



Guidelines for Course Support Members

Course Assistant

The Course Assistant is the Course Leaders 'right hand'. While the Course Leader is responsible for what happens during a U3A Course, the Course Assistant assists with the setting up before class and ensures that everything is put away afterwards. Other Members are allocated to help. Please ask other Members for more help, if necessary.

Duties:

1. Arrive 30 minutes before starting time of the course.
2. Obtain the Attendance Sheet from the Course Leader and ensure that all members of the course initial or sign next to their names when they arrive. Ticks are not acceptable for insurance purposes...
3. At the first session:
 - Collect money for refreshments and hand the necessary amount collected to person nominated to organise the Morning or Afternoon tea. As a guide, the refreshment money is 50 cents per session per person. The amount for the whole course should be collected on Day 1.
 - Once a course member has paid, mark off on the Attendance Sheet.
 - Collect any additional money for printing etc as described by the course leader which is specified in the Wise Owl.
4. Make sure that the Set-up team have all the chairs out and that everything is done for the reasonable comfort of the members and the course leader.
5. Provide a glass of water for the course leader.
6. After Class make sure that lights, fans, air-conditioners, hotwater heater etc are OFF and that the venue is left as it was before the course commenced.
7. Ensure you get docketts and reimburse Tea Break Assistants for money spent.
8. If the course is longer than 1 session, purchase a '**thank you**' card to be signed by members and presented by you or another member of the course at the end of the course. Plus if funds permit, a gift such as book or Harris Farm voucher using the unspent monies to a **maximum of \$50**. If the course is one session only, you will be provided with a gift eg bottle of wine/ voucher by the Course Support Co-ordinator.
9. At the end of the course, propose a Vote of Thanks to the Course Leader and give them their thank you card and gift on behalf of the class.
10. Return any left-over money to a member of the U3A Southern Highlands Committee.

Set- Up Team

1. Arrive 30 mins prior to the Course Starting time.
2. Liaise with Course Leader re room set-up. Note not every course leader wants chairs in rows.
3. At the end of the session ensure that the chairs are neatly stacked in the designated place. (At East Bowral chairs are to be stacked no more than 3 chairs high and there are certain areas where chairs are not permitted to be stacked).
4. Vacuum if necessary and ensure everything is left clean and tidy.

Tea Break Assistants

The Tea Break Main and Assistants are responsible for the serving of refreshments during the morning and afternoon break.

As of Term 1, 2019, there are new procedures for East Bowral Community Centre which are different from previously and different from other venues.

1. Tea Break EAST BOWRAL COMMUNITY CENTRE

In the cupboard marked U3A in the small room behind the kitchen, supplies of coffee, teabags, dishwashing supplies and rubbish bags are available for use by all U3A courses there. These no longer need to be purchased for each course.

At East Bowral CC, the tea and coffee **MUST** be served from the kitchen hatch and **NO HOT WATER** to be carried outside the kitchen. The Annex room at rear of the main room has been hired as well as the main room for every course there since Term 1, 2018. Use this for biscuits, milk etc rather than the outside area where the birds are getting very wise re the goodies on offer there.

Tea Break Main at East Bowral CC ONLY

- Purchase milk and biscuits to cater for the number of course members on the course.
- Provide docket and collect the money for the purchases from the Course Assistant as required.
- Leave unused tea, coffee and sugar supplies in the U3A cupboard.
- Ensure milk and biscuits are purchased for subsequent sessions if a longer course.
- Other General Duties 1 to 5 listed below are to be followed.

Tea Break Team General Duties

- 1 Arrive about 20 min prior to the Course starting time. Turn on the urn, set out cups etc. At East Bowral there is a water heater of the wall (switch on LHS).
- 2 Set out milk, sugar, spoons biscuits on a separate table.
- 3 Deliver a cup of tea or coffee to the Course Leader.
- 4 Ask members to return their cups when they have finished. It is important that Members do not miss out on any of the presentation, so ask other Members to help with stacking the dishwasher, washing up/tidying the kitchen if necessary.
- 5 At the end of each session turn off the urn and any other appliances used. Leave the kitchen and Annex room clean and tidy and **TAKE AWAY THE RUBBISH**.

2. Tea Break OTHER VENUES

Tea Break Main

- Purchase sufficient tea, coffee, sugar, milk & biscuits for the number of participants for the first session of the Course. Bring some medium size garbage bags to take away the garbage.
- Provide docket and collect the money for the purchases from the Course Assistant as required.
- Take away the supplies for use at the next session.
- At the end of the course, contact Course Support Co-ordinator (support@sohiu3a.org.au) to arrange return of excess supplies.
- Other general duties 1 to 5 listed below are to be followed.

Tea Break Team General Duties

- 1 Arrive about 20 min prior to the Course starting time. Turn on the urn, set out cups etc. In the Bowral Uniting Church kitchen, hot water is on the wall next to the hatch.
- 2 Set out milk, sugar, spoons biscuits on a separate table.
- 3 Deliver a cup of tea or coffee to the Course Leader.
- 4 Ask members to return their cups when they have finished. It is important that Members do not miss out on any of the presentation, so ask other Members to help with stacking the dishwasher, washing up/tidying the kitchen if necessary.
- 5 At the end of each session turn off the urn and any other appliances used. Leave the area clean and tidy and take away the rubbish.