

Policy U3A

IT

Data protection: Only those who need information should have access to information.

No databases are to be sent by email. Databases are to be password protected.

A dedicated laptop is to be acquired for use of U3A databases.

Funding Groups

Allocation of U3A Funds to Groups

1. The funding should run across the financial year
2. The total amount available for grants should be agreed by the Treasurer. It should be calculated as the percentage of total funds that we are in excess of the 50% cut off suggested by NO as a recommended amount in reserve.
3. The allocation of grants should be decided by the U3A committee. Any group on the Penrith and North Lakes U3A list can apply. Anyone who had a vested interest in the outcome should not be eligible to vote, but may take part in any discussion on the application.
4. Application should be made in writing to the treasurer.
5. The criteria for grants should be:
 - equipment
 - books
 - speakers
 - one off event
 - of an educational purpose

Grant funding should not be given for travel to events, for catering or refreshments, regular premises hire for group meetings.

The guiding spirit of agreeing applications should be the aims of the U3A - **U3As are self-help, self-managed lifelong learning co-operatives for older people no longer in full time work, providing opportunities for their members to share learning experiences in a wide range of interest groups and to pursue learning not for qualifications, but for fun.**

6. Allocation would be on a first come first served basis. In the event of all the money for that year being committed, no further grants would be given. If any grant application is received after such a time, the applicant should be informed about the situation and asked to apply again in the next financial year.

7. There should be an upper limit on any application. This should be decided annually by the committee. The committee must also decide each year whether it is possible to allocate funds. It may be that some years the reserve is so low that grants cannot be given.

Membership

Only fully paid members may take part in U3A groups.

Non-members may have one taster session with a group and one monthly meeting. A one-off attendance can mean the whole of a stand-alone course even if it takes place on more than one day.

If someone is also a member of another U3a, this does not entitle them to membership of Penrith and North Lakes U3A. If they join, they are entitled to a refund of the capitation sent to National Office. The onus is on the member to prove they belong to another group.

If members fail to renew they will be contacted at the end of May to check the situation.

A reduced rate of half the annual fee would apply to new members joining from 1 December.

Equipment

Equipment for joint use by all members is stored either at the Playhouse office or with Sue Crothers. Those borrowing equipment must sign the list either at the Playhouse office or with Sue Crothers to ensure all equipment can be accounted for.

Trips

The trip arranger needs to have the namers and contact details of everyone on the trip so that they can be contacted in case of problems. Vulnerable people may have a carer with them. National Office suggests that members should carry an emergency contact number, which could take the form of an ICE number on their mobile phones, and medical info/ actual medication. However, the onus is on the member not the group leader.

Arrangers are not to use their own money or cheques to pay for trips. This should be done through the treasurer.

Sale of Members' Goods

Members may advertise their products in the P &NL Newsletter provided they fit positively within a U3A overview. P&NL U3A will not give opportunities for the sale of products at a monthly meeting or other U3A gatherings unless by the guest speaker in lieu of payment of expenses. (Minutes 2 September 21011)

Groups

The coordinator will decide on group size.(Minutes 29 Oct 2010).

There is a document giving guidelines to coordinators. All coordinators must be made aware of them.