



NEW GROUP REGISTRATION FORM

The Committee are here to help: there are guidelines overleaf but if you have any queries just get in touch with the Group Co-ordinator or any other member of Exec

Date Submitted: __ / __ / ____

GROUP NAME	These will all appear on the Programme	
LEADER NAME		
LEADER PHONE		
LOCATION (Provisional / Confirmed?)		
DAY / TIME / FREQUENCY		
Leader Email		
2 nd Name	If there is a deputy or admin assistant	
2 nd Phone		
Role of 2 nd		
Purpose / Objectives Of Group		
Proposed Start Date		
Group Cost	How much and when	
Start Up Grant Required?	Amount and reason	
Equipment Required?		
Publicity Required	If more than standard	

NEW GROUP REGISTRATION FORM

u3a Leeds is always delighted to hear from members interested in the possibility of starting a new Group: no-one will be obliged to proceed if things do not work out.

Regarding the information requested overleaf, the following notes are provided to assist in completion.

LOCATIONS: Some Groups do not require a specific location: those who do need e.g. a meeting room can be run at any suitable premises that have disabled access, have appropriate public liability insurance etc. (Further guidance can be provided). Some groups are run from people's homes; this does not carry legal requirements re access etc.

2ND NAME & PHONE: we recommend that groups identify a deputy to support the leader and stand in if required. Some groups have an admin assistant to handle room bookings and/or finance. Such a person, or people, might be identified after the group starts running. NB please identify the second person's role, if entered

PURPOSE / OBJECTIVES: the Constitution of u3a Leeds has, as its Objects,

"The advancement of education and, in particular, the education of older people and those who are retired from full-time work, by all means, including associated activities conducive to learning and personal development".

Group purpose / objectives should acknowledge this.

GROUP COST groups are expected to be self-financing for regular running costs so if the main group expense is room hire then the group cost should be able to cover that, and could be any of: a single fee at the start of the year, a small sum payable at each meeting attended, or any other arrangement that works for you!

START UP GRANT: the committee is happy to consider applications for a (reasonable) lump sum to get a group off the ground

EQUIPMENT: u3a Leeds owns a number of assets, some of which are used regularly by groups. If you need any of this, we need to check you won't clash with any existing user

PUBLICITY: any new Group – when it is ready to start – will be publicised via an announcement at (at least one) General Meeting at MASSC, a notice on the board at the General Meetings, and an email to all (internet using) members via Beacon. Further publicity (e.g. mailshot to non-internet members, or all members) would need to be requested, and would be at the discretion of the Executive.