

Workshop Registration Form

Please copy and complete this form for **each** person registering for a workshop. Return completed forms to United Way, **Attention: Cheryl Ellis** by fax: (705) 742-9186 or email: (volunteer@uwpeterborough.ca) to register.

Name:	Organization:
Street:	Phone Number:
City:	Postal Code:
Email:	Person Registering is: <input type="checkbox"/> Staff <input type="checkbox"/> Board Member <input type="checkbox"/> Other
How did you hear about this workshop?	

Board Governance Series	Date	Time	Cost	Register Me
Board Roles and Responsibilities	May 21-09	6-9pm	\$25	
Creating and Maintaining an Effective Board Team	May 28-09	6-9pm	\$25	
Planning and Evaluation	Jun 4-09	6-9pm	\$25	
Financial Stewardship	Jun 18-09	6-9pm	\$25	
Human Resource Stewardship	Jun 25-09	6-9pm	\$25	
Diversity in Governance	Oct 14-09	1:30-4:30pm	\$25	
Governance Post-Training Coaching Circle	Sept 25-09	12-1:30pm	Free	
Risk Management Series	Date	Time	Cost	Register Me
Ethical Fundraising: Proving Credibility and Protecting Your Reputation	Feb 25-09	2:00-4:30pm	\$25	
Covering Your Assets: The Basics of Risk Management & Insurance	Mar 10-09	1:30-4:30pm	\$25	
The Legalities of Serving Vulnerable Clients	Sept 16 -09	1:30-4:30pm	\$25	
Risk Management Post-Training Coaching Circle	Dec 16-09	12-1:30pm	Free	
Financial Management Series	Date	Time	Cost	Register Me
Ten Practices for Managing Your Charitable Status	Mar 3-09	1-4pm	Free	
CRA Charity Information Session (CRA Road Show) – English	May 26-09	9am-noon	Free	
CRA Charity Information Session (CRA Road Show) -- French	May 26-09	1:30-4:30pm	Free	
Financial Mgmt Post Training Coaching Circle	Aug 26-09	12-1:30pm	Free	
Human Resource Management Series	Date	Time	Cost	Register Me
Coach to Win: Using Coaching to Motivate Staff, Work Teams and Volunteers	Oct 21-09	1:30-4:30pm	\$25	
Effective Performance Appraisal and Performance Management	Oct 28-09	1:30-4:30pm	\$25	
HR Management Post Training Coaching Circle	Jan 28-10	12-1:30pm	Free	
Special Interest Series	Date	Time	Cost	Register Me
The Basics of Writing Policies and Procedures	Sept 30-09	6-9pm	\$25	
Communication and Facilitation Skills for Non-Profit Leaders	Nov 3-09	6-9pm	\$25	
A Guide to Effective Board and Committee Meetings	Nov 18-09	6-9pm	\$25	
Special Interest Post Training Coaching Circle	Feb 19-10	12-1:30pm	Free	

Indicate Your Method of Payment:

<input type="checkbox"/> Please send an invoice to the address above	
<input type="checkbox"/> Cheque attached (payable to United Way of Peterborough & District)	
Credit Card: <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard	
Credit Card Number: _____	Expiry Date: _____
Signature: _____	