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|  | **BOOKHAM & DISTRICT University of the Third Age**  Third Age Trust Membership No: 254/239/93  Registered Charity No 1036386 |

Dear

Thank you for your recent enquiry regarding membership of Bookham & District u3a. The enclosed pages provide information about Bookham & District u3a, including an application form which I hope you will complete and return to me.

Our organisation is autonomous and runs totally on a self-help basis and membership is available to those who are retired from full time work. On becoming a member of Bookham u3a, you will be encouraged to participate in activities/meetings or join at least one group. Group activities, of which there are currently around 50 subjects within about 70 groups, are shown on the attached list. If there are any you would be interested in joining – please tick the relevant group and add any you would be interested in. This information allows us to regularly assess the interest shown in the different groups and plan for the future.

If you have access to the internet, you will find our website ([www.bookhamu3a.org.uk](http://www.bookhamu3a.org.uk)) contains full details of our group activities. You should then contact the Group Administrator to enquire about vacancies within that group. Details on how to use the website are available on the website but if you have any problems, please contact the webmaster on email address [webmaster@bookhamu3a.org.uk](mailto:webmaster@bookhamu3a.org.uk). We will also send you a ‘Programme Booklet’ included with your letter of acceptance which will provide a complete list of groups, together with contact details of the group administrators. However, as it is produced yearly, it is best to look at and apply on the website. It is hoped that you might consider helping with or running an activity, if you have the relevant knowledge or experience, or help to start a new group. We also ask that from time-to-time members assist with routine tasks e.g. tea rota, assistance with outings, etc. and it would be helpful if you could indicate the ones you feel you can help with on the attached form.

I hope that you will join us – your membership will be confirmed on receipt of the completed and signed application forms (one per person) included with this letter together with your payment. Payment by bank transfer is preferred but if necessary, we can accept cheques – details are on the application form; cash can no longer be accepted. The annual membership fee is £15, or one payment of £30 for a couple. Our year runs from 1st August to 31st July.

Gift Aid enables us to reclaim 25% of the membership subscription from HMRC. If you are eligible to Gift Aid your annual subscription, please complete and return a hard copy of the attached **Gift Aid form.**

It would be appreciated if you could provide us with **emergency contact details.** This information will only be used if an emergency occurs whilst you are involved in u3a activities. Details required are Name/Telephone number and their relationship to you (e.g. husband/daughter/son/friend). Please provide 2 contacts where possible.

We take great care over the protection of members’ personal information which is covered by our Privacy and Data Protection Policies which can be found on our website, along with our other relevant policies. Should you be unable to access these, the documents can be obtained on application to the Membership Secretary or a Committee member. These form part of the membership Terms and Conditions and signing the application form confirms that you have read and accept these.

Yours sincerely

**Mrs Elizabeth Looney**

**Membership Secretary**

**THE BOOKHAM & DISTRICT** u3a **MEMBERSHIP APPLICATION FORM**

|  |  |
| --- | --- |
| Title: Mr/Mrs/Miss/Dr/Ms  Name | Surname |
| Email\*\* | Telephone:  Mobile: |
| Address |  |
|  | Postcode |

\*\*To reduce costs, the committee will communicate with you via email whenever possible.

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| **EMERGENCY CONTACT INFORMATION(ICE) – Name(s)/Telephone/Relationship** |

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| **Membership fee £15 per person annually** | **1 August – 31 July** |
| This fee includes a £4 membership fee paid to our national organisation, the Third Age Trust, which provides a wide range of services and benefits, including liability insurance cover. To avoid the handling of cheques it would be appreciated if you could pay by bank transfer using the following details:  **Account name**: The Bookham & District University of the Third Age (U3A): **Account Number**: 02998462 **Sort Code**: 77-30-05 with **Ref**: (Your surname, up to 16 characters.)  **Alternatively, by cheque** payable to **The Bookham & District u3a** ꙱  **If you are willing to Gift Aid your subscription, please complete the attached form.** | |
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| **Terms and conditions of membership** and all policy documents can be found on the Bookham & District u3a website **– www.bookhamu3a.org.uk**  If you are unable to access the website, copies of these documents can be obtained on application to the Membership Secretary, at the address below.  Your personal details will be held on a secure database and will be used solely for the purpose of administration and the communication of u3a matters. They will never be supplied to an outside agency or party other than to receive Third Age Matters, mailed directly. You can request that your data not to be used for any of these purposes at any time by contacting the Membership Secretary, details below.  Please choose if you wish to receive the National u3a Third Age Matters magazine, directly mailed at no extra cost.  **YES**   **NO** |
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| **I apply for membership** of ‘The Bookham & District u3a’ and confirm that by signing this form I agree to the Terms & Conditions of membership and have read the appropriate Policy Documents. | |
| Signed | Dated |

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| **Please send your completed form to:**  The Membership Secretary, 69 Keswick Road, Great Bookham, KT23 4BG  Email: [membership@bookhamu3a.org.uk](mailto:membership@bookhamu3a.org.uk)  Telephone: 01372 459551 |

**BOOKHAM & DISTRICT u3a**

**STUDY AND LEISURE GROUPS 2022-23**

Please indicate with a tick the topics in which you are interested, and add any suggestions for new groups.

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| --- | --- | --- | --- | --- | --- |
| 3E London |  | Gardening |  | Science & Technology |  |
|  |  |  |  | Social History |  |
| Architectural History |  | History |  |  |  |
| Art Appreciation |  |  |  |  |  |
| Beer Appreciation |  |  |  | Table Tennis |  |
| Book Reading |  | Line Dancing |  | Tai Chi |  |
| Bridge Players |  | London Walks |  | Theatre Interest |  |
|  |  |  |  | Travel Experiences |  |
| Canasta |  | Mah-Jong |  |  |  |
| Card Making |  | Metal Detecting |  | Ukulele |  |
| Computing Workshop |  |  |  |  |  |
| Crafts |  | Morning Hikes |  | Vegetable Gardening |  |
| Creative Embroidery |  |  |  |  |  |
| Creative Writing |  | Ornithology & Botany |  |  |  |
| Croquet (Apr - Oct) |  | Outings |  | Walking 12 km |  |
| Current Affairs |  |  |  | Walking 7 km |  |
|  |  | Painting Workshop |  | Wine Appreciation |  |
|  |  |  |  |  |  |
| Easy Rambling |  | Photography |  |  |  |
|  |  | Play Reading |  |  |  |
| Family History |  | Poetry |  |  |  |
| Flower Arranging |  |  |  |  |  |
| French Back to Basics |  | Qigong |  |  |  |
| French Conversation |  |  |  |  |  |
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VOLUNTEER DETAILS

We rely on our members volunteering so that our U3A can operate. Please enter any skills you are prepared to share, or areas you would be willing to help with such as Refreshments, Committee, Groups or Outings in the box below. Thanks.

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| Volunteering Choices: |

**Please return your completed forms to: Mrs Elizabeth Looney, Membership Secretary,**

**Bookham & District u3a.**

**69 Keswick Road, Great Bookham KT23 4BG.**

**Telephone: 01372 459551**

Email: [membership@bookhamu3a.org.uk](mailto:membership@bookhamu3a.org.uk)

**THE BOOKHAM & DISTRICT UNIVERSITY OF THE 3rd AGE (u3a)**

Charity No. 1036386

**Charity Gift Aid Declaration – multiple donation**

**Boost your donation by 25p of Gift Aid for every £1 you donate**

Gift Aid is reclaimed by the Charity from the tax you pay for the current tax year. Your address is needed to identify you as a current UK taxpayer.

**In order to Gift Aid your donation you must tick the box below:**

I want to Gift Aid my donation of £……………………. and any donations I make in the future or have made in the past 4 years.

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.

**My Details**

Title ……………… First name or initial(s) ……………………………………………………………………

Surname ………………………………………………………………………………………………………………………..

Full Home address …………………………………………………………………………………………………………

………………………………………………………………………………………………………………………………………

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Postcode …………………………………………. Date …………………………………………………………………

Signature …………………………………………………………………………………………………………………………..

**Please notify the Membership Secretary if you:**

* **Want to cancel this declaration**
* **Change your name or home address**
* **No longer pay sufficient tax on your income and/or capital gains**

**If you pay Income Tax at the higher or additional rate and want to receive the additional tax relief due to you, you must include all your Gift Aid donations on your Self-Assessment tax return or ask HM Revenue and Customs to adjust your tax code.**