

AVAILABILITY FOR U3A OFFICE DUTY IN 2019

U3A Moonee Valley Office will operate at Emerald Street Community Centre in 2019 from 10.30am to 12.30pm, Monday to Friday each week from 28th January.

(excluding School and Public holidays)

I will/will not be available for office duty in 2019
(name) (delete what does not apply)

If available for office duty in 2019 please complete the following:

Name.....

Address

.....**Post code**.....

Contact Tel. number.....

Email

Availability (please tick the box after the appropriate choice)

- **Day/s of the week**:- Monday Tuesday
Wednesday Thursday Friday
- **Frequency**: Weekly Fortnightly Monthly

For emergency purposes or to enable OVs to find a replacement if they are unable to attend on their assigned day, we need to place your name and phone number on file in the Office Manual and distribute it to other OVs. Please complete the following section if you are in agreement to this:

I ----- (full name) agree for my name and phone number to be distributed to other Office Volunteers as part of the Office Volunteers Roster for 2019.

(Signature): (Date):.....

Please return this form

Email to officecomv@gmail.com

Or by mail to **Office Co-Ordinator,
U3A Moonee Valley
P O Box 459, Moonee Ponds, Victoria 3039**

Thank you.

