

### Holiday Calendar Check List

To be completed by the Holiday Co-ordinator

Does the holiday clash with:

		Yes	No
1.	Any other authorised holiday? within seven days of said holiday		
2.	The Annual AGM check calendar for date		
3.			
4.			
5.			

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Notification of Proposed holiday, Break or Overnight Stay

U3A Group:                      Date/s of event:

Organiser/s:

Destination:                      Tour Operator:

Contact Person and Tel. N° or email:

Date application made: \_\_\_\_\_

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Authorised by:

Holiday coordinator:

and one of the following:

Chair:

Vice Chair:

Secretary:

Date authorised: \_\_\_\_\_

Comments:

**Organiser to retain this half**

Holiday Co-ordinator to inform Calendar Officer of holiday dates  
Posting to be at Organisers discretion

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