

## **AOUP events and visits: some guidelines for applications**

We have to process between 100 and 150 applications every month of the year. Please read and note the following before sending off your application form.

- 1      **Completing the form:** we need your name, address and phone number to be clearly written, and the name of your guest if you have one, a clear e-mail address if you have one (it's much easier using email than telephoning if we have to contact a lot of people). If you use a mobile phone, please include the number – it makes it possible to contact you on the day of the outing should we need to do so.
- 2      **Providing stamped self-addressed envelope:** please provide a stamped addressed envelope and make sure the envelope isn't already stuck down and that it will self-seal
- 3      **For cheques:** make sure the cheque is for the correct amount, noting that there are different AOUP member and guest charges. Please date the cheque as requested on the form. If the name on the cheque is different from your name as applicant, please write your name on the back of the cheque
- 4      **For the letter you send to the Events Coordinator:**  
don't use staples for the cheques and forms – they are time-consuming and sometimes painful to separate  
don't use sellotape to seal the letter (it can be time-consuming to open)  
do check you have sufficient stamps on the letter
- 5      **If you think you should have received notification:**  
if it's more than three weeks before the trip, please **do not** contact the Events Coordinator. (It can take some time with

the popular trips sorting out who has places, or trying to arrange extra places.) If it's less than two weeks before the trip, please **do** contact the Events Coordinator immediately, using the contact details below. Sometimes letters go astray, so if you don't receive a reply to your application, it will be either that the application never arrived or that the reply was sent but didn't arrive.

- 6 The information you provide on the application form will be kept securely and used only for AOUP purposes and any computers containing such data will be password protected.

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