

Roll Cards

1. U3A Castlemaine keeps records of attendance at all classes and activities, both to give accurate figures for participation in our publicity and when we apply for grants – and in the event of an insurance claim.
2. Signature or a tick is necessary at each meeting to validate attendance.
3. Online roll record, this is the preferable means for maintaining roll records: Using the data in the Roll Card, regularly mark the roll online using the MyU3A process, via the Tutor portal. If your chosen Class Representative is computer literate, this role may be usefully carried out by him/her, and they will need to be given access to the class in the MyU3A system.
4. Every update of the Roll Card in MyU3A will reflect the most recent class composition, including withdrawals.
5. Full hard copy Roll Cards need to be put in the Class Coordinators' file in the filing cabinet at the U3A Office. These are kept for a minimum of 3 years. If the roll is marked online, the paper copies do not have to be taken for storage in the office.

Incidents or Accidents

Any incidents or accidents must be reported on the 'Incident Report Form', which you can download or obtain from the office.

Visitors

Ask visitors to sign in on the 'Visitor Registration Form', which you should keep and return to the U3A Office at the end of the class. If the person intends to continue in the class they must enrol as a member after attending **a maximum of two classes**, pay the membership fee and enrol in the class, either online using MyU3A or through the office.