

# ***VOLUNTEER SASKATOON***

*A program of the United Way of Saskatoon and Area*

## **ORGANIZATIONAL CAPACITY BUILDING Training Workshop**



### **Building a Grant Budget**

Not sure how to balance a budget for a grant application or break down operating costs into a program? Join us for this hands on workshop in developing accurate budgets; budgets that detail the financial needs of the program and make sense. Bring something you are working on and join in the fun!

Facilitator **Rosalyn Kirkham** has developed both simple and complex budgets for grant applications for many years. **Jocelyn Zurakowski**, Director of Operations for United Way of Saskatoon and Area, will also be on hand to answer questions.

***Back for a second time this Fall***

**Date:** **October 19, 2010**

**Time:** 9:00 am—12:00 pm

**Check-in:** 8:45 am

**Location:**

3<sup>rd</sup> Floor Boardroom, #308, Saskatoon Community Service Village  
506 25th Street East, Saskatoon, SK

Public Parking available north of the YWCA, Kinsmen & 6<sup>th</sup> Avenue

**Cost:**

Volunteer Saskatoon Members \$40

Non-Members \$60

*\*Not a member? Not sure? Call 975-3477 today.*

***SPACE IS LIMITED – REGISTER EARLY***

## Volunteer Saskatoon Workshop Registration Form

(one participant per page please)

<b>Name of Workshop:</b>
<b>Workshop Date:</b>
<b>Participant Name:</b>
<b>Organization:</b>
<b>Current Member of Volunteer Saskatoon?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO
<b>Participant's Title or Role with Organization:</b>
<b>Address:</b>
<b>Telephone:</b>
<b>Email:</b>
<i>Please indicate any special needs you may have (i.e. wheelchair access, etc.)</i>

**PAYMENT must be received with registration (see terms & policies)**

**Workshop Fee Enclosed:** \$ \_\_\_\_\_

Cheque (made payable to Volunteer Saskatoon)  Cash:

Master Card:  VISA:  Amex:

Credit Card #: \_\_\_\_\_ Exp. \_\_\_\_/\_\_\_\_

Cardholder's Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Note: If you are paying by credit card, credit card transaction will appear on your bill as "United Community Funds of Saskatoon" or "United Way of Saskatoon"

Drop-off, Mail or Fax your registration & full payment to:

**Volunteer Saskatoon**

100 – 506 25<sup>th</sup> Street East

Saskatoon, SK S7K 4A7

Phone: 975-3477 Fax: 244-0583



# Volunteer Saskatoon Workshop Terms and Policies

## Registration:

- You can register for any of the workshops in person, by fax, phone or mail
- **Registration is guaranteed *after* payment is received**
- In order to plan appropriately, registration **deadline** for all workshops unless otherwise stated will be **one working week before the workshop**
- Minimum number of participants unless otherwise stated is 6 people.
- Memberships purchased anytime before the workshop starts will be eligible for member pricing

## Cancellations:

- Cancellation must be received by phone, fax or email **5 full working days** prior to the workshop to receive a refund or **a credit towards another workshop**. Exceptions are at the discretion of Volunteer Saskatoon
- Volunteer Saskatoon reserves the right to cancel any workshop
- At your request, workshops are transferable to other individuals within your organizations

## No Shows:

- If you are unable to attend a workshop and have not cancelled in advance, your payment will not be refunded. If you have not paid you will be invoiced for the workshop fee. **Fees are due 30 days after the date on your invoice.**

## For more information, contact Volunteer Saskatoon

100 – 506 25<sup>th</sup> Street East  
Saskatoon, SK S7K 4A7

Phone: 306-975-3477

Fax: 244-0583

E-mail: [volunteersaskatoon@unitedwaysaskatoon.ca](mailto:volunteersaskatoon@unitedwaysaskatoon.ca)



[www.volunteersaskatoon.com](http://www.volunteersaskatoon.com)

*equipping, supporting, inspiring*