

VOLUNTEER SASKATOON

A program of the United Way of Saskatoon and Area

ORGANIZATIONAL CAPACITY BUILDING Training Workshop



Program & Grant Budgeting

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. **Julie Tsui**, Director of Operations for United Way of Saskatoon and Area, will also be on hand to answer questions.

Thursday, February 25, 2010

Time: 1:00 pm—4:00 pm

Check-in: 12:45 pm

Location:

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

Public Parking available north of the YWCA, Kinsmen & 6th 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)

Name of Workshop: _____ Workshop Date: _____
Participant Name:
Organization:
Current Member of Volunteer Saskatoon? <input type="checkbox"/> YES <input type="checkbox"/> NO
Participant's Title or Role with Organization:
Address:
Telephone:
Email:
<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"
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Drop-off, Mail or Fax your registration & full payment to:

Volunteer Saskatoon
100 – 506 25th Street East
Saskatoon, SK S7K 4A7

Phone: 975-347
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 25th Street East
Saskatoon, SK S7K 4A7

Phone: 306-975-3477

Fax: 244-0583

E-mail: volunteersaskatoon@unitedwaysaskatoon.ca



www.volunteersaskatoon.com

equipping, supporting, inspiring