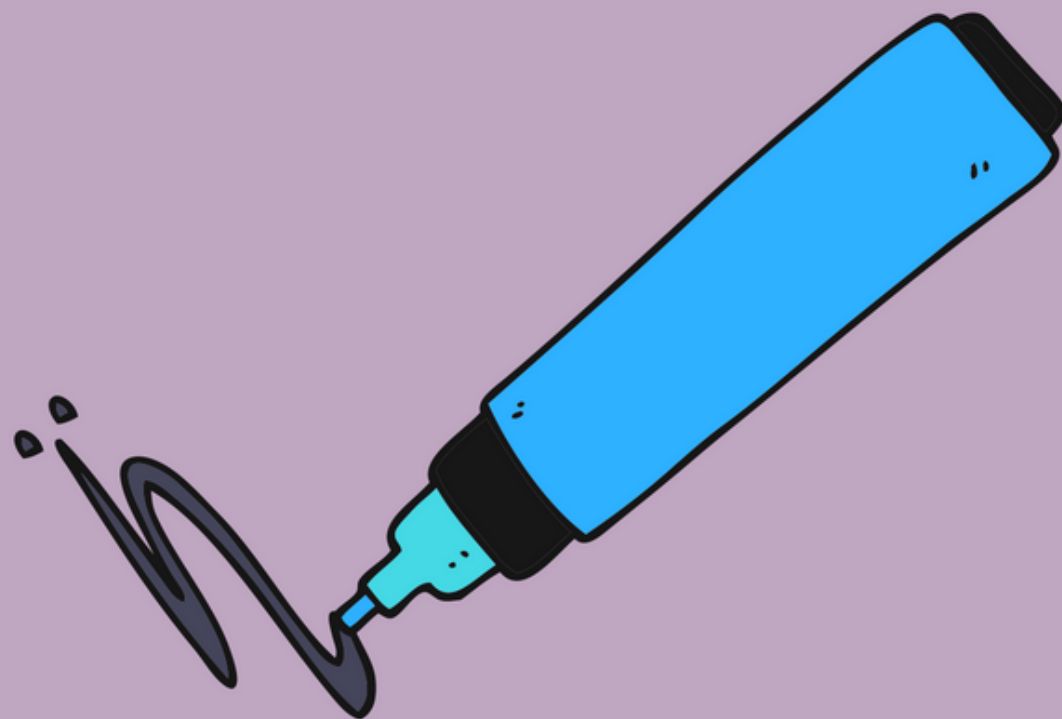




Training & Events Programme

January - June 2017



JANUARY

19th -B- Free and low cost web tools

FEBRUARY

9th - FN - Marketing in Fundraising

14th- GN - Chichester Networking Meeting

23rd - T - Safeguarding Children (am)
Safeguarding Adults (pm)

MARCH

2nd- VN - Supported Volunteering

9th - FN - Writing an Awards for All bid

20th - GN - Trustee Matching Event

30 - T - Emergency First Aid

APRIL

6th - FN - Funding Surgery

25th - GN - Bognor Networking Event

27th - B - Advertising your volunteer roles on
Do-It

MAY

2nd - B - Mail Chimp Briefing

11th - FN - Fundraising Regulation

15th - T - Measuring Impact

JUNE

1-7th Volunteers' Week

8th - FN - Legacies and in Memory Fundraising

19th-24th - Small Charity Week

20th June - Big Advice Day



TRAINING AND EVENTS PROGRAMME 2017

FN - Fundraiser Network

GN - General Network

T - Training

B- Briefing

AGM - Annual General Meeting

VN - Volunteer Co-ordinator

FUNDRAISER NETWORK

(2nd Thursday of the Month)

Thursday 9 February – Marketing

Thursday 9 March – Writing an *Awards for All* application

Thursday 6 April (1st Thursday due to Easter) Funding surgery

Thursday 11 May – Fundraising regulation

Thursday 8 June – Legacies/ in-memory

Thursday 13 July - Funding Surgery

Thursday 14 September – Fundraising strategy

Thursday 12 October – Creative fundraising

Thursday 9 November – Philanthropic groups

Thursday 14 December - Funding Surgery

Held at Bersted Green Learning Centre 9.30am - 12.30pm

FREE to member organisations

Booking essential

NETWORKING MEETINGS

14th February - Chichester Networking Meeting

20th March - Trustee Matching Event (Littlehampton)

25th April - Bognor Regis Networking Meeting

TBC July - AGM

Venues and details will be confirmed as soon as possible

Booking essential

VOLUNTEERING NETWORK

2nd March - Supported Volunteering (plus ideas for Volunteers' Week 2017)

6th June - Volunteers and the Law

2nd November - Writing a Good Role Description

Meetings are morning sessions, usually 10am - 12pm
Venues will be confirmed as soon as possible.

FREE to member organisations

Booking essential

TRAINING COURSES AND BRIEFINGS

19th January - B - Free and low cost web tools (am)

23rd February - T - Safeguarding Children (am) Safeguarding Adults (pm)

30th March - T - Emergency First Aid (all day)

27th April - B - Advertising your volunteer roles on Do-It (am)

2nd May - B - Mail Chimp Briefing (Lunchtime)

15th May - T - Measuring Impact (pm)

For prices see charge list.

Please ask for confirmation of venue when booking.

Booking essential - Please see terms on the next page.

ONE TO ONE SUPPORT

In addition to our network events and training courses we offer one to one support to our member organisations. You can request a visit, chat or funding search by completing our simple referral form. This is available on our website or you can just give us a call.

ORGANISATIONAL HEALTH CHECK

Did you know we can come and do an organisational health check, where we have a look at your governance, financial systems, fundraising and policies and procedures and make recommendations to help strengthen your organisation?

VOLUNTEERING HEALTH CHECK

We can also come and take a look at the procedures and systems you have in place to support volunteers and make recommendations to help you recruit and retain them.

BIG ADVICE DAY

We will be running a special advice day on **20th June 2017**
Part of Small Charity Week



TRAINING AND EVENTS PROGRAMME

JANUARY - JUNE 2017

HOW TO BOOK A PLACE

To book on any network events please use our Eventbrite page: <https://vaac-events.eventbrite.com> For training courses please email us admin@vaac.org.uk or phone us on 01243 840305.

We will need to know:

- Your name
- Organisation
- Email address
- Phone number
- Any access or other needs you may have

For training courses the fee must be paid in advance to confirm your place. Please notify us if you cannot attend as we may be able to fill your place.

Phone 01243 840305 Email admin@vaac.org.uk

TERMS AND CONDITIONS

- PLEASE NOTE: Cancellations made less than 2 weeks ahead of the date of training courses will not be refunded unless we can fill the place from a reserve list.
- Booking is essential for all events and training. Please make sure you have received a confirmation email to confirm your booking.
- We will limit places to two per organisation in the first instance but will extend this if the course/event is not fully subscribed.
- Priority booking is given to VAAC members.

CHARGES

Our networking meetings are free to our members (£20 a session for non members)

Briefings

- £5 (members) £10 (non members) -For small voluntary organisations with no paid staff
- £10 (member) £15 (non members) - For voluntary organisations with paid staff
- £25 - For statutory sector or non voluntary sector

Training Courses

- £10 (members) £15 (non members) - For small voluntary organisations with no paid staff
- £20 (member) £25 (non members) - For voluntary organisations with paid staff
- £40 - For statutory sector or non voluntary sector

Emergency First Aid Training

- £35 (member) £45 (non member) - for small voluntary organisations with no paid staff
- £45 (member) £55 (non member) - for voluntary organisations with paid staff
- £70 - for statutory sector or non voluntary sector.

(costs are higher for First Aid due to the course being certificated)



Voluntary Action Arun & Chichester

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