

APPLICATION TO RUN A COURSE IN 2018:

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:	
Year of birth:	
If you have more than one course leader, 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

Course Description at 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

Yearlong 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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Number of sessions for **a short course:**

Length of each session (hours):

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?
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LONG Courses: To maximise use of available space we need detailed information. Please indicate below those 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.

- | | | | |
|---|--|---|---|
| <input type="checkbox"/> Monday Morning | <input type="checkbox"/> Tuesday Afternoon | <input type="checkbox"/> Thursday Morning | <input type="checkbox"/> Friday Morning |
| <input type="checkbox"/> Monday Afternoon | <input type="checkbox"/> Wednesday Morning | <input type="checkbox"/> Thursday Afternoon | <input type="checkbox"/> Friday Afternoon |
| <input type="checkbox"/> Tuesday Morning | <input type="checkbox"/> Wednesday Afternoon | | |

Please add any additional information about the timing 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

The Committee of Management monitors overall **attendance at classes** and activities to ensure correct venue allocations and maximise grant funding. The MyU3A system has the capacity for online registers. Please let us know how you will be marking the attendance register.

Please also let us know how you would like to receive information from the Course Coordinator.

- | | |
|--|---|
| <input type="checkbox"/> I will mark the online roll myself | <input type="checkbox"/> I would like training in how to use the MyU3A tutor portal |
| <input type="checkbox"/> I will ask someone to be class assistant to mark the roll | <input type="checkbox"/> I understand there is information for course leaders on the website, and I'll look at it |
| <input type="checkbox"/> I need the office to mark the online roll for me | <input type="checkbox"/> I would like to receive information from the Course Coordinator by email |
| <input type="checkbox"/> I need the office to print a hard copy of the roll for me | <input type="checkbox"/> I would like to receive information from the Course Coordinator by post |

Thanks for offering to lead a course in 2018. 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 Friday