

This is intended to help those who have indicated that they wish to participate in the Procter & Gamble Associate Scheme (North East) and explain how the social aspects of the scheme work in the North East.

Forthcoming events are published in inserts and booking forms enclosed with The Associate magazine (issued each quarter) and the web site [www.pgassociate.co.uk](http://www.pgassociate.co.uk). An annual plan of events is issued with the December issue.

**Pub Lunches** – These are held each month. Keith Stokoe and Colin Lowery organise the venues and dates. If you want to participate just turn up at the venue at noon and introduce yourself to Keith or Colin and enjoy a meal and a chat with fellow associates and partners.

**Walks** – Walks are held most months. We have a group of associates who plan and lead the walks and determine the grade of each walk. We normally meet at a pub car park and start the walk at 10 a.m. prompt. The walk is between 5 and 8 miles (2½ -3 hours). The route returns to the pub where lunch may be taken. We always have a long and short version of each walk. To attend a walk you need to complete the walks section on the booking form. In addition to our regular monthly walks we also organise four longer and more strenuous walks in the summer months. If you would like to know more about walks please contact Lindsay Perks – the Walks Coordinator – 0191-252-8074 or e-mail [walks@pgassociates.co.uk](mailto:walks@pgassociates.co.uk) . He will let you know of the next walks and the annual fee that is to be paid. (The fee for 2010 is £10/annum paid by January).

**Trips and Meetings** – We organise an event most months.

The Associate Xmas lunch is available to Associates only. It is normally held in early December and is free of charge but still requires a booking form to be completed. You can bring a companion, by arrangement, to any of the other events. To request participation you need to return a free post envelope containing a completed booking form with a cheque for each event you would like to attend by the closure date. Each cheque is to be made payable to The Associates Social Society (NE) for an amount that will cover the cost of the event.

If your application is successful then your bank statement will show that your cheque has been cashed.

Some events may be over subscribed. If you are one of the *unlucky* ones then your cheque will not be cashed and the organiser will tell you that you are on a waiting list. If you do not wish to remain on the waiting list or you are not allocated a place on the trip then your cheque will be shredded.

**Non-attendance** - If you have booked and are unable to attend any event or walk then contact the organiser whose telephone number is included in the description of the event.

If you let the organiser know before the indicated closing date then you will be repaid the cost of the trip in full. If you do so after the closing date you will **only** receive a refund if we can find a replacement. If you need to cancel on the day of the event then please use the mobile phone number 07766440995.

**Company Shop** – If you wish to use the company shop at Seaton Delaval site or Longbenton (you may only use one) then you will need to obtain a pass by contacting the site who will also let you know the opening hours for Associates.

Current contacts are Amanda Graham for Longbenton shop 0191-228-1799 and Caroline Wills 0191-255-6279 for Seaton Delaval.

Payment method at both shops is debit card only.

**Sports and Social Club** – Associates may continue to be a member of the Sports and Social Club. Current subscriptions are £1.60 per month per person or £3.20 per couple. Subscriptions are deducted monthly from your P&G pension. For an application form and details of the various sections contact Val Burt at Longbenton.

**Employees Charities Fund** – Associates may join or continue to pay a regular amount monthly to the ECF. Deductions are made from your P&G pension. For more details and an application form please contact Colin Raistrick 0191-228-1728 at Longbenton.

8/2/10

Updated 4/3/10