

Membership and Course Enrolment for 2020

We hope that you agree that our Course Coordinators have prepared a great line up of courses for 2020.

In this pack you will find the 2020 membership application form, the course enrolment form, our course calendar which lists courses and codes, a copy of our Membership Commitment and Code of Conduct as well as instructions as to how to enrol, both on line or in person and by post as well as how to pay your membership fee (Note that although on line enrolment is available, on line payment is not available).

The documents contained in this pack are also available from our office and on our web page: u3aringwood.org.au.

All re-enrolling and new members are invited to attend our “2020 Welcome Day” which will be held at the Kevin Pratt Pavilion, Mullum Reserve, Mullum Mullum Road, Ringwood North at 10.00am, on Tuesday, 28 January 2020. Light refreshments will be available as well as the opportunity to socialise with fellow members.

Note: Membership badges for new members (members re-enrolling will continue to use their ongoing membership badge) will be available at our ‘Welcome Day’.

Those new members who are unable to attend ‘Welcome Day’, may collect their Membership Badge from our office at Parkwood on Thursday 30th January and Friday 31st January 2020 between the hours of 9.30am and 11.00am. However, once classes commence on Monday, 3rd February badges for new members will be only be available from the office at Parkwood on weekdays, with the exception of Tuesday, between 9.45am and noon.

Please take note that your Membership Badge” must be presented for admission to 2020 Courses.

As U3A Ringwood is run entirely by volunteers, all members are expected to volunteer 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 help with, 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.

Summer School

Our “**Summer School**”, which is provided free, will be conducted between 7th and 24th January 2020.

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 have a friend who wishes to enrol in the U3A Ringwood Summer School as a “Summer School Member” only, you are welcome to enrol them – there will be no fee.

Enrolment for our “**2020 Summer School**” is incorporated into our 2020 Enrolment Form and course details are included in the Summer School Course Calendar which also forms part of this pack.



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 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.



NEW / RENEW MEMBER APPLICATION

Please PRINT clearly

First Name _____	Surname _____	Membership # _____
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Please complete this form and bring it to our Tortice Drive office, with the applicable fee, to complete your enrolment.

Please tick boxes as appropriate

I have enrolled/re-enrolled Online		I want to use this form to enrol or re-enrol	
I've verified that my details in UMAS are correct	<input type="checkbox"/>	I'm a new member (please complete all items below)	<input type="checkbox"/>
I've selected my courses online in UMAS	<input type="checkbox"/>	I'm a returning member (please complete only changed information below)	<input type="checkbox"/>

For new members please complete in full. For existing members only fill in what has changed (if not done online).

MY DETAILS			
Preferred Name	Gender M / F (please circle)	Year of Birth	
Street No and Name	Suburb	Postcode	
Home Phone	Mobile Phone		
Email address	I Heard About You From		
Previous Occupation	Country of Origin	Special Skills..... & Interests	
EMERGENCY CONTACT INFO:			
Name of Emergency Contact			
Contact Number	Relationship to you		
VOLUNTEERING			
I Can help with:	Class Leader/Tutor <input type="checkbox"/>	Committee Member <input type="checkbox"/>	Office Duty <input type="checkbox"/>
	Other <input type="checkbox"/> (please specify),		

MEMBERSHIP FEES (Fees for class leaders/tutors are optional).

I am a Tutor/Class Leader

Payment of Membership Fees During Enrolment Week

Fees may be paid at our office by EFTPOS (only on 7th and 8th November), by cheque made out to U3A Ringwood Inc. or cash (correct money would be appreciated).

Payment of Membership Fees Any Other Time

Fees may be paid by cheque made out to U3A Ringwood Inc. or cash (correct money would be appreciated). Please pay your membership fee at our office located at 35-39 Tortice Drive Ringwood North. The office is open 9:15 to noon weekdays excluding holidays and Tuesdays.

The personal details you provide are used for internal purposes only. Refer to the Privacy Statement on our website for further information. PAGE 1

Note: Our Office will be closed from Monday 8th December 2019 until Wednesday 28th January 2020.

Alternatively, you can mail your completed and signed form with a cheque payable to U3A Ringwood Inc., in a stamped envelope addressed to The Treasurer, U3A Ringwood Inc, 35-39 Tortice Drive Ringwood North 3134. Although our office will be closed from 8 December until 28 January our letter box is regularly cleared and applications processed during this period.

Our membership fees are either on a full year basis or on a pro rata based for Terms 3 and 4:

Full Year Fees		Term 3 and 4 Only Fees	
I'm a new member \$65.00	<input type="checkbox"/>	I'm a new member \$40.00	<input type="checkbox"/>
I'm renewing my membership \$60.00	<input type="checkbox"/>	I'm a member of another U3A \$25.00 . My U3A is Expiry/...../.....	<input type="checkbox"/>
I'm a member of another U3A: \$40.00 . My U3A is Expiry/...../.....	<input type="checkbox"/>		<input type="checkbox"/>

CLASS ENROLMENTS

If you have enrolled in your classes online in UMAS you do not need to complete this section. Class enrolments are usually on a first in – best dressed basis. You are encouraged to enrol in our classes as early as you can.

If you enrol in a class that has ** in the course title, your enrolment in that class will be initially wait listed because the Class Leaders of these classes have indicated that a certain skill level or class continuity is required. You will be advised by email if you have been accepted into the class early in January for annual membership renewals and for enrolments during 2020, usually within 2 weeks of payment of the membership fee.

Please enter the classes (including summer holiday classes) you wish to enrol in the table below. Class codes and names are available on the enclosed class timetable or from our Course Description documents available at our office or on our web site.

CLASS CODE	CLASS NAME	CLASS CODE	CLASS NAME

U3A Ringwood Inc. is governed by its Constitution, which is applicable to all members. Copies are available on our website www.u3aringwood.com.au. The Committee of Management advises that the material presented in class is at the discretion of the Class Leader and does not necessarily reflect the views of U3A Ringwood Inc.

If you are unable to attend classes, we request that you advise us using (1) the online UMAS 'Report Absence' option, or (2) emailing admin@u3aringwood.org.au or (3) phoning **9876 2925**. If the office is unattended, messages can be left on the answering machine.

I acknowledge and accept that undertaking tasks as a volunteer is an important part of my membership of U3A Ringwood Inc. and that I have read and will comply with U3A Ringwood Inc.'s Membership Commitment and Code of Conduct.

Signature _____

Date _____



SUBJECT	CODE	LOCATION	STATUS	STARTS	FINISHES	CLASS FREQUENCY
Mondays						
ADVENTURES AT THE END OF A PEN	20LIT060	PARKWOOD 4		NOON	2:00 PM	Weekly
BEGINNERS COMPUTER ON MONDAYS	20COM080	PARKWOOD 2	FULL	10:00 AM	11:30 AM	Weekly
BEGINNERS FRENCH	20LAN015	PARKWOOD 2		1:30 PM	3:30 PM	Weekly
EXERCISE TO MUSIC	20EXE020	NSC UPPER		10:50 AM	NOON	Weekly
FREE TECH HELP MONDAY PM	20COM010	PARKWOOD 3	FULL	1:30 PM	3:00 PM	Weekly
INTERNATIONAL AFFAIRS	20HUM020	PARKWOOD 1		9:30 AM	11:00 AM	1st Monday then alternate
NATIONAL AFFAIRS	20HUM030	PARKWOOD 1		9:30 AM	11:00 AM	2nd Monday then alternate
TAI CHI	20EXE060	NSC UPPER	FULL	9:15 AM	10:15 AM	Weekly
Tuesdays						
An Expats Life in Hong Kong Summer Class	20SUM030	PARKWOOD 2	FULL	9:30 AM	11:00 AM	Summer Holiday Only
ARMCHAIR TRAVEL	20GEN010	NSC LOWER		9:30 AM	11:30 AM	Weekly
BEGINNERS COMPUTER ON TUESDAYS	20COM040	PARKWOOD 3		1:30 PM	3:00 PM	Weekly
BOOK CLUB	20LIT050	PARKWOOD 4	FULL	9:30 AM	11:00 AM	4th Tuesday monthly
DRAWING AND SKETCHING FOR PLEASURE	20ART010	NSC UPPER	FULL	9:30 AM	NOON	Weekly
Floral Art - Summer Class	20SUM020	PARKWOOD 4	FULL	9:30 AM	11:00 AM	Summer Holiday Only
FREE TECH HELP TUESDAY AM	20COM020	PARKWOOD 3	FULL	11:00 AM	12:30 PM	Weekly
History of Film Making Tuesdays (Summer)	20SUM040	PARKWOOD 1		12:30 PM	3:30 PM	Summer Holiday Only
MAHJONG	20GAM010	PARKWOOD 1		1:00 PM	3:00 PM	Weekly
MYTHOLOGY ADVENTURE	20HUM050	PARKWOOD 4		10:00 AM	11:00 AM	2nd Tuesday
PATCHWORK & QUILTING	20CRA020	PARKWOOD 4	FULL	1:00 PM	3:30 PM	Tuesdays weekly except third
SCRABBLE	20GAM030	PARKWOOD 2		1:30 PM	3:00 PM	Weekly
Shining a Mirror on Sport - Summer Class	20SUM010	PARKWOOD 1	FULL	9:30 AM	11:00 AM	Summer Holiday Only
Wednesdays						
A TASTE OF LIFE	20GEN040	PARKWOOD 4	FULL	2:30 PM	4:30 PM	4th Wednesdays Monthly
ART APPRECIATION	20ART030	PARKWOOD 4		9:30 AM	11:30 AM	Weekly
AUSTRALIAN HISTORY	20HIS010	PARKWOOD 1		9:30 AM	11:00 AM	Weekly
BEGINNERS COMPUTER ON WEDNESDAYS	20COM090	PARKWOOD 4	FULL	1:30 PM	3:00 PM	Weekly
Elders & the Law Summer Class	20SUM060	PARKWOOD 2		9:30 AM	11:00 AM	Summer Holiday Only
ELDERS AND THE LAW	20LAW010	PARKWOOD 2		1:30 PM	3:00 PM	Weekly
Gastro Intestinal Tract Good Digestion	20SUM050	PARKWOOD 1		9:30 AM	11:00 AM	Summer Holiday Only
GREAT POEMS IN ENGLISH	20LIT030	PARKWOOD 4		1:15 PM	2:15 PM	Weekly
LINE DANCING	20EXE010	SCOUT HALL	FULL	11:15 AM	12:15 PM	Weekly
SHI-BA-SHI - WEDNESDAYS	20EXE030	NSC LOWER	FULL	9:45 PM	10:45 AM	Weekly
TAI CHI FOR BEGINNERS	20EXE040	NSC LOWER		11:00 AM	NOON	Weekly
The History of Jazz - Summer Class	20SUM070	PARKWOOD 4		1:00 PM	2:00 PM	Summer Holiday Only
THE SCIENCES	20HUM040	NSC LOWER		1:30 PM	3:30 PM	Weekly
Wine Appreciation - Summer Class	20SUM080	PARKWOOD 4		2:30 PM	4:00 PM	Summer Holiday Only
Thursdays						
BEGINNERS COMPUTER ON THURSDAYS	20COM085	PARKWOOD 4		1:30 PM	3:00 PM	Weekly
CRYPTIC CROSSWORDS	20GAM020	PARKWOOD 4		9:30 AM	10:30 AM	Weekly
FAMILY HISTORY ON LINE	20HIS020	PARKWOOD 1		9:30 AM	11:30 AM	Weekly

PARKWOOD: 35-39 Tortice Drive, Ringwood North. NSC: 58-60 Mullum Mullum Road, Ringwood. SCOUT HALL: 49-51 Evelyn Road, Ringwood North. If a class has a W/LIST or FULL status or its title contains ** your enrolment in the class is put on a wait list. We will advise you once your enrolment in the class is confirmed. The Lets Do class is held monthly on a day and time to be advised to class members and on notice boards. Our courses run during Victorian school terms except for our summer holiday classes and public holidays.



SUBJECT	CODE	LOCATION	STATUS	STARTS	FINISHES	CLASS FREQUENCY
Family History on Line - Summer Class	20SUM090	PARKWOOD 1		9:30 AM	11:00 AM	Summer Holiday Only
GENTLE YOGA	20EXE050	NSC LOWER	FULL	9:15 AM	10:15 AM	Weekly
History of Film Making Thursdays Summer	20SUM045	PARKWOOD 1		12:30 PM	3:30 PM	Summer Holiday Only
JAPANESE - INTERMEDIATE	20LAN030	PARKWOOD 2		9:30 AM	NOON	Weekly
MUSIC APPRECIATION 1	20MUS020	PARKWOOD 4		10:30 AM	NOON	Weekly
SHI-BA-SHI - THURSDAYS	20EXE035	NSC LOWER		11:00 AM	NOON	Weekly
The World of Fossils - Summer Class	20SUM100	PARKWOOD 2		9:30 AM	11:00 AM	Summer Holiday Only
Walks in the Local Area - Summer Class	20SUM110	OFFSITE		9:00 AM	11:00 AM	Summer Holiday Only
YOGA FOR BEGINNERS	20EXE055	NSC LOWER		1:30 PM	2:45 PM	Weekly

Fridays

CREATE-A-CARD	20CRA010	PARKWOOD 4	FULL	NOON	4:00 PM	Weekly
FILM APPRECIATION	20ART040	PARKWOOD 1		12:30 PM	3:30 PM	Weekly
FRENCH - ADVANCED	20LAN010	PARKWOOD 1		10:00 AM	NOON	Weekly
MUSIC APPRECIATION 2	20MUS030	PARKWOOD 4		9:30 AM	11:30 AM	Weekly
SPEECHCRAFT	20GEN050	PARKWOOD 2		9:30 AM	11:30 AM	Weekly
TABLE TENNIS - FRIDAY AFTERNOON	20EXE072	NSC LOWER		1:45 PM	3:45 PM	Weekly
TABLE TENNIS - FRIDAY MORNING	20EXE070	NSC LOWER	FULL	9:00 AM	11:45 AM	Weekly

Weekends and Other

LETS DO	20GEN020	OFFSITE		9:00 AM	2:00 PM	Monthly
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5 SIMPLE STEPS FOR RE-ENROLLING ONLINE

2020 and Summer School enrolments open at 9am on Friday 1st November 2019.

All 2020 course codes start with “20”. Do not select those starting with “19” if they are shown.

You have the option of re-enrolling using paper forms. These are available from:

- Our office at Parkwood Community Hub
- From our web site under the ‘Membership’ page

The earliest you can return the paper based application forms is 7th-8th November.

1. Login to Member enrolments

From any page in the U3A Ringwood website (www.u3aringwood.org.au):

- click on the blue Member Login Icon



- Click on “**Login**” on the Left-Hand Side menu
- **Enter** membership number or email address and password. If you have forgotten or do not have a password click on “[I have forgotten my password](#)” and fill in the details required then click on “[Send email Link to Reset Password](#)”. When the email is received complete the prompts for your new password. Note the email may be sent to your spam folder,

You should do this step before 1st November. This will ensure that you have no problems accessing your information online.

2. Check your details

Click on *View Member Details* on the menu on the left-hand side of the screen. If you wish to make a change, go to *Edit Member Details*. Don't forget to **SAVE** after making any alterations.

Consider becoming a volunteer. You can indicate your interest by selecting one or more of the volunteer categories under “I Can Help With”.

3. Select your Courses

You can do this from 1st November 2019.

The steps to select your 2020 courses (including our summer school classes) are:

- Click on **View or select Courses** on the left-hand side menu
- Click on the check box on left-hand side of course name in the list of displayed courses
- Click on **Confirm Selection**

IMPORTANT Remember to tick **Confirm Selection** to save your choices once you have selected your course/s by ticking the relevant box.

**** marked Courses.** If you enrol in a class that show a class maximum enrolment as Zero, you will be waitlisted initially because Leaders of these classes have indicated that a certain skill level or class continuance is required. You will be advised by email if you have been accepted.

4. Completing your enrolment online

Once you have completed the above steps:

- tick the **Agree to Terms and Conditions**
- finalise by clicking on *Finalise Courses*
- There no need to print your invoice

IMPORTANT Remember to tick **Finalise Courses**. If you don't then your enrolments with NOT be recorded.

5. Payment

You can pay your Membership fee, by card, cash or cheque, during our Membership Week event on 7th and 8th November 2019.

Alternatively, you can pay at our office with correct amount cash or by cheque at our office at Parkwood Community Hub.

Please **bring a copy of your sign 2020 membership application form with you**. Since you have enrolled online all you need to do is complete your name, tick the boxes to say you have enrolled online and sign/date the form.