

## Sevenoaks U3A Membership Application

### YOUR DETAILS

Surname: ..... Title: .....  
Forename(s): ..... Known as: .....  
Address: .....  
.....  
..... Postcode: .....  
Email Address\*: .....  
Telephone: ..... Mobile Phone: .....  
Emergency Contact: ..... Tel. No: .....

### Second Member

If you are applying for joint membership & share the same address, please provide details for the second member:

Surname: ..... Title: .....  
Forename(s): ..... Known as: .....  
Email Address\*: .....  
Telephone: ..... Mobile Phone: .....  
Emergency Contact: ..... Tel. No: .....

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

### MEMBERSHIP FEES

**£13.00 annually per member.**

These fees include a £4.00 membership fee paid to our national organisation, the Third Age Trust, which provides a wide range of services and benefits, including liability insurance cover.

**The initial joining fee of £13.00 per member should be paid  
by Cheque to "U3A Sevenoaks" & enclosed with this form.**

Those joining after 31<sup>st</sup> May pay no fee until 1<sup>st</sup> September. If you wish to pay your initial fee by bank transfer, please ask the membership secretary for our bank details: [membership@sevenoaksu3a.org.uk](mailto:membership@sevenoaksu3a.org.uk).

Future membership fees are payable by standing order on 1<sup>st</sup> September annually.

If you are a UK taxpayer, your membership subscription can be Gift Aided

Forms for the **Standing Order** and **Gift Aid Declaration** will be returned when your application is received.

Name: .....

Date/Year of Birth: .....

**HELPING YOUR U3A**

The u3a depends on the input of its members. Please tick next to any areas below where you feel you would be able to offer help:

Marketing or Publicity	✓	<input type="checkbox"/>
Social Media		<input type="checkbox"/>
Word Processing or Desktop publishing		<input type="checkbox"/>
Technical support: (Audio/Visual/Computer equipment, etc.)		<input type="checkbox"/>
Team member for visits and social events		<input type="checkbox"/>
Help with Interest Groups		<input type="checkbox"/>
Organisational Skills or Project Management		<input type="checkbox"/>
Making/serving teas (probably one/twice a year)		<input type="checkbox"/>
Accounting, Book keeping or Finance		<input type="checkbox"/>
Administration or Clerical		<input type="checkbox"/>

**CHOOSING YOUR INTEREST GROUP**

Please see our web site [www.sevenoaksu3a.org.uk](http://www.sevenoaksu3a.org.uk) for more information about our Interest Groups. Additional information is available in the Handbook issued to new members.

Please write down 3 or 4 Interest Groups from the Topics below that are your priority (see web site for full details). If there is already a group in that subject, you should apply to the Group Contact whose email address is on the website. If it is a new subject, we will try to bring members together to form a new group.

- 1. ....
- 2. ....
- 3. ....
- 4. ....

- Arts & Crafts
- Culture & Society
- Games
- Physical Activities
- Gardens
- History
- Languages
- Literature
- Writing
- Music & Theatre
- Photography
- Science, Technology & Computing
- Wine & Food

**Help With new Interest Groups**

Do you have a specialist skill or interest which would help us start a new group (e.g. a language)? Please give details:

.....  
 .....  
 .....  
 .....  
 .....

Would you be willing to act as the Group Contact for an Interest Group (this involves admin., maintaining its membership list, circulating dates, etc.)?

Yes:  No:

(This does NOT mean teaching the group!)

Are there any other subjects you would like to see in this u3a? Add your suggestions below:

.....  
 .....  
 .....

(If you need to provide information for a joint member's application, please print a second copy.)

**TERMS AND CONDITIONS OF MEMBERSHIP**

**All members must:**

- Abide by the Principles of the U3A movement and in particular the constitution of Sevenoaks U3A.
- Always act in the best interests of the U3A and never do anything to bring the U3A into disrepute.
- Not be in full time paid employment, being retired or semi-retired.
- Comply with and support the decisions of the elected executive committee.
- Advise the committee of any change in your personal details.

**PRIVACY STATEMENT**

Sevenoaks U3A requires you as members to provide your personal information so that you can be kept informed about events and activities that are offered as part of your membership. In collecting your information Sevenoaks U3A will store it securely to:

1. Maintain a membership database.
2. Provide names and addresses to the Third Age Trust for the distribution of the Third Age Matters magazine (5 per year).
3. Provide names and addresses to A J & T Mailing (or other partners) for the distribution of the printed Newsletter (up to 12 per year) and Members' Handbook. Our agreement with A J & T Mailing requires them to delete the mailing list after each monthly distribution of the Newsletter and annual distribution of the Handbook.
4. Provide email addresses to our internal Distribution Manager for the electronic distribution of the eNewsletter (up to 12 per year) & other information of interest to members.
5. Provide names and addresses to HMRC as required in relation to our annual Gift Aid application (only applicable to those members who have consented to Gift Aid their subscription).

If applicants do not wish their personal information to be passed on in relation to items 2, 3 & 4 only, they should advise the Membership Secretary when submitting this form or by email at [membership@sevenoaksu3a.org.uk](mailto:membership@sevenoaksu3a.org.uk).

**APPLICATION**

**I/We apply for membership of Sevenoaks U3A and confirm that I/we will abide by the terms of membership as stated above.**

**I/We confirm that I/we have completed the form myself/ourselves. I/we will make full payment of fees due as soon as it is reasonably practicable.**

**I/we consent to my/our data being used for membership purposes as outlined above**

**Signature:** ..... **Date:** .....

**2<sup>nd</sup> Member**

**Signature:** ..... **Date:** .....

A cheque is enclosed for **£13.00** (single member) / **£26.00** (joint members) for the current year **OR** please state if you have already paid by bank transfer & email the form.

**Please return this form to: the Membership Secretary:**

**Mrs Jenny Ruffles,** [membership@sevenoaksu3a.org.uk](mailto:membership@sevenoaksu3a.org.uk)  
**59 Chesterfield Drive, Riverhead, Sevenoaks, TN13 2EQ.**

For office use. Membership Number(s):
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