

## OFFER TO RUN A COURSE OR ACTIVITY IN 2023

**Please complete a separate proposal for each course or activity proposed**

**Send completed form, along with any questions, to the Course Coordinator at [courses@gleneirau3a.org.au](mailto:courses@gleneirau3a.org.au)**

Title of course or activity	
Description for publication (This should briefly describe the content you intend to cover in this course or activity)	<input type="checkbox"/> Tick if same words as this year
Prerequisites or requirements to be included with the description	<input type="checkbox"/> Tick if same words as this year
Brief Bio of Tutor showing knowledge, skills, and experience to run this course, (this will be included in the description)	<input type="checkbox"/> Tick if same words as this year
Preferred start and finish time or length/hours each session	
Preferred length of course	<input type="checkbox"/> Full Year Course (e.g. February to November) OR <input type="checkbox"/> Short Course: Start date:            Finish date: OR <input type="checkbox"/> Summer Course: Start date:            Finish date:
Preferred timing and day of the week (e.g. Weekly, Fortnightly or Monthly)	Option 1: Option 2: Other options:
Mode of delivery	<input type="checkbox"/> Face-to-face delivery <input type="checkbox"/> Online delivery (please specify below – Zoom, Skype, Email or Other)
Proposed number of students	
Preferred location (see Glen Eira U3A Rooms and external venue below)	

## YOUR INFORMATION

Your name	
Member Number	
Membership Type	<input type="checkbox"/> Full Member <input type="checkbox"/> Member Tutor <input type="checkbox"/> Honorary Tutor <input type="checkbox"/> Honorary Volunteer
Home number	
Mobile number	
Email	
Do you need any training on UMAS (e.g. Sending emails to students, enrolments reports)	<input type="checkbox"/> Tick if you need training

## ROOMS AND EXTERNAL VENUE INFORMATION

GLEN EIRA U3A VENUES		EXTERNAL VENUES	
ROOM	MAX #	VENUE	MAX #
Art Room	14	Caulfield Senior Citizens – Dining Room	12
Gold Room	14	Caulfield Senior Citizens - Lounge	24
Green Room 1	14	Caulfield Senior Citizens – Main Hall	100
Green Room 2	14	Ormond Senior Citizens – Main Hall	50
Green Room 3	14	Carnegie Library – Boyd Room	100
Green Room 1-2 (linked)	28	D. C. Bricker Function Room	100
Green Room 2-3 (linked)	28	Duncan Mackinnon – Function Room	50
Green Room 1-2-3 (linked) (70 for AGM)	42	Dynamite Dance Studio	25
PC Room	14	Elsternwick Croquet Club	6
Pink Room	14	Elsternwick Bowls Club	6
Purple Room	14		
Red Room	14		

### External venues and addresses

**Caulfield Senior Citizens Centre**  
8 Cedar Street, Caulfield South 3162

**Ormond Senior Citizens Centre**  
2 Newham Grove, Ormond 3204

**Carnegie Library – Boyd Room**  
7 Shepparson Avenue, Carnegie 3163

**D. C. Bricker Function Room**  
Princes Park, Beech Street, Caulfield South 3162

**Duncan Mackinnon Reserve**  
Cnr North and Murrumbeena Road,  
Murrumbeena 3163

**Dynamite Dance Studio**  
1/760 Glen Huntly Road, Caulfield South 3162

**Elsternwick Croquet Club**  
27 Parkside Street, Elsternwick 3185

**Elsternwick Bowls Club**  
19 Sandham Street, Elsternwick 3185