

**INSURANCES AND SAFETY**

Insurance Overview  
Insurance Cover Notes  
Public and Products Liability Insurance FAQs  
Electrical Inspection and Testing  
Incident Report Form  
Portable Appliance Register  
Venue Risk Assessment Checklist  
Venue Checklist – Day of Use  
Walk Leader Checklist  
Workshop Activity Risk Assessment Checklist

**SUPPORTING YOUR MEMBERS**

Communications  
Interest Groups  
Group Convenors  
First Aid  
Food Handling and Preparation  
Accessibility for Disabled Members  
Supporting Members with Hearing Loss  
Supporting Members with Vision Loss

**RAISING AWARENESS**

Publicity – how to get it  
Media Relations  
Publicity Materials Available  
Open Day/Exhibition Grant Application  
Site Builder  
Writing Letters to the Editor

**GROWTH**

Growth Matters  
Keeping your U3A Vibrant  
Waiting Lists