



Programme Co-ordinator - Helen Heatley: 01202 427360

Course Description Form 2019/20

TO: **GROUP LEADERS**

FROM: Dee Collins - Assistant Co-ordinator: 01425 272378

Group details are now entered straight onto the Groups Table which will pick your details up from the membership list. It is only necessary to enter your membership number and name; your email and phone numbers will be filled in automatically. If you do not want your mobile number in the programme please remove it from the database by going to **Update My Details** or calling the membership secretary if you don't have online access.

If you/your joint leader have provided U3A with an email address with your member details it **WILL** automatically appear in the programme unless you OPT OUT by ticking HERE: Leader 1 Leader 2

Please complete this CDF form for EACH group and return it to Dee at: 9 Solent Road, Walkford, BH23 5PZ by 8 APRIL 2019. Please keep the calendar for your own record.

TERM CALENDAR

Autumn Term	23 rd September	13 th December	12 weeks
Start Spring Term	20 th January	27 th March	10 weeks
Start Summer Term	20 th April	26 th June	10 weeks

FOR ALL GROUPS: **CONTINUING / NEW** (please circle) .

GROUP NAME **LEADER** U3A No

Tel No: in case of queries **JOINT LEADER** (if applic.) U3A No

DEPUTY LEADER U3A No

DAY OF WEEK **TIME:** Start Finish

FREQUENCY OF MEETINGS (please circle): Weekly / Fortnightly / 4-weekly **MAX NO IN GROUP**

PLEASE FILL IN YOUR ACTUAL START AND END DATES FOR EACH TERM (essential for Venue bookings)

(Refer to attached calendar for fortnightly or 4 weekly meetings) **NUMBER OF TERMS**.....

Autumn Term Start..... End..... No. of weeks.....

Spring Term Start..... End..... No. of weeks.....

Summer Term Start..... End..... No. of weeks.....

PREFERRED VENUE.....(Room no. if known)

COURSE CONTENT (20 words maximum please – a longer description can be sent to the web-master)

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If description is precisely as last year please circle: AS LAST YEAR

Any special equipment required eg sink, projector etc or comments for the programme team

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