

Dear Course Leader

Thank you for being a U3A Course Leader this year. Without you U3A would be unable to function. The U3A General Committee together with the Courses Sub-Committee would like to thank you for your considerable efforts. We hope that you will continue as a Course Leader in 2019.

We are preparing for the Prospectus for 2019 and *there are some significant changes to the process so please read this message carefully*. We apologise for the length of this email, but there are a few important points you will need to know to successfully lodge your Course Proposal for 2019.

Key messages for 2019

Key points for 2019 include the following headline items.

- Proposals for courses that run for the whole year, or plan to use accommodation at Cook, Hughes or Flynn, need to be submitted by **30 October** at the latest. Be aware that U3A venues are heavily booked so it is in your interest to put your proposal in early and certainly no later than this date for year-long courses
- The Course Proposal form is available from the website. You need to be logged in to access it. Therefore you will need to be a current U3A member.
- Course Proposal forms are to be emailed to the Course Administrators – courses@u3acanberra.org.au
- Previously Course Leaders had a dedicated Course or Room Coordinator to liaise with. As we move to spread the workload more evenly across the available CSC volunteers we have formed a team of ‘helpers’ who will be able to assist any and all Course Leaders with any queries in relation to submitting a Course Proposal for next year. That team can be reached by email courseleaderassistance@u3acanberra.org.au and will respond to you ASAP
- For 2019 we will have 10 rooms available in U3A premises – 4 at Flynn, 4 at Cook and 2 at Hughes. The **Hughes Library** and the **HAGSOC room at Cook** will NOT be available at the concessional room rent rate. Hughes Hall will continue to be available for large groups. The Cook Meeting Room will also continue to be available when not required by Companion House or other community groups.
- Rooms in U3A premises will be allocated in the first two weeks of November to ensure best use of the facilities and the room size. ‘First-come first-served’ and ‘I had it last year’ are not criteria for room allocation.
- Proposals can be lodged with the Courses Administrator (courses@u3acanberra.org.au) at any time throughout the year, but please allow at least two weeks before the date of enrolment to give sufficient time for uploading onto the web and advertising in an e-Bulletin.

Additional information for Course Leaders is contained in the Course Leader Guidelines, which are available on the website (<https://www.u3acanberra.org.au>) at the ‘Courses’ tab, on the Course Leader page.

The process

The course proposal form can be found on the U3A website - <https://www.u3acanberra.org.au> . You will need to be logged in to access the form on the Course Leaders Page, at the bottom of the Courses page. Please save the form to your computer before filling it in. When completed, please email the form as a word file (not a PDF) to courses@u3acanberra.org.au .

If it is inconvenient to use the website version, you can print off the form, fill it in, and drop it in to our offices, or send it to:

Course Administrator,
 U3A ACT Inc,
 2 Wisdom St,
 Hughes, ACT 2605.

If you are not a U3A member you will not be able to access the Proposal form – you will need to email the Course Leader Assistance team - courseleaderassistance@u3acanberra.org.au and request a copy of the form be emailed to you.

In summary, **key dates** for the process for this year will be:

Tuesday, 30 October	Deadline for Course Leaders to submit Proposals for full year courses and courses at Cook, Hughes and Flynn. Other course proposals are welcome to be submitted by this deadline as well, but it is not compulsory.
ongoing	Acknowledgement of receipt of Proposal sent to Course Leader
ongoing	Proposals processed
November	Rooms allocated for Cook, Hughes and Flynn
ongoing	Course Leaders in community venues get copy of their prospectus entry from the Data Team to check and confirm
End November	Course Leaders in Cook, Hughes and Flynn get copy of their prospectus entry from the Data Team to check and confirm
ongoing	Once your course details are confirmed, they are entered into the online Prospectus by the Data Team
As appropriate	Course Leaders using community venues should check their room booking requirements with their host venue before submitting a proposal

Things to note for the 2019 Prospectus (these are really important)

- **ALL** courses offered, including those that are full and continuing courses, require a Course Proposal form to be submitted to the **Courses Administrator** each year so they are covered by all U3A ACT arrangements.
- a separate proposal form needs to be lodged for each course. These can all be submitted at the same time.
- If you have run your course before (recently), and the details of your Proposal form needs little change, you can simply edit your current form. There are still 3 things that you need to advise each time a course is run:

1. the start and finish dates, together with any breaks such as school or public holidays, course leader absences etc
2. the dates from which you'll take enrolment, and
3. the number of vacancies

Please be sure to include these details, as without them we can't process your proposal and it may be a while before we can follow up with you to complete your proposal.

- You need to tell us a **date and time to commence enrolments**. It's up to you decide this, and to note your preference for taking enrolments, either by email or by phone or both.
- Courses that advertise less than four vacancies will be marked as FULL or LIMITED VACANCIES in the online prospectus and will not be included in any print runs of the Prospectus. There should be a reasonable expectation by members that they have a real opportunity to enrol in courses listed as available in the Prospectus. Smaller courses (i.e. less than 10 total class size) may be advertised with less than four vacancies
- Where vacancies do arise during the year they can be advertised through the e-Bulletin. The online Prospectus is updated to reflect these changes.
- New **enrolments for courses should NEVER be taken before the date and time you have specified for enrolment**. This will ensure that all members have an equal opportunity to enrol.
- Courses conducted in private homes will need to have the appropriate public liability insurance coverage

Other reminders:

From 2019 the **room rent charge will increase to \$2** per person per week for every week of the course, payable in the first two weeks of the course.

Towards the end of 2018 the **Course Proposal form will be available online** for direct submission of proposals. These proposals will still be processed in the same way as emailed proposals, and so there will be a time lag before they appear on the website in the online prospectus. When the online proposal form is available we will make announcements in the eBulletin, and provide instructions for accessing the form on the website.

Capital Equipment Grants can be lodged at any time. The details and forms are on the website. The Committee will consider applications as they are received.

Finally

Please remember that the office is shut over the Christmas period, reopening on Monday 14 January. Volunteers in the office and on the Courses Sub-Committee will not be available to receive or process proposals, or to advertise courses over this period.

Thank you again for offering your course.