member of: U3A ..... Receipt No. .... Expiry Date: .....	<b>FOR CLASS LEADERS/CONVENORS ONLY:</b> 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.
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**PLEASE PRINT IN BOXES** (please use a separate form for each person). \* (I.D ..... Office use only)

Title (Please circle) <b>Dr Mr Mrs Ms.</b>	Family Name	Initials	Given Name
Preferred Name	Street No	Street Name	Suburb
Post Code	Telephone No	Mobile Phone No	Preferred Method of Contact <b>Phone Email</b> ( please circle)
Country of Birth.	Year 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. and acknowledge and accept the U3A Ringwood Membership Commitment and Code of Conduct.**

Signature: \_\_\_\_\_

Date: ..... / ..... / .....

<b>Office use:</b> Fee payable:\$ .....Receipt No. .... Date: ..... Name of person accepting application (please print) .....
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## U3A RINGWOOD INC. MEMBERSHIP & PARTICIPATION COMMITMENT 2019

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 at least 1 category by circling the code number)**

Code No	VOLUNTEER ROLE CATEGORIES										
<b>1 - Committee</b>											
1.1	Current committee member										
1.2	Willing to serve on the Committee										
<b>2 - Committee Support</b>											
2.1	<b>Technical Web Assistant</b> – assist in updating, maintaining and improving our website.										
2.2	<b>Assistant to Membership Secretary</b> – assist to update the membership data base, produce class lists etc.										
2.3	<b>Newsletter Editor</b> – under direction compile the newsletter and liaise with Publicity Officer and arrange printing										
2.4	<b>Newsletter distribution Coordinator or assistant</b> - arrange newsletters for postage, collection or distribution etc.										
<b>3 - Course Leaders/Convenors</b>											
3.1	<b>Current class leader/ convenor</b>										
3.2	<b>Future class leader/convenor</b> - have you skills to share?										
<b>4 - General Support</b>											
4.1	<b>Functions Convenor</b> — 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	<b>Functions Assistants</b> - assist the functions convenor										
4.3	<b>Parkwood Cleaning Coordinator</b> – prepare rosters for classes to clean of our classrooms and report to the committee										
4.4	<b>Catering Coordinator</b> – ensure supplies for the kitchens are always available and collect tea/coffee money etc.										
<b>5 - Office Support</b>											
5.2	<b>Office Team Roster Coordinator:</b> arrange office rosters in consultation with office team members ( <b>see 7.1 below</b> )										
6.5	<b>Office Administration Coordinator</b> 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.										
<b>7 - Office Administration</b>											
7.1	<p><b>Office Team Member</b> – 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; taking calls from members/potential members, provide information/application forms or refer queries to appropriate person, ensuring forms and stationary supplies are available, undertake photo copying and collect mail etc and checking that all power &amp; heating is turned off and closing up the building at the end of classes,</p> <p><b>Your Preferred Frequency and Days for Being Rostered for Administration Team Duties</b></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><b><u>I am prepared to undertake office duty as follows:</u></b></p> <p>Please circle the maximum <b><u>number of days per term</u></b> 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: 2px;"> <b>Your Preferred Day(s) to be Rostered</b> </div> <table border="1" style="width: 100%; text-align: center; border-collapse: collapse; margin-top: 5px;"> <tr> <td style="width: 20%;"><b>Monday</b></td> <td style="width: 20%;"><b>Tuesday</b></td> <td style="width: 20%;"><b>Wednesday</b></td> <td style="width: 20%;"><b>Thursday</b></td> <td style="width: 20%;"><b>Friday</b></td> </tr> <tr> <td><b>A</b></td> <td><b>B</b></td> <td><b>C</b></td> <td><b>D</b></td> <td><b>E</b></td> </tr> </table>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
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<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>							

Signed: .....

Date: .....

Name .....

**U3A Ringwood Inc.**  
**(No A8300C)**

**Course Selection 2019**

Surname	Initials	Preferred Name
If re-enrolling please insert your current Membership Badge ID No.		

**Course Selection List**

Detailed “course descriptions” can be viewed on our Notice Boards and on our Webpage.

List the course(s) you wish to attend using the Course Name and Course Code which is included in this document.

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

Course Name	Course Code

Should you wish cancel your enrolment in a particular course or attend an additional course during the year, you must inform a Course Coordinator, who will assist you, as there are limits to the number of members who can attend each course and there may be waiting lists.

If you are not successful in being placed in the course of your choice you will be placed on the waiting list for that course and advised at the earliest possible date.

**Note:** All re-enrolled members and new members are invited to attend Welcome Day which will be held at the Norwood Sporting Club Pavilion at 10.00 am on Wednesday, 30 January 2019.

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)

2019 COURSE TITLES AND 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, 12:30 – 3:30; Venue: Parkwood

**Play Reading [Code 34]:** Time: Tuesday: 9.30 – 11.45; Venue: Parkwood

**Play Writing [Code 35]:** Time Monday: 9.30 – 11.45; 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: 4<sup>th</sup> Tuesday of the month, 9:30 – 11:00; Venue: Parkwood

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

**Mahjong [Code 55]** - Time: Tuesday, 1.30 – 3.00; Venue: Parkwood

**Mythology Adventure - An introduction to Classic Greek Mythology [Code 41]** : Time: 2<sup>nd</sup> Tuesday of the month, 10.00 – 11.00; Venue: Parkwood

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

**EXERCISE**

**Line Dancing - Beginners & Intermediate [Code 15]** - Time; Wednesday, 11.15-12.15; Venue: Scout Hall BJ Hubbard Reserve

**Exercise to Music [Code 16]** - Time: Monday, 10.50 – 12.00; 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;

**Table Tennis - Tuesday Afternoon Group (Code 52);** Tuesday: 1.30 – 3.30; Venue: Norwood Sporting Club

## OUR WORLD

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

**National Affairs [Code 20]** - Time: 2<sup>nd</sup> 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: 1.30 - 3.30; Venue: Norwood Sporting Club

**Racism & Prejudice [Code 51]:** - Time: 1<sup>st</sup>, & 3<sup>rd</sup> Thursday of month 9.30 -11.30; Venue: Parkwood

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

**Philosophy - The Meaning of Life [Code 13]** Time: Monday, 1.30 – 3.00; Venue: Parkwood

## LANGUAGES

**French – Advanced [Code 9]** - Time: Friday, 10:00–12.00; Venue: Parkwood CR1

**Hebrew (Code 48)** Time: Tuesday, 2:00 — 3:30; Venue: Norwood Sporting Club

**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 (Fortnightly); 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

**Family History on Line [Code 22]** - Time: Mondays, 9.30 -11.30; Venue: Parkwood 3

## 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\_