



Introduction to Membership Information Sheet and Membership Application Form.

As of June 2022, we have returned to holding General Monthly Meetings in the Lichfield Guildhall with a speaker and serving tea and biscuits after the talk. Almost all our Groups are now meeting face-to-face again.

If you would like to join Lichfield u3a you can download this document then either, print and complete and post it, or electronically complete and email it. Alternatively, you can use the CONTACT page on the website to request one to be sent to you by email or post. The information sheet that follows explains the different Membership categories which are available – please read it carefully. It is important that you complete all parts of the form. The form can be emailed (only if you have paid by internet banking) or posted – both addresses are at the bottom of the last page of the form. If you have any queries, please send an email to [lichfieldu3a@gmail.com](mailto:lichfieldu3a@gmail.com) or call the Enquiry Line on 07510 634476.

Judith Thorpe, Chair, Lichfield U3A

If you have any questions about our application process, please contact the information point:

by email: [lichfieldu3a@gmail.com](mailto:lichfieldu3a@gmail.com) or by telephone: 07510 634476

Paper copies of this document are available at any u3a monthly meeting (1400-1600, 2nd Wednesday of each month, at the Lichfield Guildhall) or from the Membership Secretary at the above contact details.

If you are unable to download and print the Membership Application form, then a paper copy can be obtained from the Membership Secretary.

**THE “MEMBERSHIP APPLICATION FORM” IS FOR NEW OR LAPSED MEMBERS ONLY, RENEWING MEMBERS SHOULD FOLLOW THE INSTRUCTIONS SENT TO THEM.**

### NEW / LAPSED MEMBERS

- Please read both pages of this Membership Information Sheet, then complete and sign both pages of the Membership Application form.
- Send your completed Membership Application form and cheque (if appropriate) to:  
**Lichfield u3a, PO Box 7477, BURNTWOOD, WS14 4LZ.**
- Cheques should be payable to Lichfield u3a. Please do not send cash by post.
- Please tick the Gift Aid box, if you possibly can, so that we benefit from additional funds from the Government, not from yourself. Please note that it is your responsibility to inform Lichfield u3a if you no longer pay sufficient tax to be able to Gift Aid your subscription.

### ABOUT OUR MEMBERSHIPS

- The u3a's membership year runs from 1st June to 31st May of the next year.
- The annual subscription for each member is £12, reducing to £8 for members who join in the last five months of the membership year (January to May). The subscription covers the running costs of our own u3a plus the Third Age Trust's annual subscription of £3.50.
- Members of other u3a's may apply to be Associate Members\* of Lichfield u3a at a reduced rate of £8.50, or a Reciprocal Member\*\* at the rate of £1. See the \* and \*\* conditions below.
- Members may choose **not** to receive Third Age Matters (TAM), the national u3a magazine. TAM is posted direct to members' home addresses five times a year and postage is included in the subscription. Members living at the same address normally only receive one copy of TAM.
- In addition to the annual subscription, members may have to pay additional charges to cover the running costs of the groups to which they belong. For example: to cover meeting room hire, refreshments, specialist equipment, visit tickets, etc. The groups themselves control these charges.

### SUBSCRIPTION RATES FROM 1<sup>ST</sup> JUNE 2023 – 31<sup>ST</sup> MAY 2024

MEMBERSHIP CLASS	Month of Joining:		MEMBERSHIP DESCRIPTION
	May – Dec 2023	Jan – May 2024	
FULL MEMBER	£12	£8	Where your only, or main, u3a affiliation is to Lichfield u3a.
ASSOCIATE MEMBER*	£8.50	£8.50	Where your main u3a affiliation is <b>not</b> to Lichfield u3a – see below.
RECIPROCAL MEMBER**	£1	£1	A member of another u3a, with a Reciprocal agreement with Lichfield u3a - see below.

N.B. \* An Associate Member has all the rights of a Full Member including priority over Reciprocal Members wishing to join a Group. The reduction is allowed because the Third Age Trust's £4 capitation fee for the Member is paid by the Member's main u3a.

\*\* A Reciprocal Member must already be a Full Member of one or more of the following u3a's:  
Burton on Trent, Cannock Chase, Stafford, Sutton Coldfield, Tamworth, Uttoxeter, Walsall.

## **METHODS OF PAYMENT**

You can pay by CHEQUE or by INTERNET BANKING. Please do **not** send cash by post!

- CHEQUE: Made payable to **Lichfield u3a**
- INTERNET BANKING: Made to the following account:

**Account Name:** Lichfield u3a Registered Charity No 1048904  
**Sort Code:** 30 95 04  
**Account Number:** 00177048

For these payments, please ensure that your **Surname** and **Post Code** are included in the instruction details, so that we can identify your payment on our bank statement.

Either email the completed form to [lichfieldu3a@gmail.com](mailto:lichfieldu3a@gmail.com) or print it and send it, together with your cheque, if appropriate, to **Lichfield u3a, PO Box 7477, BURNTWOOD, WS14 4LZ**

## **TERMS AND CONDITIONS OF MEMBERSHIP**

All members of Lichfield u3a are expected to abide by its policies and procedures, in particular its Member Code of Conduct and its Privacy and Personal Data Protection Policies, which are summarised below and can be found on the Welcome page of the Lichfield u3a website.

Printed copies will be available at any monthly u3a meeting (1400-1600, 2nd Wednesday of each month, at the Lichfield Guildhall) or by contacting the information point at [lichfieldu3a@gmail.com](mailto:lichfieldu3a@gmail.com)

## **MEMBER CODE OF CONDUCT**

1. Lichfield u3a members are expected to conduct themselves within the “guiding principles” of the u3a movement. These are defined in the Third Age Trust’s “Principles of the u3a Movement” which can be found at <https://www.u3a.org.uk/about/vision> They are also expected to treat each other with dignity and respect.
2. Members are expected to know, follow, and promote the Principles of the u3a Movement at every opportunity.
3. Members must always act in the best interests of Lichfield u3a and the u3a Movement, strive to uphold its reputation and never do anything which could bring Lichfield u3a or the u3a movement into disrepute or expose it to undue risk.
4. Members are expected to use Lichfield u3a’s resources responsibly and only to further its stated charitable objects/purposes.
5. Members are expected to reflect the current organisational policy of Lichfield u3a regardless of whether it conflicts with their personal views.
6. Members are expected to abide by Lichfield u3a’s policies, procedures, and practices.
7. Members are expected to treat each other with dignity and respect at all times.

## **PRIVACY STATEMENT**

Lichfield u3a holds members personal details on a secure database and uses them solely for the purposes of administration and the communication of u3a matters. They are only supplied to an outside agency or party in order for members to receive Third Age Matters directly mailed. They may be shared in future with any company recommended to us by the Trust to use for processing online payments on our behalf, if we, at some time in the future, give Members the opportunity to pay their subscription using online services.

The u3a’s Privacy and Personal Data Management Policies together set out in detail how it complies with its legal obligations to protect personal data. They also define individual member’s responsibilities for handling their own and other members’ personal data.



MEMBERSHIP CLASS	Please ✓	Month of Joining:		Which u3a do you also belong to?	Your number with them?
		May – Dec 2023	Jan – May 2024		
<i>Tick <b>ONE</b> of the INDIVIDUAL, ASSOCIATE or RECIPROCAL boxes below to choose your Membership Class. See Page 1 of the Membership Information Sheet for an explanation of the Membership Classes.</i>					
INDIVIDUAL		£12	£8		
ASSOCIATE		£8.50	£8.50		
RECIPROCAL		£1	£1		
<b>PERSONAL DETAILS (Member 1)</b>					
Title		Forename(s)		Known As	
Surname				Mobile	
Email					
Emergency Contact (name and phone no.)					
Signed			I am a UK tax payer and wish the u3a to claim Gift Aid on my subscription. <i>Tick box if applicable.</i>		
MEMBERSHIP CLASS	Please ✓	Month of Joining:		Which u3a do you also belong to?	Your number with them?
		May – Dec 2023	Jan – May 2024		
<i>Tick <b>ONE</b> of the INDIVIDUAL, ASSOCIATE or RECIPROCAL boxes below to choose your Membership Class. See Page 1 of the Membership Information Sheet for an explanation of the Membership Classes.</i>					
INDIVIDUAL		£12	£8		
ASSOCIATE		£8.50	£8.50		
RECIPROCAL		£1	£1		
<b>PERSONAL DETAILS (Member 2) <i>Must live at the same address as Member 1.</i></b>					
Title		Forename(s)		Known As	
Surname				Mobile	
Email					
Emergency Contact (name and phone no.)					
Signed			I am a UK tax payer and wish the u3a to claim Gift Aid on my subscription. <i>Tick box if applicable.</i>		
<b>ADDRESS</b>					
House Name/No.					
Street					
Address Line 1					
Address Line 2					
Town		County			
Postcode		Landline			
<b>The Bulletin</b> , which is sent at the end of each month, is the way that we keep in touch with our Members, giving information about things which may be of general interest like open meetings or trips. If you <b>DO NOT</b> wish to receive this, please put <b>NO</b> in the box to the right. You can change your mind at any time on 07510 634476.					
<b>Third Age Matters (TAM)</b> is the u3a Magazine which is published by the Third Age Trust. It is compiled from contributions by individuals or u3a's, and other pieces of interest, and sent out 5 times per year. If you would like to receive it (one per household) please put <b>TAM</b> in the box to the right. There is no extra charge.					

**TERMS AND CONDITIONS OF MEMBERSHIP and PRIVACY STATEMENT**

By joining Lichfield u3a you are agreeing to abide by the Member Code of conduct printed on page 2 of the Membership Information Sheet that accompanies this form. It is also available on the Welcome pages of our website.

Members' personal details are held on a secure database and are used solely for the purposes of administration and the communication of u3a matters. Lichfield u3a's Privacy and Personal Data Management Policies together set out how it complies with its legal obligations to protect personal data. The policies are available to view and download from the Welcome page of the website or by contacting the information point through the contact details on the bottom of page 2 of this Application Form.

**LICHFIELD u3a**  
**MEMBERSHIP APPLICATION FORM**  
**Membership Year: 1<sup>st</sup> June 2023 – 31<sup>st</sup> May 2024**



**CONSENT**

Sign below to give us permission to hold and use the personal information you have supplied. You can change your preferences at any time by writing to or emailing the Membership Secretary, details are at the bottom of this form. The personal information that we collect is stored securely and used:

Internally, to share with committee members, group leaders, the Bulletin editor and system administrators as required, enabling them to communicate with you about your participation in our u3a.

To send you general information about the Third Age Trust, the national organization to which all u3a's are affiliated, and about the regional u3a network.

If you choose to receive the Third Age Trust's magazine – Third Age Matters (TAM) – to share your information with the company that oversees the distribution of the Trust's magazine.

To share your information with any company recommended to us by the Trust to use for processing online payments on our behalf, if we, at some time in the future, give members the opportunity to pay their subscription online.

**I consent to my data being held and used for the purposes outlined above. ↓ Please put your name(s) here.**

**Name (Member 1)**

**Name (Member 2)**

**u3a PUBLICITY**

Photographs may be taken at u3a events and used on the u3a's website and in other publicity materials. They may also be submitted to the Third Age Trust for use in its own publications and publicity.

Please mark the boxes below to indicate whether you are happy for images of you to be used in this way. If you do not want your images used please make the photographer aware and/or move out of shot when photographs are being taken.

You can change your preference at any time by writing to, or emailing, the Membership Secretary.

**Name (Member 1)**

**Delete as appropriate**

**I consent / do not consent** to images of me being used on the Lichfield u3a and Third Age Trust websites and publications.

**Name (Member 2)**

**Tick one option**

**I consent / do not consent** to images of me being used on the Lichfield u3a and Third Age Trust websites and publications.

**PLEASE SIGN BELOW. BOTH SIGNATURES ARE REQUIRED WHERE APPLICATION IS FOR TWO MEMBERS.**

**SIGNATURE(S)** (Delete where and as appropriate)

I/We apply to join Lichfield u3a and confirm that I/we will abide by the terms of membership as stated on Page 1 of this form.

I/We confirm that I/we have completed this form myself/ourselves.

I/We have sent £\_\_\_\_\_ in a cheque made payable to Lichfield u3a /  
 paid by internet banking on .....(date as yyyy/mm/dd)

**Admin Use Only**

**Checked By:**

**Date:**

Signed  
 (Member 1)

Date

Signed  
 (Member 2)

Date

**PLEASE RETURN BY EMAIL TO: [lichfieldu3a@gmail.com](mailto:lichfieldu3a@gmail.com)**

**OR BY POST TO: Lichfield u3a, PO Box 7477, BURNTWOOD, WS14 4LZ**