

Guest Member

A Guest member is someone who is already registered as a member of another u3a, but who wants to attend a Crawley u3a activity group.

A Guest member can attend an activity group, where the Group Leader has determined that there is a vacancy in the group and no member of the Crawley u3a (Full or Associate) wants to fill that vacancy.

A Guest Member will pay the standard attendance fee.

Should a Guest Member want to attend the Crawley u3a programme of monthly meeting, general membership events or go on seasonal outing then they will need to become an Associate Member of Crawley u3a.

Guidance to Group Leaders

- Groups Leaders will determine whether they have vacancies in their group and whether they would like to open it up to members from other u3a's.
- Group Leaders should liaise with the Groups coordinator and Communications coordinator to agree the most appropriate way for any vacancies to be advertised and marketed to other u3a's.
- At all times full or associate Member of Crawley u3a will have priority to fill any vacancies within a group. In that circumstance, should a Guest Member wish to continue attending that group then they can upgrade their Membership by becoming an Associate member.
- Once the Group Leaders has accepted Guest Members is will be up to them to:
 - Check the Guest Member's credentials as a member of the u3a movement, by asking for and seeing their Membership card from their primary u3a.
 - Ask for, record, and keep secure any personal details that may be needed from them, including emergency contact details. There is no need for this to be recorded in Beacon.
 - Add them into whether means of group communications is used.
 - Ensure that their name and their membership number are recorded on both the income and attendance forms.
 - Collect the relevant Attendance fee.

For easy of recording the Guest's membership number on the forms please use the following notation as a prefix to the number to identify the relevant u3a they are from.

H – Horsham	D – Dorking & district	E – Elmbridge
EG – East Grinstead	RR – Reigate & Redhill	EE – Epsom & Ewell
HW – Haywards Heath	TW – Tunbridge Wells	
HR - Horley	BH – Brighton & Hove	

If they are from a u3a not on the list then please make a note on the forms, so the Treasurer can pick it up and add that u3a to the list.

- Insurance. All Members of any u3a are automatically covered by the general Third Age Trust insurance policies to take part in any u3a activity wherever undertaken.