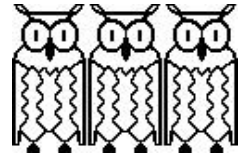


**UNIVERSITY OF THE THIRD AGE , HAWTHORN**

Incorporated as Third Age Learning (Hawthorn) Inc. Reg. No. A 0010798X ABN 41 360 939 238

Office: 26 Sinclair Avenue, Glen Iris, 3146

Telephone: 9821 0282



ID:

Office use only. Surname:

**APPLICATION FOR MEMBERSHIP**

I desire to be a member of Third Age Learning (Hawthorn) Inc.

I agree to support its purposes, and to conform to its Rules.

Have you previously been a **FULL** or **ASSOCIATE MEMBER** ? **YES / NO**

If NO please let us know how you heard about U3A Hawthorn: e.g.Friend, member, advert]

.....

Mr / Mrs / Ms Given name(s): .....

Surname: .....

Preferred given name on badge: .....

Street Address: .....

Suburb: .....

Postcode: .....Email: .....

Telephone(s): .....

Year of birth: 19.....Country of Birth: .....

Previous occupation(s): .....

**OPTIONAL DETAILS** (for reverse of name badge: This is a safety measure in case of sudden illness)

Name of closest relative or friend: ..... Telephone: .....

We are a co-operative, self-help body and rely totally on our members' input to keep functioning.

Please complete the attached **Volunteering** form indicating areas where you might assist.

I agree to support U3A Hawthorn when requested:

Signature of Applicant: .....Date ...../...../.....

Please turn over for our **PRIVACY POLICY STATEMENT**

**ANNUAL MEMBERSHIP FEES** : Membership: **\$40.00**, From September to December: **\$15.00**

For 2 members at the same address: **\$65.00**

**PAYMENT.** Amount: \$..... Please tick one of the boxes for payment type.

Payment by: Cheque Cash Money Order EFTPOS Credit / Debit Card, (Add details below)

**Bank Transfer:** National Australia Bank, Account Name: Third Age Learning (Hawthorn) Inc.

BSB 083 166, Account No.: 79065 2416

If paid by card this section to be cut off for Receptionist to enter payment into the EFTPOS terminal.

Amount: \$..... ( Member ID(s):...../..... To be entered by Receptionist )

Name(s): .....

**Credit / Debit Card** Visa/Master Card only) Card No.:

Expiry Date:   /

Signature:.....

*Office use only*

ID. No.....

Date Joined.....

Payment rec'd .....

Receipt No .....

Computer.....

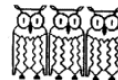
M'ship Sec.....

### **U3A HAWTHORN PRIVACY POLICY**

- U3A HAWTHORN collects personal information from members to enable efficient delivery of its service to members.
- The information collected is managed solely by U3A HAWTHORN and will only be used for organisational, communication, emergency, insurance and submission-funding purposes.
- Members have the option not to provide full details; however, incomplete disclosure of requested details may prevent U3A HAWTHORN from full delivery of its services.
- Credit / Debit Card will be obliterated after details have been recorded.
- Our Privacy Policy Statement is on display in the office.



# Volunteering



U3A Hawthorn is entirely dependent on volunteers to fill the many roles required to deliver the wide range of courses and activities on offer and to do so in as cost-effective a manner as possible. We invite you to look at the list of volunteer roles below and to **offer your assistance** in as many ways as you can. By sharing your skills and talents you will gain through deeper involvement with the wonderful team at U3A Hawthorn, and we will gain from your expertise and knowledge.

Membership No.

Please complete form in **BLOCK LETTERS**

Surname: \_\_\_\_\_ Given name: \_\_\_\_\_

Vocational background: \_\_\_\_\_

Do you have a particular interest or subject that is not on our curriculum? If so please provide some details :

Are you, or have you been, a Tutor?  Y / N Would you be prepared to be a Tutor?  Y / N  
If so in what field or on what topics? \_\_\_\_\_

Would you prefer to tutor a full year course  a short course of several sessions  or a single Summer School session

Please tick appropriate box / boxes

	Opportunity	Details of Role		Opportunity	Details of Role
<input type="checkbox"/>	Committee of Management	Monthly meetings.	<input type="checkbox"/>	Functions catering	Manage supply of food etc for various functions. Prepare room/clean up after
<input type="checkbox"/>	Receptionist coordinator	Train/assist receptionists. Maintain Office roster.	<input type="checkbox"/>	Door manager	Control events entry & collect money
<input type="checkbox"/>	Receptionist / Office Helper	Half day per fortnight.	<input type="checkbox"/>	Banking	To assist in Banking takings particularly at periods of enrolment
<input type="checkbox"/>	Newsletter helper	Collate and dispatch newsletters.	<input type="checkbox"/>	Summer School (January)	To assist in enrolment and activities
<input type="checkbox"/>	Audio visual assistant	Assist with AV equipment such as DVDs, Data Projectors and microphones.	<input type="checkbox"/>	Excursion Co-ordinator	To assist in sourcing and organisation of excursions
<input type="checkbox"/>	Database Manager	Develop and maintain the computer system keeping Member data and Enrolment records.	<input type="checkbox"/>	Property maintenance	Handyperson / trade skills as required.
<input type="checkbox"/>	Data base Assistant	To learn our system and assist with data entry 2 hours per week.	<input type="checkbox"/>	Campus Manager	Ensure our buildings and grounds are adequately maintained. Liaise with Council as required.
<input type="checkbox"/>	Class representative	Introduce and/or thank speaker. Prepare room and dean up afterwards.	<input type="checkbox"/>	Purchasing officer	Purchase office, cleaning and kitchen supplies.
<input type="checkbox"/>	Publicity & promotion	Prepare promotional and advertising material. Identify & recruit Sponsors for specific needs.	<input type="checkbox"/>	Curriculum Committee	Arrange tutors and course programs to meet members' curriculum needs
<input type="checkbox"/>	Volunteers co-ordinator	Liaise with volunteers to ensure roles are filled.	<input type="checkbox"/>	Archivist	Record & keep old files in proper order and condition
<input type="checkbox"/>	Website	Assist in maintaining our website; contribute to design and content updates	<input type="checkbox"/>	Historian	Update and record the history of U3A Hawthorn

### U3A HAWTHORN PRIVACY POLICY

To enable us to operate effectively and provide our members an efficient service, U3A Hawthorn needs to collect personal information provided by you on your Membership Form. The information collected is managed solely by U3A Hawthorn and is used for a number of purposes, including organisational, communication, emergency, insurance and to support Government Grant applications. No personal information, or any other information that can identify you, is passed on to any other person or organisation other than the Officers and Tutors of U3A Hawthorn to enable them to perform their role in running the organisation. Reasonable steps will be taken to ensure that all personal information collected is kept secure and confidential. You have the option not to provide full details; however, incomplete disclosure of requested details may prevent U3A HAWTHORN from full delivery of its services. You can gain access to your personal information and advise us at any time if it is inaccurate or incomplete.