

Course Description Form 2025-26

TO: GROUP LEADERS From: Programme Coordinator : Ian Peterkin

As a Group Leader you can enter your Group details directly through the website or you can complete this form and the details will be input onto the website. 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 form for EACH group and return it to the Epicentre by 7th April 2025

TERM CALENDAR

Autumn Term	Monday 15th Sept	Friday 12th December	13 weeks
Spring Term	Monday 19th January	Friday 27th March	10 weeks
Summer Term	Monday 13th April	Friday 26th June	11 weeks

GROUP Status : **CONTINUING / NEW** (please circle) .

GROUP NAME

LEADER U3A Number..... Tel. in case of queries

JOINT LEADER (if applic.) U3A Number.....

DEPUTY LEADER U3A Number.....

DAY OF WEEK TIME: Start Finish

FREQUENCY OF MEETINGS (please circle): Weekly / Fortnightly / Monthly**

**For Monthly, Please List the dates of each session

MAX NO IN GROUP.....

PLEASE FILL IN YOUR ACTUAL START AND END DATES FOR EACH TERM (essential for Venue bookings)
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 FOR THE BROCHURE (**200 characters maximum please**) – Please make as clear, concise and exciting as possible to help sell your course to our members

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

A LONGER MORE INDEPTH DESCRIPTION – If required please add below and this can be incorporated on the website

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

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