

## ENROLMENT 2021-22 FOR NEW MEMBERS GUIDANCE NOTES

### Please read carefully before enrolling

#### APPLYING FOR MEMBERSHIP

There are several ways that you can enrol for membership of Ilkley & District u3a:

1. In person at one of our regular Drop In Sessions at The Clarke Foley Centre on the 1<sup>st</sup> and 3<sup>rd</sup> Fridays of the month from 10.30 am to 12 noon, or at one of our occasional Drop Ins in Otley or Addingham.
2. Online via our website (<https://ilkleyu3a.org/Join-Us/>)
3. By post to the Membership Secretary. If applying by post, you will need to complete an application form and enclose it with your payment. You can download a form from our website using the link above. Alternatively, you can ask the Membership Secretary to mail a copy to you.

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- Our Membership year runs from 01 August to 31 July. The current fee is £13.50 per person which includes a £3.50 contribution to our national organisation, the Third Age Trust.
  - Please check that places are available in the group(s) you wish to join before applying for membership. Subscriptions are non-refundable.
  - Before you join please make sure you have read our Member Code of Conduct and the Principles of the u3a. By signing the application form or submitting your online application, you are agreeing to our storage and use of your personal information as set out in our Privacy Policy. Copies of all these documents are available on our website. (<https://ilkleyu3a.org/Join-Us/>)
  - If you apply by post and don't have an email address, please provide a SAE so we can send your membership confirmation.

#### WAYS TO PAY THE MEMBERSHIP FEE

1. **Via our website.** If you enrol online, (preferred) you can pay your membership fee via our website using a debit or credit card. Please follow the onscreen instructions.
2. **By online or telephone banking:** Please make payments into the Membership Account (sort code 30-94-53, account number 16096160). Make sure that your full name appears on the bank transfer (eg. Joan S Darby) so we can tell who has made the payment.
3. **By Cheque:** Please make your cheque payable to Ilkley and District u3a. Send it to the Membership Secretary at 6, Lisker Avenue, Otley, LS21 1DG. Write your email address, phone number or postcode on the back so we can identify you.
4. **Joint Membership:** If paying for two people at the same address, please make sure you provide both names, especially if the surnames are different.

## OTHER INFORMATION

- **Ethos of the u3a Movement.** The u3a movement is based on the principles of mutual aid. We are a registered charity with no paid staff. We hope that you will be able to explore ways that you can help. We are always on the look out for volunteers.
- **Group Photographs.** You may occasionally be included in group photos which can be used to promote our activities both internally and externally. If you do NOT wish to be included, please remove yourself, bow your head or shield your face so that you cannot be recognised. A statement about how we might use the images can be found in the Policy Documents area of the Members section of our website.
- **Insurance.** Please note that anyone participating in our activities does so at their own risk. Ilkley and District u3a carries Public and Product Liability Insurance only.
- **Third Age Matters, the National Magazine.** If you wish to receive a copy of Third Age Matters by post, please tick the appropriate box on the application form. The magazine is issued five times a year. Please note that we share your name and postal address with the printer/ distributor in order to send you the magazine. If you don't want us to do this, tick the 'no' box on the application form.
- **Our Own Publications.**

The Annual Programme of Interest Groups: As Groups are fluid we advise that the most up to date information about interest groups is available on our website. There you will also find news of Forthcoming talks and events and a great deal more information.

The Eye Newsletter is published in Spring and Autumn and is also available on the website.
- **How we communicate with you.** Our main means of communication is via email. We use email to send you the Newsflash, information about our Annual General Meeting, and renewal reminders. If you don't have an email address, please visit our website (<https://ilkleyu3a.org>) for the latest news and information. Members with no email are sent important documents by post.

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*Any questions?*

*Please contact the Membership Secretary ([membership@ilkleyu3a.org](mailto:membership@ilkleyu3a.org))  
01943 461485*