

SKIDDAW U3A POLICY and PROCEDURES

FUNDING for GROUPS

Ideas from convenors 12.04.16

- Learning materials: CD's, sheet music, guide books, maps, text books, subscriptions to relevant magazines and web sites, hand lenses
- Educational visits
- Special meetings with invited speaker (fees and room hire)
- Hardware: small screen and projector
- telescope
- keyboard
- GPS emergency beacon
- Courses open to all members: First aid course
- GPS course and equipment
- Working with people with dementia
- Room hire: half the costs of room hire

Managing the Groups' Support Fund:

Deciding how to allocate money available:

1. All requests should be made to the Chairman through Group Convenors. Requests must comply with the principles outlined below, must be made on a Group Support Fund Form by the Group Convener and should include full details and actual or estimated costs.
2. The Executive Committee will discuss requests at the next EC meeting following receipt and their decision will be conveyed to the Group Convener who may then go ahead and make the purchase.
3. A record of purchases made on behalf of groups shall be kept by the committee and shall be available to any member on request.

Principles:

1. The GFS can be used for items used in common by all members of the group e.g. geological maps, textbooks, CDs, subscription to a magazine or website etc., provided that these items are passed on to subsequent group convenors. If the group ceases to exist, the items will be stored centrally.
2. The GSF may be used to pay the fees of a specialist speaker and any additional costs incurred such as room hire provided that:
 - the speaker is not a U3A member
 - it is a single event and not part of a series
 - the request arises from the group activity
 - and, where appropriate, the wider membership is made aware of the event and is able to attend
3. The GSF can be used to subsidise visits to galleries, museums etc provided that:

- such visits are clearly educational e.g. arise from the group activity and aim to further the study of a specific subject
- it is a single event and not part of a series
- where appropriate, the visit is open to the wider membership

4. Requests for larger and more expensive items for use by a specific group can be made. If purchased, such items remain the property of Skiddaw U3A and must be returned to the organisation if the group ceases to exist.

5. Courses open to all members such as First Aid will be paid through Skiddaw U3A funds.

6. Hardware, such as a small projector, for more general and/or occasional use will be purchased by Skiddaw U3A and added to the list of equipment available to all.

7. The GSF is not to be used for consumables: e.g. those items which are used and kept by individuals such as paper, pens, clay for pottery, thread and fabric for sewing, ingredients for cookery etc.

8. The GSF must not be used for supporting social events.

Skiddaw U3A Executive Committee

05.05.16.

Updated 31.01.18