

PLEASE READ THIS FORM THOROUGHLY BEFORE APPLYING TO JOIN LEYLAND u3a

This form is for use also by members whose details have changed or renewal period has elapsed.

- Leyland u3a (Lu3a) membership is available to any adult who is retired, semi-retired or not in full time employment, completes a membership form and pays the current published annual fee.
- All members are registered as individuals and therefore there are NO joint memberships.
- Paid-up members can participate in any Leyland u3a Interest Groups, AGM & monthly meetings.
- A National Magazine, Web & Blog Site, Facebook Page, Newsletters and Membership Handouts are available to keep members aware of our National and Lu3a activities.
- Lu3a membership runs from 1st April to 31st March June each year and is payable in full whatever time of year someone applies or renews. No refund will be given for early termination of membership.
- New members joining after 1st January paying the FULL year's subscription will have membership until 31st March the following year or before the annual renewal fee is due.
- The annual renewal fee must be paid by 31st July or a new application may have to be made unless extended by permission of the Membership Secretary.
- A minimum charge of £1.00 per member is normally levied by interest groups requiring room hire.

PERSONAL CONTACT DETAILS or CHANGE OF DETAILS – (IN BLOCK CAPITALS)

Title: _____ First Name _____ Surname _____

Address: _____

Post Code: _____

Telephone: _____ Mobile: _____

Email or (Email Buddy): _____ Age: _____

PLEASE READ THE MEMBER AUTHORISATION SECTION BEFORE SELECTING THE MEMBERSHIP TYPE, SIGNING and DATING YOUR APPLICATION FOR MEMBERSHIP or CHANGES

MEMBER AUTHORISATION & CODE of CONDUCT

All members are covered by u3a Trust liability insurance and by signing/dating this form agree to:

1. Promote, know and abide by the rules & guiding principles of the u3a movement, Leyland u3a Constitution and all Lu3a associated policies, codes, procedures, instructions or proformas.
2. Always act in the best interests of the u3a and not do anything to bring the u3a into disrepute.
3. Treat everyone with respect, dignity & courtesy at all times, adhering to [**Lu3a - 029 W.I.S.E Policy**]
4. Implement all environmental, health & safety instructions / guidelines as and when provided.
5. Comply with and support responsibly the decisions of the Committee in furthering Lu3a charitable aims / objects / purposes, regardless of whether it conflicts with your personal views.
6. Advise the Membership Secretary of any change in Personal Contact Details or payment difficulty.
7. Carry your membership card to all meetings and group activities, reporting any loss as detected.
8. Pay all necessary fees, subscriptions and renewals in a timely manner. [**See Lu3a – 003**]

MEMBERSHIP TYPE:

A] Individual membership of Lu3a, valid to the following 31st March

B] **DUAL** = Member of another u3a I am a fully paid up member of _____ u3a

Membership No: _____ applying for **DUAL** membership, valid to the following 31st March

SIGNED: _____ **DATED:** _____

APPLICATION & PAYMENT: Submit completed forms to the Membership Secretary or delegate, preferably at monthly meetings. Contact details via email: u3amembsecretary@gmail.com or as in Membership Handouts or Website contact information.

Payment can be made at the time of application via BACS / PayPal / Cheque or Cash. Cheques must be made payable to: "LEYLAND u3a" *NOTE: More payment information is available on our website or via document [Lu3a-003] or communications with the Treasurer.* E-mail: treasurers.lu3a@gmail.com

GIFT AID DECLARATION To help with our funding, please consider treating the subscription fee paid today and any donations I make in the future or have made in the past 4 years to as a Gift Aid donation. Sign below only if you are an Income Tax / Capital Gains Tax Payer. If you are unsure, then please discuss with our Treasurer to ascertain your status.

I am a UK taxpayer and understand that if I pay less Income Tax and/or Capital Gains Tax than the amount of Gift Aid claimed on all my donations in that tax year it is my responsibility to pay any difference.

SIGNED: _____ **DATED:** _____

Notes:

- You can cancel this declaration at any time by notifying the Lu3a Membership Secretary or Treasurer.
- You should pay tax on your income, if you pay tax at the higher rate you can claim further tax relief.
- If you are unsure whether to sign, refer to help sheet IR65 on the HMRC website. (www.hmrc.gov.uk).

OPT-IN CONSENT NOTE: By providing the details on this form you are giving consent to LEYLAND u3a to use such information necessary in achieving the "Objects & Purposes" of the Charity. We may disclose items of your personal contact details to other members of LEYLAND u3a. Please advise the Membership Secretary in writing if you do not wish your details to be disclosed, this may impact on communication difficulties with group co-ordinators. We will only disclose your details to organisations outside the u3a movement **after** your prior written consent. Check our [PRIVACY POLICY & DATA PROTECTION DECLARATION] on the WEB SITE for more information or ask the Secretary for a copy.

As a **FULL** Leyland u3a member and for the sole purpose of me receiving the u3a magazine 'Third Age Matters' (**TAM**), I consent to my data being shared with the company who oversee the distribution of the Trust Magazines.

YES / NO (delete as appropriate) **TAM** Magazine will **not be sent** to anyone who answers **NO**.

USEFUL INFORMATION / FEEDBACK to help us help you to enjoy your membership, please complete the following:

- How did you find out about Leyland u3a?
- Are you on **FACEBOOK** - Yes / No Are you on **TWITTER** - Yes / No
- To attend a Group session, please apply directly to the relevant co-ordinator at the Monthly Meeting, or via the website group section, or, as the Contact Details in the Members Handout before attending.
- Should you have any ideas, suggestions, skills, talents or professional knowledge that you can help Leyland u3a with, then please get in touch with one of our committee members at a monthly meeting, or per the contact details on the website or Members Handout.

Please tell us if you have skills, either personally or professionally, that may be useful to Lu3a:

Leyland u3a **Admin Use Only:** Date Application Received:/...../..... Card No

Payment Received: BACS / PayPal / Cash / Cheque No. **Amount:** £.....

Gift Aid Authorised? YES / NO Card Issued:/...../..... Registration Completed:/...../.....

This form shall be retained/scanned and kept for a minimum duration of 4 years after the member leaves Lu3a