

**MALTA COUNCIL FOR THE VOLUNTARY SECTOR - *Volunteer Coordinator Training***

**PERSON ATTENDING TRAINING**

<b>Title (Mr, Mrs, Ms...)</b>				
<b>Family Name</b>				
<b>First Name</b>				
<b>Function</b>				
<b>Name of Voluntary Organisation (VO)</b>		<b>VO Reg. n°</b>		
<b>Address</b>				
<b>Street Name and Number</b>				
<b>Post Code</b>				
<b>Town/City</b>				
<b>Malta/Gozo</b>				
<b>Telephone n°</b>		<b>Mobile n°</b>		
<b>E-mail</b>				
<b>Web site</b>				
<b>VO Contact Person</b>				

Below is the list of Training Courses being organised. Please indicate next to the course/s you wish to participate.

<b>Title</b>	<b>Attendance Fee (if applicable)</b>	
1. Public Speaking, Communications and Campaigning – on the 23rd June		
2. Networking, sharing best practice and ideas – on the 14 <sup>th</sup> July		
3. Values, ethics and principles of operating a 'service' – on the 1st September		
4. Sustainability & Fundraising techniques – on the 15 <sup>th</sup> September		
5. Managing Volunteers and staff (including recruitment, appraisal, training etc.) – on the 13 <sup>th</sup> October		
6. Governance - Finance and Legal – on the 17 <sup>th</sup> November		

Note that places are limited for every training session and thus confirmation is done on a first come first served basis.

<b>SIGNATURE OF AUTHORISED PERSON FROM VO</b>	<b>VOLUNTARY ORGANISATION'S STAMP (if available)</b>

POST STAMP :

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RECEPTION DATE :

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