



Using the New Membership Application or Change Membership Details fillable pdf forms

Introduction

This form is a special type of pdf document. Unlike normal pdf documents the form has user accessible fields into which text can be entered. It also includes check boxes to indicate allow users to indicate that a particular choice is applicable.

The New Membership Application Form and the Membership Change contain primarily the same information, with minor changes to the content and headings. As the name implies the New Membership Application is for use by prospective members to apply for membership of Gawler U3A. The Change Details is for use by existing members to advise of changes to their personal information, e.g. residential address, to ensure our membership database accurate.

The fillable pdf form can be downloaded, a hard copy printed and completed by hand. The other option is downloading the form, saving it and completing it on your computer.

Text and Check Boxes

The form comprises text and check boxes for data entry. The text boxes are all the same except for Residential and Postal Address. These are multiline text boxes that allow for several lines of text. The number of lines should be kept to a maximum of three. To move between lines, when filling in the form on a computer, use the enter key on your keyboard.

Do you belong to another U3A *Members of other U3A Branches pay 50% of the current fee and have all the benefits of fully paid membership except voting rights*

Name of U3A (if applicable)

Check Box Text Box

Types of Boxes used in the form

Completing the Form

Surname, Given Name & Preferred Name

Enter your surname and given names in the boxes. Add your preferred name if it is different to your given name. Your Gawler U3A badge will use your preferred name if it is different to your given name.

Residential Address & Postal Address

These are multiline text boxes. A maximum of three lines of text should be used so that all text is visible if the form is filled in on a computer.

Residential Address

Postal Address *If different to Residential*

Multiline text box use the enter key to move to the next line

Multiline text box use the enter key to move to the next line

Address entry boxes

Year of Birth

Enter or confirm your year of birth (Change Details Form). Actual date of birth is not required only the year.

Phone Numbers

Enter your contact telephone number or numbers in the boxes. Mobile or landline numbers are acceptable in either box. The alternative phone number is for members who have a second phone that could be used to contact them (E.g. a mobile and landline).

Emergency Contact Details

There is provision for two emergency contacts and each contact can have two contact numbers

Emergency Contact Details <i>(Only for use in an emergency) (Contact 2 is optional)</i>			
Contact 1	<input type="text"/>	Phone	<input type="text"/>
Contact 2	<input type="text"/>	Phone	<input type="text"/>

Emergency Contact Details

U3A Membership

This section enables a membership applicant or an existing member to provide details of any other U3A that they are a member of. If completing the form by hand put a tick or cross in the check box. If filling in the form on your computer click in the text box and a tick will appear (If you make a mistake click in the check box again and the tick will disappear). Enter the details of the other U3A, to which you belong, in the text box. Remember that if you pay the reduced membership fee you will not be able to vote at the AGM or any special general meetings.

U3A Membership	
Do you belong to another U3A	<input type="checkbox"/> <i>Members of other U3A Branches pay 50% of the current fee and have all the benefits of fully paid membership except voting rights</i>
Name of U3A (if applicable)	<input type="text"/>

U3A Membership

Payment Method

Payment for membership of Gawler U3A can be made by cheque, posted to Gawler U3A, direct debit or by cash, on enrolment day. Please indicate in the payment method how you have paid for your membership. To assist with our record keeping please include the cheque number if you have used this method of payment.

Payment Method			
Paid by Cheque	<input type="checkbox"/>	Cheque No	<input type="text"/>
Direct Debit	<input type="checkbox"/>	Cash	<input type="checkbox"/>

Payment Method

Submitting the Form

Once completed the form(s) can be emailed to u3agawler@gmail.com or a hard copy mailed to U3A Gawler Branch Inc PO Box 1581 Gawler SA 5118. The Change Membership Details form can also be handed to your Activity Leader, who will ensure that it is passed onto the Secretary.

Statistics

To help us please click on the relevant checkbox to indicate where you found out about Gawler U3A.

How did you find out about Gawler U3A									
Webpage	<input type="checkbox"/>	Friend	<input type="checkbox"/>	Gawler U3A Member	<input type="checkbox"/>	Advertising	<input type="checkbox"/>	Other	<input type="checkbox"/>

Help

If you have any comments, questions or need assistance please email gawleru3a@gmail.com and your comments/questions will be passed onto the Website Coordinator.