

## STOP PRESS

### INFORMATION TO ALL MEMBERS

#### PROVISION OF MORNING/AFTERNOON TEA AND SUPPER

As part of the socializing process many classes like to provide morning or afternoon tea or supper during their activity. If these are part of a class two (2) options are available to tutors and members.

**Option 1** – participants provide the food – bring a plate – which is shared by those wishing to participate

**Option 2** – money is collected by the tutor or a class representative to purchase food on behalf of the group. Should this be the option selected, the person handling or making the food must have a Food Handling Certificate. This is a requirement under Whittlesea U3A Inc. Public Liability Insurance and a condition of the hire of venues.

***Whatever the option chosen the participation of a class member in the ‘snack’, including payment of any money, is optional.***

***No member can be restricted or excluded from participating in the social activity or class that is provided by Whittlesea U3A Inc. if he/she decides not to pay for morning or afternoon tea or supper.***

#### COLLECTION OF MONEY AND CLASS DESCRIPTORS

If money is collected in a class it must be listed, with the reason for the payment, in the class descriptor. This is written by the tutor and revised yearly to ensure that it is up to date.

Money should not be collected on a regular basis without prior arrangement of the Class Coordinator.

***Natalie Lim***

Secretary