

APPLICATION TO RUN A COURSE IN 2019

U3A Castlemaine relies on volunteer Course Leaders. We thank you for your support in making our organisation such a success, both in the quality of the courses and the variety. Please complete a separate form for each course or activity you are offering to lead.

Family Name:	Given Name:
Address (if not already on the U3A database):	
Suburb and Postcode:	
Phone Number:	Mobile Number:
Email:	
<i>If you are not already a member of Castlemaine U3A, please add your year of birth:</i>	
<i>If you are not already a member of Castlemaine U3A, please add an emergency contact and their phone number:</i>	
If you have more than one course leader, or a class rep, please add their details:	

Course Title:

Course Category: Please choose a category.

<input type="checkbox"/> Art and Design	<input type="checkbox"/> Ideas and Opinions	<input type="checkbox"/> Computers	<input type="checkbox"/> Science Maths & Technology
<input type="checkbox"/> Craft	<input type="checkbox"/> Politics & Current Affairs	<input type="checkbox"/> Music	<input type="checkbox"/> Lifestyle: Indoor Activities
<input type="checkbox"/> History	<input type="checkbox"/> Languages	<input type="checkbox"/> Dance	<input type="checkbox"/> Lifestyle: Outdoor Activities
<input type="checkbox"/> Humanities & Literature	<input type="checkbox"/> Photography	<input type="checkbox"/> Film	<input type="checkbox"/> Travel <input type="checkbox"/> Other

Course Description as it will appear in the prospectus and online. Include any specific entry criteria, skills or knowledge a member needs to take this course. (Maximum of 200 words, please.)
Let us know if we should use last year's course description and criteria.

Proposed duration of course

Year-Long Half-Year or Short course

Frequency for a long course

Weekly	Twice a month: weeks 2 and 4	Twice a month: weeks 1 and 3	Monthly
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OR

Number of sessions for a short course:

Length of each session (hours):	
Preferred start time:	
Preferred start date:	
Preferred end date:	

To maximise use of available space we need to know the days, mornings and afternoons, when you are **AVAILABLE. Please give as many alternatives as possible.**

The Venues Coordinator may need to negotiate with you due to venue congestion.

- Monday Morning Tuesday Afternoon Thursday Morning Friday Morning
 Monday Afternoon Wednesday Morning Thursday Afternoon Friday Afternoon
 Tuesday Morning Wednesday Afternoon

Please add any additional information to assist the timetabling of your course.

SHORT Courses: please give at least three alternative days and times when you **ARE AVAILABLE.**
There are often more courses in the early part of the year, so please consider a later start date.

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Will you hold the class during holidays?

Some courses prefer not to run during holiday times when many members would miss sessions.

School Holidays

Yes No

Public Holidays

Yes No

How many members will you accept in this course?	Maximum Number:
	Minimum Number:

If more enrol, would you be willing to run the course twice? Yes No

If more than the maximum number enrol, members enrolling later will join a waitlist. If possible you should invite them to your first meeting, as it may be possible when you discuss the course requirements that some members will not be able to commit to participating actively and regularly, and will withdraw.

If you are offering to run the course in a private home, please confirm that there is safe access and **public liability insurance.**

Name of policy	
Policy number	Due date of policy

What, if any, special equipment or requirements do you need to run your course?

The Committee of Management monitors overall **attendance at classes** and activities to ensure correct venue allocations and maximise grant funding.

Who will mark the online roll?

Myself A class rep I need the office to mark the roll

I need a hard copy of the roll

I would like training in how to use the MyU3A tutor portal

Thanks for offering to lead a course in 2019. Please return this form to the Course Coordinator.

By post to:
 U3A Castlemaine
 P.O. Box 792
 CASTLEMAINE 3450

At our Office:
 U3A Office (Octopus)
 4 Duke Street, Castlemaine:
Office hours 9.30-11.30 Monday to Thursday