u3a Stockton-on-Tees

Page 1 of **class register for** ..... **Leader** ..... **Year** .....

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STOCKTON u3a

Page 2 of **class register for** ..... **Leader** ..... **Year** .....

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- Insert dates of class in top row
- Record attendance of up to 25 group members on pages 1 & 2 (16 sessions per page)
- Additionally use pages 3 & 4 if more than 25 group members
- Write CANCELLED if class does not take place
- Inform membership secretary of new starters and leavers and add/ remove in Beacon group
- Advise that ICE cards should be carried where appropriate
- Submit completed register to membership secretary

STOCKTON u3a

Page 3 of **class register for** ..... **Leader** ..... **Year** .....

	Name *Please print*	**Membership no.**																
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STOCKTON u3a

Page 4 of **class register for** ..... **Leader** ..... **Year** .....

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