



Please photocopy this form and use a separate form for each person.

Please post or fax to Volunteer Centre Southwark

Wigglesworth House, 69 Southwark Bridge Road, London SE1 0NQ. Fax: (020) 7403 5961

<b>Title</b>	<b>First Name</b>	<b>Surname</b>
<b>Job title</b>	<b>Organisation</b>	
<b>Address</b>		
<b>Town</b>	<b>Postcode</b>	
<b>Telephone</b>	<b>Fax</b>	
<b>Email</b>		

Please insert your choice of courses

Places are limited & not guaranteed until you have received confirmation from us

Course Name	Course Date	Cost £ (see training rates)
<b>Early-bird discount</b>	<b>Sub total</b>	
Book early (1 month in advance) & get £10 off each course booked	<b>Total (after discount)</b>	

**Special Requirements** (e.g. wheelchair access, induction loop system, special dietary requirements)

### Payment

- I enclose a cheque (made payable to Volunteer Centre Southwark)  
 Please invoice me

### Training Rates

Volunteer management training is free for groups in Southwark with an income of less than £10,000. Bursaries are available for Southwark-based groups working with mental health. All free training requires a £20 refundable deposit except for active citizenship training which is all free with no deposit required. Other costs are as follows:

	Half-day	Full-day	Free courses
<b>Member</b>	£35	£60	£20 refundable deposit (no deposit required for active citizenship training)
<b>Non-member</b>	£45	£70	

### Early-bird discount

Remember - if you book up to one month in advance of the course date you get £10 off each course booked!

### Cancellation Policy

If you need to cancel your booking, please let us know as soon as possible so we can offer the place to someone else.

Cancellations made up to *one month* before the course date = 100% refund of fees/deposit

Cancellations made up to *two weeks* before the course date = 50% refund of fees/deposit

Cancellations made after this point = No refund given. Full booking fees/deposit will be kept to cover our costs

### Your Details

Volunteer Centre Southwark would like to add your details to our database so that we can update you on our services. This is completely confidential to Volunteer Centre Southwark and will only be used in relation to our services and events. If you would not like to be included on the database please tick this box

You can also book online at [www.volunteercentres.org.uk/training](http://www.volunteercentres.org.uk/training)