

REQUEST FORM FOR VISITS FROM WI ADVISER/MEMBERSHIP TEAM MEMBERS 2017

A charge of **£5.00** will be made for each WI Adviser/Membership team member visit and a cheque for **£5.00**, made payable to CFWFI, should accompany your form. We will then deal with all requests for visits at one meeting so please ensure your **Request Form for Visits in 2017 reaches the WI Office by Friday 21 October 2016.**

Please do not contact the WIAs direct concerning bookings. All requests will be passed into the ‘pool’ and thus the use of the correct form, via the proper channel, aids efficient administration. This still allows freedom of choice, which will be granted whenever possible.

(Please remember that whilst May Meetings should be reserved for Resolution Discussion, if your WI prefers to have a speaker on an unrelated topic at that meeting, you should not then also book a WI Adviser. Discussion should be led from amongst your own members. Please remember also, that should a link delegate be invited to attend your May meeting, she is there purely to establish your views and receive your voting instructions; on no account must she be expected to present the resolutions to your members.

Please remember that WI Advisers would be delighted to attend any WI meeting or group committee meeting, not just to speak on Resolutions or conduct Annual Meetings. Particularly, you might find it useful to have a WI Adviser present at the meeting when you encourage nominations for committee, or as it is correctly called, your ‘Nomination Meeting’. This can sometimes be more helpful than waiting until the Annual Meeting itself and finding yourselves faced with the very difficult situation of not finding volunteers to fill the roles which are obligatory for your WI to function properly. Of course, it goes without saying, that should you be experiencing any difficulty whatsoever in your WI, please contact any WI Adviser, or the WI Office, at any time.

Our WI Advisers are currently: Doris Aldworth, Noreen Leese, Anne Timmins, Margaret Hodgins, Gillian Price, Bridget Lockwood and Anne Walshaw. They are supported by an excellent Membership Team who between them will try very hard to meet all your requests. *(Consult your Information Booklet for a full list of Membership Team Members, all of whom are very willing to undertake WI visits.)*

Please cut and retain above for reference.

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FORM FOR BOOKING OF WI ADVISER/MEMBERSHIP TEAM VISITS IN 2017

From WI

Secretary/Programme Secretary: Mrs/Miss

Address:

..... Post Code Telephone No. (.....)

We should like a WI Adviser to attend our meeting in 2017 as follows: *(For extra visits please requisition on a plain **separate** sheet using similar format and remember to include the extra cost.)*

Day: **Date:** **Time:**

Venue:

If possible, we should like Mrs/Miss to attend.

Please add any comments/special requests you might wish to make concerning this visit:

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PLEASE BE SURE TO ENCLOSE A STAMPED, ADDRESSED ENVELOPE WHEN RETURNING THIS FORM TO US.

REMEMBER TO ENCLOSE YOUR CHEQUE FOR £5.00 PER VISIT, MADE OUT TO CFWFI.