

# Checklist for Animators on Start Date

for courses with NWIFHE tutors

- Collect the blue Course Enrolment/Attendance Record form from the green ring-file in the General Office
- Collect the Course Receipt Book and the NWIFHE Course Enrolment forms from the Admin Office
- Should course payments still be outstanding you may need cash change - ask in the office
- Liaise with tutor; ask for and record contact number, preferably mobile; explain induction procedure to tutor
- Welcome participants; introduce yourself and tutor; explain role of animator briefly
- Complete attendance register for day, using this as opportunity for everyone to introduce themselves, and to help you match names to faces.
- Ask for any outstanding course enrolment fees; receive payments, and record these on blue enrolment form and issue receipts
- Show participants how to fill in the NWIFHE forms
- Ask for proof of date of birth from an participants who are 60 or over; collect these and take them to the photocopy room; make 2 copies of each, leave one set in the office; collect some paper-clips and attach the others to the relevant individual's NWIFHE form.
- Ask any participants on benefits to see you privately, as we require proof of benefit in order to claim reduced fee by NWIFHE to U3A.
- At the end of the session, return the blue Enrolment form to the green file in the General Office and the completed NWIFHE forms with proofs of date of birth to the Admin Office. Attach a note to these advising if some forms remain to be completed or some proofs of date of birth are still missing.

*NB: It is very important to get all forms and proofs of date of birth completed for all participants as soon as possible*