

To Book

Although all the sessions are fully funded, it is important that you book your place(s) in advance.

BOOKING TERMS: If you make a booking and fail to attend, or if you cancel your booking with less than 48 hours notice, you will be invoiced £5 per place per session to cover administration costs.

You can book your place(s) by post / telephone /email (details below).

Name:			
Organisation:			
Address:			
		Post Code:	
Telephone:			
Email:			
Learners' Names (please copy 'Learner Number's to Page 3)			
1		4	
2		5	
3		6	
We are interested in the 'Further Support' offer (please tick)			<input type="checkbox"/>

Further Information

If you should require any further information, please contact:

Jo Travis-Shelton
Volunteer Centre Babergh, The Christopher Centre,
10 Gainsborough St, Sudbury. CO10 2EU

T: 0845 260 6340

E: volunteering@bctssuffolk.org.uk

Small Organisation Support



- Are you a small voluntary or community organisation in the Babergh area?
- Would you like some help in developing the skills of your committee, staff or volunteers?
- Do you want practical tips on writing good press releases or strong funding applications, on organising your committee or successful events?



The **Small Organisation Support** Project is running a series of informal and friendly sessions on a wide variety of topics in Sudbury to help your group become more effective, comply with the law and develop good practice.

Packed with practical tips and useful resources, all the sessions are free! You can attend many or just a few workshops, or send different committee members, staff or volunteers to different sessions. Some sessions run in the morning, others in the evening.

This project is funded by the **West Suffolk Local Strategic Partnership** and is managed by the following organisations:



Topics Covered

Initial Planning and Setting up a New Group - practical tips on how to set up a new group and write an initial plan so that the new group develops logically.

Writing Good Funding Applications - practical DOs and DON'Ts about writing good answers in your funding applications, including explanations of outputs and outcomes, justifying the needs etc.

Trustee / Management Committee Roles and Responsibilities - running an effective committee, understanding what your duties are, practical tips on ensuring the work gets done.

Business and Project Planning - how to write simple but effective business plans and project plans so that you know where your organisation is heading.

Finance Made Simple - how to draw up a budget and cash flow, present financial figures to the committee and ensure that your group's finances are running effectively.

Working in Partnership - looking at the wider community and local, county and national environment, this session provides practical tips on working in partnership with other organisations and the statutory sector.

Publicity and Marketing - how to write good press releases, design brochures and leaflets and work with the media.

Managing Volunteers - how to recruit, induct, support and retain your volunteers and ensure that they are effective, manageable and loyal.

Monitoring and Evaluating your Work - if you receive public or other funding it is likely that you will have to monitor and evaluate your work or your project. This session looks at methods of collecting evidence, how to get your users involved, various quality standards and how to measure the impact of your work.

Speaking and Presentation Skills - a session packed with useful tips on how to give talks about your organisation and the work you do. The session covers: combating nerves, using your voice effectively and developing interesting talk structures.

Further Support

For groups just starting out or who are encountering problems or issues, the project can offer up to 1.5 days FREE mentoring support, either through help developing policies and procedures, a short training course for your management committee / staff / volunteers, or facilitating meetings or "away days".

Dates, Times and Venues

Sessions run on Tuesdays at:

The Christopher Centre, 10 Gainsborough St, Sudbury. CO10 2EU.

AM sessions are 10:00-13:00 (refreshments from 09.45)

EVE sessions are 18.30-21.00 (refreshments from 18.15).

Date	Time	Session	Places*
Apr 05	AM	Initial Planning / Setting up a new group	
Apr 19	EVE	Writing Good Funding Applications	
May 17	EVE	Trustee/Management Committee Roles/Responsibilities	
Jun 14	AM	Business and Project Planning	
Jul 12	EVE	Finance made Simple	
Sep 06	EVE	Working in Partnership	
Oct 04	AM	Marketing and Publicity	
Nov 01	AM	Managing Volunteers	
Dec 06	EVE	Monitoring and Evaluating your Work	
Jan 10	AM	Speaking and Presentation Skills	

Places* - please copy 'Learner Number's from Page 4