

## Useful information for Group Co-ordinators **Key points**

### **Room bookings and cancellations**

1. To book a room at the Methodist Church please phone the Chairman – Or email [jjritchie@btinternet.com](mailto:jjritchie@btinternet.com) Jenny Ritchie and copy email to Chairman for information. Also Email Jenny with all cancellations.

### **Group Registers**

2. Ensure that you keep a register, which must be completed at each meeting, even if the meeting is in your own home. This is essential for insurance purposes, and for the Committee to keep track of what is happening within the groups.
3. Group leaders should collect a donation (usually £1) at each meeting, including those in homes. These donations should be handed in to David Brooke (43 Stretton Road) or to the Roger Edwards (Treasurer), either in cash, cheque or by bank transfer. The receiver will sign the register as a receipt for the cash received. (DO NOT TAKE EXPENSES OUT OF THIS MONEY) Email [Treasurer@greatglenu3a.co.uk](mailto:Treasurer@greatglenu3a.co.uk) for the bank details. When transferring money send an email to Roger giving details of the transfer money (group title, dates of meetings and amount). Group leader(s) are not asked to donate at their own group meetings. When full, registers should be handed to David or Roger as soon as possible, and should not be held for more than 6 group sessions.

### **Expenses**

4. Expenses can be reimbursed, using the form from the web site, <http://www.greatglenu3a.co.uk/admin.html> for any of the following by submitting receipts to the Treasurer:
  - a. Equipment (providing permission of purchase has been given by the executive committee)
  - b. Postage and packing
  - c. Printing / photocopying
  - d. Travel, when on official business for Great Glen U3A. The rate is 30p per mile for using your own car + 2p per mile for each passenger. Car share whenever possible.
  - e. Any other expenses, providing they have been passed by the executive committee.If you give bank details, your expenses will be refunded directly into your bank account.
5. Items **NOT** included are: subscriptions to magazines, disposables used in the meetings such as pens, paper, flowers, books etc. unless specifically approved by the Committee.

### **Refreshments**

6. Groups are expected to supply their own milk and biscuits (optional), however sugar, tea and coffee (including decaffeinated) are available in the Methodist Church kitchen, and these are clearly labelled for U3A use. (This facility is organised by John Lawson.)

### **Collecting for Charities**

7. If the group wish to collect money for charity, seek advice from the Chairman as there are limitations on what Great Glen U3A can do within its charitable status and how it must account for the money collected. It's easiest to organise the whole activity without any use of U3A resources, including no publicity in the newsletter.

### **Accidents**

8. Accidents should be reported by completing an accident form and passed to the Chairman. These can be found on the U3A notice board (left hand board nearest the car park door) in the Methodist Church.

**Emergency phone numbers** Jenny Ritchie (0116) 259 2391, 07754 754910 **Property Committee (for emergencies):** Barbara Weller (0116) 259 3808, and Rev Gordon Webb (0116) 259 3005

**Supplementary details are on the Great Glen web site**