



CORNWALL FEDERATION OF WOMEN'S INSTITUTES

In Conjunction with the National Federation of Women's Institutes



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Dear WI Secretary:

There has been some confusion recently regarding CFWI's policy for events that are oversubscribed, and I'd like to take this opportunity to help explain it to you. We have recently made some changes to the policy which we hope will result in a more equitable way of dealing with the matter.

Currently, when an event is oversubscribed, a WI with members who are 'disappointed' is put on an oversubscribed list, and that WI is given priority for the next event for which they apply. Beginning with events newly advertised in the July issue of *County News*, we will be treating applicants individually, rather than by WI. This will make more work for the office staff, but we feel a trial of this new system will help those members who have been unlucky in applying for events. As I'm sure you can appreciate, this is a very complicated procedure with a lot of variables, so please bear with us!

Following the closing date of an oversubscribed event, a ballot is held and that will determine which WI members are to be allocated spaces. Once that has been done, your WI Secretary (or the person listed as a contact on the application form) will be informed by email of the names of the members who have been allocated spaces, and it is then incumbent upon her to inform those members. Likewise, if your members have been unlucky in securing spaces for an event, your WI Secretary (or contact) will be informed and will be asked to pass that information on.

Please note that you will not hear whether you've been successful or not until the closing date has been reached. If you have not heard from us, it is because:

- The closing date has not yet been reached, or
- A ballot was required ,or
- Your WI Secretary has not yet passed on the information to you.

All refunds due to WIs and members who have not been successful in securing places will be made as soon as possible following the closing date. Please bear in mind that all the office staff are part-time.

We would appreciate any feedback as we trial this new system, so please feel free to share that with us.

Kind regards,

Julia Pascoe
Federation Secretary, Cornwall Federation of Women's Institutes