

BURTON u3a

MEET & GREET PROCEDURE

Welcoming Enquirers and Recruiting New Members

The procedure should give clarity and continuity regardless of who is managing the role.

Ensure a welcoming introduction of self to the enquirer / potential member.

Ask if the person has knowledge of the u3a, then build on your delivery accordingly. Where possible issue the person with a Burton u3a introductory flyer and Newsletter (if available) to assist this process.

A) Explain the 'run by volunteers' ethos of u3a. Identifying our various: Activity Groups

(some having an attendance fee, dependent on venue)

Social Activities: Days Out / Theatre Trips / Short-break Holidays.

Luncheon Group / Sunday Lunch Group

'Talk & Tea' afternoons (2) / **Quiz / Christmas Party** (free and for members only).

Explain our Burton u3a website (burton-on-trent.u3asite.uk) has the most recent updates for group activities and news. Also, our designated **Mobile phone** contact number.

Prior to new recruits attending any chosen Activity, they are advised to contact the appropriate Co-ordinator to ensure their attendance is anticipated for their first visit. Additionally, explain the two guest visits option as a non-member, for a taster session.

B) Proceed with Membership Application Form:

Explain the differences in the options for annual membership.

Email address must be legible to another reader.

Advise that GDPR section box, bottom of form is 'ticked' (unsolicited 'third-party' emails will not be received). If the box is not ticked a recruit **will not** receive any Burton u3a or Third Age Trust communiqués and will remain anonymous for administration purposes.

*Check Form for **completeness and clarity** and (in the absence of the Membership Secretary's attendance at the coffee morning) advise recruit to return the completed form including cheque plus a Stamped SelfAddressed Envelope to Membership Secretary, as instructed at the bottom of the Form.*