

TRAINING RESOURCES 2010

Saint John Volunteer Centre: Working with you...for you!

NOON NUGGETS:

One hour workshops offered at lunch time once a month. A great opportunity to increase your knowledge of Board Development and Volunteer Management topics. These sessions also provide a venue for networking. Registration Fee **\$15.**

OPEN WORKSHOPS

Several times a year 2 -3 hours in length are offered on various topics. Registration is **\$30.** per seat for members **\$40.** per seat for non members.

CUSTOMIZED WORKSHOPS:

Workshops can be customized to meet the needs of your organization. Experienced trainers can facilitate a variety of Board Development & Volunteer Management workshops, generally offered in up to three hour sessions **\$200.** for member agencies// **\$350.** for non member. Customized Workshops will accept up to 20 people.

- After 3 hours: **\$75.** for members, **\$100.00** for non members for each additional hour.
- More than 20 people: **\$30.00** per seat for members for each additional person. **\$40.** per seat for non members for each additional person.

CONFERENCE COORDINATION:

A coordinator can be hired to help manage the day of the event when using SJVC training at your next conference. **\$150 per day.**

ORGANIZATIONAL NEEDS ASSESSMENTS:

An evaluation (ONA) can help pinpoint areas for growth in your agency. A Board **must have** at least 75% attendance to complete the ONA. The fee is **\$125.00** for members / **\$175** for non members **\$50.00** of which may be applied to a customized workshop **if booked within two months** of the completion of the survey.

KEYNOTE SPEAKER

Hire a speaker for your annual general meeting or Luncheon. \$100 for members \$150. for non-members

CONSULTATION SERVICES:

Have an experienced trainer assist your agency staff or volunteers in some aspect of planning or development. The first hour is complimentary. Fees after the first hour are **\$35.00** per hour if more assistance is required.

CANCELLATION POLICIES

Fifty percent of the open and customized workshop fees will be invoiced once confirmation of the workshop details have been completed. This will apply as a deposit toward the full amount. Cheques are to be made payable to:

Saint John Volunteer Centre.

- For cancellation LESS than one week before a workshop, no refund may be claimed.
- For cancellation between one week and a month prior to the workshop, money will be refunded less **\$50.00** administration fee.
- When registration falls below identified minimum for a workshop, the workshop will be cancelled. Participants will be contacted by phone and monies refunded by cheque. Facilitators and participants will be given one week notice.



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VOLUNTEER
CENTRE**

A United Way Agency



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ADDITIONAL EXPENSES

The Agency booking an **out of town** workshop will be responsible for all costs incurred including travel (.37 per km.) meals, overnight accommodations, and parking.

The cost of reproducing handout material for over 20 people is the responsibility of the Agency requesting the workshop.

RESOURCE LIBRARY

Member agencies can borrow relevant books to meet their needs in Volunteer Management and Organizational Development. **Limit two weeks**

VIDEOS

The cost for video rental is \$10.00 per video for a 2 week period.

Training materials and resources are produced by:

United Way of Canada – VLDP (Volunteer Leadership Development Program) and Volunteer Canada, and may be customized by local trainers.

INABILITY TO PAY FOR A WORKSHOP:

The Saint John Volunteer Centre will not refuse access to Board training opportunities for **member** agencies if cost is a problem. This will be based on a written request from the Board of Directors of the requesting organization.

PAYMENT OF WORKSHOPS

Please make Cheque out to:
Saint John Volunteer Centre
P.O. Box 7091, Station A
Saint John, NB E2L 4S5
If an invoice is required, please contact
Training Resources Coordinator

Saint John Volunteer Centre
66 Waterloo Street, Suite 115 & 224
10am—3pm Monday to Friday
or by appointment
506-658-1555
training@nb.aibn.com
www.volunteercentresj.com
As of 01.01.2010



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