

GUIDELINES FOR U3A CAPE TOWN COURSE LEADERS

Thank you for undertaking to be a U3A Course Leader. Courses are the lifeblood of U3A and the organisation is totally dependent on people who are prepared to share their enthusiasm and expertise. Your willingness to contribute is greatly valued and appreciated.

The guidelines that follow are intended to assist you in the running of your course. Our monthly General Meetings are open to the public to act as publicity for the organisation, but participation in any other U3A activity is for members only. Course Leaders should ensure that all their participants are members, and encourage them to always wear their name badges to confirm this. Course Leaders should keep a supply of application forms on hand, to facilitate the enrolment of any non-members who wish to join. Non-member house guests of members may be invited with the agreement of the Course Leader.

Courses vary in format – the norm is for them to be held in the day-time, during the working week, from the beginning of February to the end of November, once, twice or four times a month. Many of them go on indefinitely, some are structured to go on for a matter of weeks or months, possibly to be repeated later. They are mostly held in private homes (course leaders' or others), library activity rooms, or the public rooms of retirement villages, thus avoiding rental costs. In addition, there are several "out- and- about" courses e.g. hiking groups and wine appreciation groups (WAGS). The norm is for courses to last no more than two hours, preferably with a break for tea/coffee and a biscuit (shop) at some stage, to encourage socialisation. After consultation with participants, the final decision on time, day and place of the course is the prerogative of the Course Leader.

U3A may never be used as a vehicle to sell or market goods or services. But Course Leaders should never be out of pocket through expenses incurred for the course. Each course should be financially self-sustaining. The norm is for a session fee of R10 per member to be charged, of which R5 goes to U3A Cape Town. The remainder may be used to cover all other costs e.g. refreshments, venue, projector hire, printing, gift for guest speaker, etc. If R10 is insufficient to cover course costs, the fee may be increased, moderately, with the agreement of the participants. Should a course not require any expenditure on venue hire, and coffee/tea etc cannot be provided, Course Leaders may either reduce the fee from R 10 to R 5 per person, (provided that this covers any other costs) or pay the balance to U3A Cape Town.

When courses are held in Retirement Villages, mostly they provide tea/coffee without charge or at a cost of a couple of Rands, with the proviso that their residents may attend without charge or needing to become members. A record should be kept of names, contact details, and payments of participants, in any convenient form, by the course leader, or a delegated member. The R5 U3A levy can be paid over to our treasurer as and when convenient. Members should be asked, as a simple courtesy, to inform the course leader if they cannot attend. If the course appears on the Course List of one U3A but the Course Leader is a member of another U3A, and participants come from both U3A's, the levy shall go to the U3A of which the Course Leader is a member.

Any queries, please do not hesitate to contact the Course Co-ordinator, Sylvia Schrire at 021 – 671 6964 or sylvia.schrire@gmail.com or Hanns Bohle at 082-921 973 or hannsb@telkomsa.net

Good luck with your course! May you enjoy it as much as the members do!