

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 2 people are applying who 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. This fee includes 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 may be paid:

1. **By Cheque to "U3A Sevenoaks".**
OR
2. **If you wish to pay your initial fee by bank transfer/BACS please ask the membership secretary for our bank details: membership@sevenoaksu3a.org.uk.**

Those joining after 31st May pay no fee until 1st September and **renewal membership fees** are due from 1st September following the date you join.

If you are a UK taxpayer, your membership subscription can be Gift Aided Please complete and send the attached **Gift Aid Declaration** form with your application.

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 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:

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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:

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.....

.....

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

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.

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:**

2nd Member

Signature: **Date:**

EITHER A cheque is enclosed for **£13.00** (single member) or **£26.00** (joint members) Please tick (✓)

OR I have paid or will pay by bank transfer as appropriate

Please return this form to: the Membership Secretary:

Mrs Jenny Ruffles:

Email: membership@sevenoaksu3a.org.uk

Post: 59 Chesterfield Drive, Riverhead, Sevenoaks, TN13 2EQ.

For office use. Membership Number(s):

GIFT AID

If you pay Income Tax, please Gift Aid your subscription to U3A Sevenoaks. All you have to do is fill in a form. U3A can then recover 25p for every £1 you pay for your subscription from HM Revenue & Customs.

Signatories must pay Income Tax at least equal to the tax that U3A can reclaim (£3.25 on a £13 subscription). You may cancel your Gift Aid declaration at any time and you may complete a declaration for more than one charity. Your declaration remains valid until cancelled. There is no need to complete a declaration every year. Please remember that your declaration must be cancelled if you no longer pay Income Tax.

Please note that the declaration can be completed if only one member of a joint membership is a taxpayer. Gift Aid can still be recovered on the entire subscription.

GIFT AID DECLARATION

I should like U3A Sevenoaks to treat all subscriptions I make from the date of this declaration as Gift Aid donations until I notify you otherwise. I confirm that the UK Income Tax I pay each year will be greater than the tax U3A will reclaim on my subscriptions.

<p>FULL NAME(S) of taxpayer(s) [A]</p>	<p><i>If you pay an Individual subscription and you are a taxpayer, please:</i></p> <ul style="list-style-type: none"> • complete your full name at [A]; • sign and date the declaration.
<p style="text-align: right;">[B]</p>	<p><i>If you pay a Joint subscription and you are both taxpayers, please:</i></p> <ul style="list-style-type: none"> • complete both your full names at [A] and [B] & both sign and date the declaration
<p>FULL NAME of spouse/partner who is a non- taxpayer [C]</p>	<p><i>If you are the sole taxpayer in a couple paying a Joint subscription please:</i></p> <ul style="list-style-type: none"> • complete your full name at [A] • complete the full name of your spouse/partner who is not a taxpayer at [C].
<p>FULL ADDRESS:</p> <p style="text-align: center;">&</p>	<p><i>You must complete your full (joint) address including postcode (HMRC require this).</i></p>
<p>POST CODE:</p>	
<p>SIGNATURE[S]: [A]</p>	<p>DATE:</p>
<p style="text-align: right;">[B]</p>	<p>DATE:</p>

Remember, your declaration must be cancelled if you no longer pay Income Tax.

Please return this form to the Membership Secretary,
Mrs Jenny Ruffles,
59 Chesterfield Drive, Riverhead, Sevenoaks, TN13 2EQ.