

**COVENTRY VOLUNTARY SERVICE COUNCIL**

**TRAINING BOOKING FORM**

Please indicate below the courses you wish to attend, along with the names of those attending.

Each session costs £10 to include lunch and refreshments, so the two day workshops are £20 each.

Refunds will only be made if 24 hours notice of cancellation is given.

<b>Date</b>	<b>Name of workshop</b>	<b>Name(s) of those attending</b>	<b>Cost</b>
20 May	BUSINESS PLANNING (one day workshop)		
14 May & 4 June	EFFECTIVE FUNDRAISING (two sessions)		
11 June & 18 June	FINANCE FOR THE FEARFUL (two sessions)		
25 June	EMPLOYING STAFF		
2 July	MANAGEMENT COMMITTEE – ROLES AND RESPONSIBILITIES		

**Total payment due** \_\_\_\_\_

All payments need to be made *before* the day of the workshop. Please tick one of the boxes to indicate payment method:

- I enclose a cheque for £ \_\_\_\_\_       I enclose cash (at CVSC Reception only) £ \_\_\_\_\_
- Please invoice my organisation for £ \_\_\_\_\_

Name of organisation	
Address	
Telephone	
E mail	

Lunch will include a vegetarian option, but if you have other dietary requirements, please describe:

Return form to: Marianne Smith, CVSC, 6<sup>th</sup> Floor, Coventry Point, Market Way, Coventry CV1 1EA

E mail [forwardplanning@coventry-vsc.org.uk](mailto:forwardplanning@coventry-vsc.org.uk). If you have any questions call Marianne on 02476 220381