



Dear

Thank you for your recent enquiry regarding membership of Bookham & District U3A. Please find enclosed the application forms which I hope you will complete and return to me.

Membership is available in particular to middle aged and older people who are not in full time gainful employment. In this letter we also set out certain qualifications relating to our membership.

1. Are you a member of another U3A? yes/no  
If so, which one(s) .....

2. Our organisation is autonomous and run totally on a self help basis. Therefore, on becoming a member of Bookham U3A, you will be expected to participate in activities/meetings, or join at least one group. Group activities, of which there are currently around 56, are shown on the attached list. If there are any you would be interested in joining - please tick the relevant group. This information allows us to regularly assess the interest shown in the different groups and plan for the future.

However, the initiative rests with you to contact the Group Leader. Please refer to our website for full details and you should then contact the Group Leader to enquire about vacancies within that group. Descriptions of our Groups' activities can be found on our Website [www.bookhamu3a.org.uk](http://www.bookhamu3a.org.uk) or in the 'Programme Booklet' included with your **Membership Card** and letter of acceptance. If using the website please refer to the '**GROUPS**' page and click on the relevant activity for details. 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, registration at meetings, etc. and it would be helpful if you could indicate the ones you feel you can assist with on the attached form on Page 3.

3. I hope that you will join us – your membership will be confirmed on receipt of a hard copy (one per person) of the completed and signed forms on Page 2&3 of this letter together with your cheque for **£12** made payable to '**THE BOOKHAM & DISTRICT U3A**'.

This is an annual subscription fee and the year runs from 01 August to the 31 July.

If you would like to **GIFT AID** your annual subscription please complete and return a hard copy of the **Gift Aid form** on Page 4.

If I do not hear from you within 21 days I will assume that you no longer wish to join Bookham & District U3A.

All information we hold on your behalf is covered by the **Data Protection Act 1984**. It also enables us to contact you when necessary. **Please read the information on page 2 which outlines how the Data Protection Act is managed within Bookham & District U3A.**

We request that you do so before completing the form on page 2.

Yours sincerely

**Mrs Pamela Hyde. Membership Secretary.**

**APPLICATION FORM FOR BOOKHAM & DISTRICT U3A**

THE UNIVERSITY OF THE THIRD AGE

**Bookham and District U3A**

Surname .....Mr/Mrs/Miss/Dr/Ms

First name.....

Address.....

.....Post Code.....

Telephone No.....Mobile.....

Email.....

I wish to receive Senior Moments and other documents by      Email       Post

I agree to accept the conditions listed on the attached letter in support of my application for membership of the Bookham & District U3A.

Signature.....Date.....

**DATA PROTECTION ACT 1984**

So that our Bookham & District U3A may be exempt from registration under the above Act, the Committee has to make all members aware of the following points:-

1. Members names, addresses, phone numbers, group(s) attended and subscription payments are held on password protected computer files under Committee control.
2. The details are used for Bookham & District U3A purposes only, which include the distribution of our newsletter and the Third Age News, communication with individual members and the maintenance of subscription records.
3. Details contained in these computer files will not be disclosed to any third party and any hard copy lists used in the Bookham and District U3A operations will be shredded or otherwise destroyed after use.
4. If any member wishes to object, please advise the Membership Secretary or Secretary as soon as possible.

The Membership Secretary may also be contacted by any member wishing to see their computer record. A small charge may be levied for this service.

# BOOKHAM & DISTRICT U3A

## STUDY AND LEISURE GROUPS 2017-18

Please indicate with a tick the topics in which you are interested.

3E London		Family History		Opera	
Architectural History		Flower Arranging		Ornithology & Botany	
Art Appreciation				Outings	
Astronomy		French Back to Basics		Paint Workshop	
Badminton		French Conversation			
				Phoenix Concert Party	
Beer Appreciation		Gardening		Photography	
Book Reading		History Classical Period		Play Reading	
Bridge Players		Intro to Classical Music		Science & Technology	
				Scrabble	
Canasta		IT & Digital Forum		Sessions for Songsters	
Card Making		Italian Language		Social History	
Computing Workshop		Knitting & Crochet		Spanish 1	
Crafts		Line Dancing		Swimming	
Creative Writing				Table Tennis	
Croquet (Apr - Oct)		London Walks		Tai Chi	
		Mah-Jong		Travel Experiences	
Current Affairs		Metal Detecting		Vegetable Gardening	
Cycling		Military History		Walking 12 km	
Easy Rambling		Morning Hikes		Walking 7 km	
Embroidery Techniques				Wine Appreciation	

**I would be willing to give occasional help with:**

Serving teas/coffees at monthly meetings

Committee

Assist with outings

I would be willing to become a group leader

I would be willing to start a new Group on the subject of .....

**Please return your completed forms to: Mrs Pamela Hyde, Membership Secretary,**

**Bookham & District U3A.**

**111 Lower Road, Great Bookham KT23 4AW.**

**Telephone: 01372 454734**

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

# THE BOOKHAM & DISTRICT UNIVERSITY OF THE 3<sup>rd</sup> 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 .....

.....

.....

Postcode ..... Date .....

**Please notify the charity 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.**