

AVAILABILITY FOR U3A OFFICE DUTY IN 2020

U3A Moonee Valley Office will operate at Emerald Street Community Centre in 2020

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 2020. (name) (delete what does not apply)

If available for office duty in 2020 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 OV's 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 OV's. Please complete the following section if you agree 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 2020.

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

Please return this form NO LATER THAN THE 8TH JANUARY

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.