

Procedure when forming a new group.

1. Consult your General Coordinator to check if group has been in existence or if there is a Waiting List for one like yours.
2. Choose a descriptive name that tells members exactly what the group is.
3. Write a short description of the group including:
 - I. What the activity is – a short description that will “sell” the activity to prospective members.
 - II. How often meeting, (weekly. Bi-weekly, monthly etc.) and the time of day.
 - III. Where will the meetings be held, (including the date of the first meeting), how can people reach the venue, (public transport, car, car sharing etc.), and what is the duration of the activity.
 - IV. How many people will there be at each activity.
 - V. For social events, e.g. meals*:
 - a. How will the venues be selected.
 - b. How will people secure a place, e.g. “first come basis” etc.
 - c. Likely cost and payment method.
 - i. *Don’t forget, you’ll need to check out the venues in advance, define exactly what is included in any cost and book seating.

It may be that you have not decided II to V, and would first have a meeting for people who are interested to canvas day of the week, time, locations, costs etc.

4. Advertise group and its aims, giving your contact details including email and phone Send a copy to , LINKS links@sheffieldu3a.org.uk) and the Website web@sheffieldu3a.org.uk). Submit it via your General Coordinator, please, who will advise re-wording if necessary
5. When numbers are sufficient assemble interested would-be members – front room, café, pub, Drop-In, U3A meeting room in Victoria Hall (for Drop-In please advise Drop-In Manager in advance).
6. In all your communications, include your contact details. It’s useful to decide at the beginning, what your preferred communication method is – email is easier and quicker to organise, rather than lots of individual ‘phone calls.
7. If you yourself are not familiar with computers and emailing try your utmost to appoint a “computer-familiar” member of your group who is willing to act as intermediary or “buddy”
8. Agree and finalise: venue, meeting frequency, times, costs (eg, rent, post) and charging (eg, refreshments, materials), ways of communication (phone/internet/mail), maximum roll, description of activity, your expectations from group members, code of conduct within the group (more important than you think! Confer with GenCoord if necessary)
9. Determine if possible whether or not you will need a bank account: consult the “Groups’ Finances” guide for Coordinators on the Coordinators’ Page on the SU3A website
10. Familiarise yourself with the rules which apply to INSURANCE for SU3A groups – consult advice page on “Insurance” on Coordinators’ Page on SU3A website
11. Fix a first active meeting, allowing time, e.g. one week at least, for alerting the General Coordinator that your Group is nearing formation.
12. Keep your General Coordinator informed of progress, it is very important that you consult with them prior to your first meeting, as they will provide advice and will arrange “registration” through the Database Manager.
 - a. General coordinator to email the database manage, data@sheffieldu3a.org.uk as soon as the new Group has formed so that the registration email can be sent, (copy of which will be sent to the General Coordinator)

13. The Database Manager will send you or your internet contact an email questionnaire to register your Group to ensure inclusion on the WEBSITE list and in the centre-pages insert in LINKS and, importantly, this validates your group to act with U3A insurance cover. The information you will need to include is: Group Name, do you have vacancies, when you meet, which area of the city are your meetings held, (e.g. post code or simply various if a social event), accessibility of the venue, e.g. member's home, public venue, your name and contact details. You should also include a short description of the group which will appear on the Sheffield U3A website, (see here for examples <http://sheffieldu3a.org.uk/groups%20by%20alphabetical%20order.html>. Send a copy of all communications to your General Coordinator.
14. Once meetings are decided and your group registered, consult with your group about setting-up needs, if any, (grants are available within reasonable limits).
15. It is very important that you check all your members have renewed their U3A membership!
16. Finally, have a look at the Group coordinators page on our website – filled with useful information on such topics as; insurance, finance, operating a group etc.
http://sheffieldu3a.org.uk/group_coordinators'_page.html

Any problems or queries email or phone your General Coordinator:

After formation and registration as a Coordinator: refer to the WEBSITE, especially the Group Coordinators' Page! - and come to Coordinator meetings