



A mailbox facility for postal or hand-delivered mail for Saltash U3A is now available

All items should be placed in a sealed envelope, clearly marked with the post-holders name, i.e.:

Chair	(Nomination slips for Committee Members)
Treasurer	(Payments, Invoices requiring payment)
Membership Secretary	(Membership Renewal Forms, SAE for Membership Card return - please put contact details on back of envelope in small print)
Groups Co-ordinator	
Business Secretary	
Publicity	
Speakers Secretary	
Minutes Secretary	
Webmaster	(Articles for website)
Newsletter	(Articles for All About, requests for posters)

No cash to be deposited – cheques, payable to Saltash U3A, only.

If posted, the correct address is:

Saltash U3A
c/o 4 Fore Street
Saltash
PL12 6JL

Shop staff will put all Saltash U3A mail received through their letterbox into our mailbox. They will have no access to mail once it is placed in the box.

Shop staff will direct personal callers to the Saltash U3A mailbox.