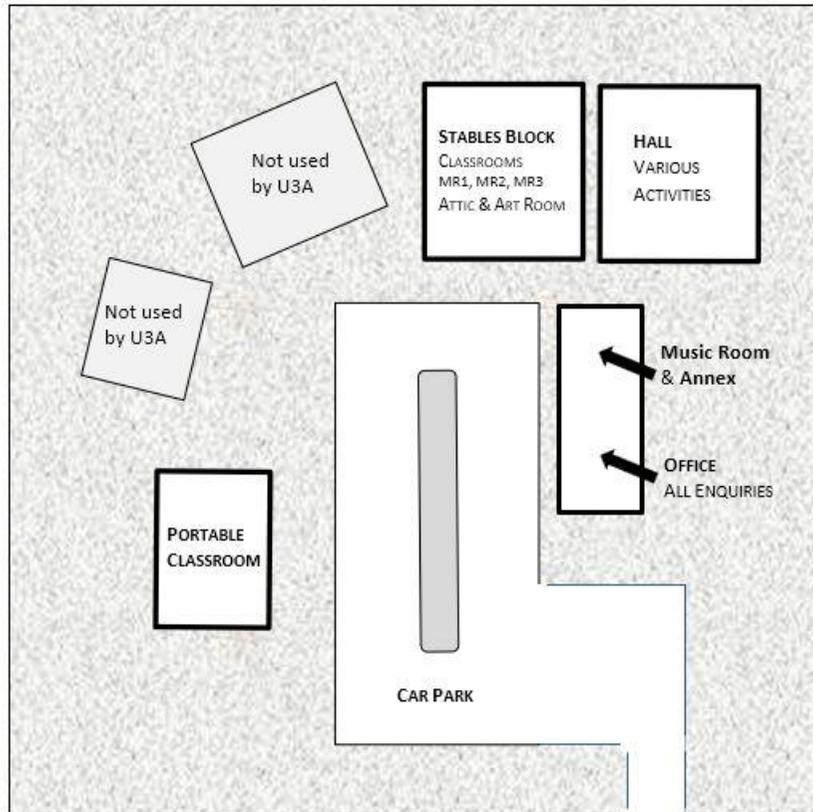


## Currawong campus showing U3AM venues



### CURRAWONG STREET

#### STREET ADDRESS

Currawong Community Centre  
5-17 Currawong Street, Mornington

#### MAILING ADDRESS

Secretary, U3A Mornington, PO Box 614, Mornington, VIC 3931

#### PHONE & EMAIL

**03 5976 9773** [office@u3amornington.org.au](mailto:office@u3amornington.org.au)

#### WEBSITE

[www.u3amornington.org.au](http://www.u3amornington.org.au)



## MEMBERSHIP INFORMATION

### THE U3A MOVEMENT

U3A stands for University of the Third Age. There are U3As all over the world. The idea started in France in the 1970s, where some universities began running lectures and programs for retired people. In Britain, however, the concept changed when it was recognised that many retirees had the drive and skills to run their own learning and activity programs, and manage their own organisations.

So, when the first Australian U3A opened in Melbourne in 1985, it was as a self-help organisation. Now there are over a hundred U3As in Victoria alone. U3A Mornington (U3AM) started in 1991 and has grown into one of the largest, with more than 1100 members and well over a hundred courses and activities advertised yearly.

### RUNNING OUR U3A

Volunteering is the keystone of all U3As. No one working in U3A Mornington gets paid. Most of the 'Tutors' who teach or lead groups and activities are U3A members who also attend as students. Similarly, all the many tasks of timetabling classes, maintaining the buildings and equipment, paying the bills, and keeping members informed, are carried out by volunteers. Catering volunteers provide food at special meetings and events, and a dozen or more Office volunteers take turns staffing the desks and phones in the Office. If they can't help you, they will make sure someone else does.

Our campus buildings are leased from Mornington Peninsula Shire. Rental costs and all other expenses are covered by the income from membership fees. A committee composed of a dozen or so key volunteers meets monthly to deal with management issues, and plan for future growth and development.

## FINDING YOUR WAY AROUND

For new members, the Office will be your main source of information. The reception volunteers will give you your membership name badge and answer any questions. (See map on back page.)

## IMPORTANCE OF NAME BADGES

Not only does the badge say who you are – it carries important information about your emergency contact and how to reach them in case of accident or illness. **So please wear it at all times on campus.** It also carries your Membership Number, which you'll need for logging in to the website and list of courses.

## THE WEBSITE AND UMAS

Our website is where you pay your annual membership fee, check out the course details, and enrol in those you choose. To do this, you'll need to 'log in' for access, using your member number and password. (It's a good idea to write this down and keep it somewhere safe.)

A word you will hear a lot is UMAS ('yoo-mass'). The letters stand for **U3A Member Administrative System**. If someone tells you to 'look on UMAS', it means the list of courses on the website. Clear instructions for enrolling in courses on UMAS are on the website.

UMAS is managed by the Database Coordinator. When logged in, you can access your own 'Member details' if you need to update them, as well as enrol in courses. But you cannot withdraw from courses online. If you want to withdraw from a course or activity, phone your request to the Office – or send an email to [database@u3amornington.org.au](mailto:database@u3amornington.org.au).

## CLASS ATTENDANCE & APOLOGIES

Classes are timetabled in 2-hour blocks. Please try to arrive 5 to 10 minutes early. Some classrooms will need setting up and dismantling. Tutors will be grateful for help with this, and also with the refreshment break (if there is one). If late, make sure your attendance is noted on the roll. And if you know you can't come to a class, please phone an apology to **5975 9773** or email [office@u3amornington.org.au](mailto:office@u3amornington.org.au). Several unexplained absences could cause you to lose your enrolment in courses with waiting lists.

## PARKING

There is almost always competition for car spaces. Our classes are timetabled with a half-hour break before the next class occupies the room. Please help by leaving fairly promptly when your class is finished, and not lingering too long in the car park. Only vehicles with a permit are allowed to park in the disabled spaces, and the adjoining yellow striped areas must always be left clear. If you have to park in the street, avoid blocking driveways or causing other problems for residents.

## FEES AND REFUNDS

Annual membership fees can be refunded only in extraordinary circumstances. Some activities, such as excursions, require an advance payment to cover entry fees, transport, etc. If you then need to pull out, please find someone to take your place, because these payments to external suppliers or venues are not refundable.

## YOUR SAFETY

Please take care on campus. If you have an accident or feel unwell, your Tutor has instructions on what to do. Wear your name badge at all times, in case your emergency contact person needs to be called. If there is a fire or other event needing evacuation, follow instructions from your Tutor and be sure to congregate at **the designated assembly point in the carpark**, so heads can be counted.

## INTERESTED IN VOLUNTEERING?

Designated positions held by committee members are advertised when they become vacant. But if you might like to tutor, or have specialised skills to offer, or would like to be a helper in other ways – leave a note at the Office marked 'Volunteering' with your name and phone number and you'll be contacted for a chat.

## KEEPING YOU INFORMED

Throughout the year you'll receive an emailed monthly news bulletin and a quarterly newsletter, as well as occasional announcements. If not of interest, please just delete these emails. As an 'Active Member', you cannot be unsubscribed from the mailing list.