



Leaders Checklist

Name of Group

Leader Details		
Name		
Member of Mansfield and District u3a	Yes	No
Email		
This will only be used to set up a blue bird on the webpage and will not be used in any adverts for this group		
Telephone Number		
Are you happy to have your phone number included on the webpage and in Newsletter	Yes	No

Short Description of Group this information will be used for the entries on the Website and in the Newsletter
Day, times and frequency of the Meetings

If Venue is to be used please give details

Name of Venue
Address
The Venue should ensure that invoices for room rental are sent directly to Sheila Pegg – Group Treasurer – sheila.pegg@sky.com

If the Group is to be held at your home please give details below

Address

Group page on Website

Do you want to be able to update your webpage on a regular basis	Yes	No	
If yes how often	Monthly	6 Monthly	Yearly
If no the webpage will be set up with just basic information about the group and your email will be used for the blue bird contact button – your email will not appear on the webpage			

Date paperwork completed

	Date
New Leaders Handbook given to Group Leader	
Risk Assessments done	

Thank you for volunteering to run this group without Group Leaders who are will to give up their time and put in the effort needed, the u3a could not function

Stella Hall
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Mansfield and District u3a
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