

Roll Cards

1. U3A Castlemaine keeps records of attendance at all classes and activities, both to give accurate figures for participation in our publicity and when we apply for grants – and in the event of an insurance claim.
2. Signatures are necessary at each meeting to validate attendance in the event of an insurance claim.
3. Using the data in the Roll Card, mark up the Attendance Record using the MyU3A process regularly. If your chosen Class Representative is computer-literate, this role may be usefully carried out by him/her, and they will need to be given access to the course in the MyU3A system.
4. Every creation of the Roll Card in MyU3A will reflect the most recent class composition including withdrawals.
5. Full Roll Cards need to be put in the Course Coordinators' file in the filing cabinet at the U3A Office.

Incidents or Accidents

Any incidents or accidents must be reported on the 'Incident Report Form', which you can download or obtain from the office.

Visitors

Ask visitors to sign in on the 'Visitor Registration Form', which you should keep and return to the U3A Office at the end of the course. If the person intends to continue in the course they must enrol as a member, pay the membership fee and enrol in the course, either online using MyU3A or through the office.

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