



Introduction to:

- Membership Application - Information Sheet,
- Membership Application - Form.

If you would like to join Lichfield u3a you can download this document then either, print and complete then 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 or call the Enquiry Line on 07510 634476.

Judith Thorpe, Membership Secretary, Lichfield u3a



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

by email: lichfieldu3a@gmail.com or by telephone: 07510 634476

Paper copies of this document are available at any u3a monthly meeting (14:00-16:00, 2nd Wednesday of each month, at the Lichfield Guildhall) or from the Membership Secretary using 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 £4.00.
- Members of other u3as 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 1ST MAY 2024 – 31ST MAY 2025

MEMBERSHIP CLASS	Month of Joining:		MEMBERSHIP DESCRIPTION
	May – Dec 2024	Jan – May 2025	
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 not 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 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

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.

PLEASE NOW COMPLETE BOTH PAGES OF THE MEMBERSHIP APPLICATION FORM
