

Interest Group Guidelines

Interest Groups are for our Members only. You cannot join or sign up to a Group until your membership has been processed.

Membership Card - you will be asked to produce this at general meetings. Group Leaders may from time to time also ask to inspect your card at Interest Group meetings. You should fill in the reverse of your membership card and then keep your card on or with you.

Joining Groups - if you are interested in joining one or more Groups, please contact the Group Leader(s) so your name can be added to the waiting list on our Beacon computer system for your chosen Group(s). Group Leader contact details are shown on our website.

Groups meeting in Members' homes - these groups may be limited in size and are sometimes unable to accommodate more Members immediately but when a place becomes available it will be offered to the first person on the waiting list on our Beacon computer system.

Additional Groups - if there are a number of Members waiting to join a group it may be possible to establish an additional Group providing there is someone willing to help with the organisation. Our present list of Interest Groups has several illustrations of this.

New Groups - if you are interested in organising an additional or new Group or have a suggestion for a new Group, please contact the Interest Groups Coordinator. You do not need to be an expert on the subject. Guidance and support can be provided for an initial period.

New Members - may contact the New Member's Friend with any queries they may have. Please inspect the rear cover for contact details.

Standard Charge - our Interest Groups have a standard charge, currently 50p, for each meeting to cover minor costs. If it is necessary to hire a facility or when other expenses, such as photocopying, are incurred these costs will be shared between the Group Members.

Booking Conditions apply for u3a Group courses, events and visits. Standard booking conditions apply unless a group has its own conditions. A completed booking form, if required, and payment must be received by the Group Leader by the due date.

Payments for courses, trips and visits by cheque please, payable to "Preston Park u3a no. 2 account". You should write the event name and your name(s) on the back of the cheque. Please provide separate cheques for different events. Cash will not be accepted. Once you have booked and/or paid a refund cannot be guaranteed.

Events open to all Members are filled on a first come first served basis & will be first publicised on our website or Monthly Update email.

Unable to attend - if you cannot attend a Group meeting, please inform the Group Leader as soon as possible. If you miss two consecutive meetings without prior explanation or subsequent apology it may be assumed you have left the group and your place offered to the first person on the waiting list.

Contacting Other Members - you may contact other Members however you jointly decide. To comply with the General Data Protection Regulation 2018 all Members keeping any list of Members must keep them confidential and secure. Emails sent to a group of Members should be sent "blind copy" so that recipients do not see the email addresses of other Members unless all Members of that group have consented. Lists of Members with contact information should not be circulated except with the prior consent of those Members listed.

Address Change - if you change your address, phone number or email address, please notify the Membership Secretary and your Group