

Office Use Only

Cashier Code: T95

Receipt No: _____

Date: _____

Amount: \$ _____

Volunteer Training Registration Form

Organisation: _____

Contact Person: _____ Phone # _____

Email: _____

Participants Name: _____

Contact Person: _____ Phone # _____

Email: _____

Date of Training: _____

Name of Course: _____

Venue: _____

Dietary requirements: _____

Any Additional needs: _____

Training Fees:

Training delivered by our staff is:

New Volunteers & CHSP/CCSP Volunteers \$11.40 Non CHSP/CCSP Volunteer \$22.50 Volunteer Coordinators \$51.50

Specialised Training:

Please fill in this section if you are attending specialized training:

Name of specialised course: _____

Cost of specialised course: _____

New Volunteers & CHSP/CCSP Volunteers Non CHSP/CCSP Volunteer Volunteer Coordinators

How to Register:

In Person: Payment at Burwood Council's Customer Service Centre, Suite 1, Level 2, 1-17 Elsie Street Burwood. **CASH, CHEQUE and EFT facilities** are all accepted as method of payment along with your completed **TRAINING REGISTRATION FORM**.

By Post: A cheque or money order can be sent to Burwood Council. Please make all cheques out to Burwood Council and enclose your completed **TRAINING REGISTRATION FORM**.

Please mail your Training Registration Form & Cheque to: Volunteer Network, C/- Burwood Council, PO Box 240, Burwood NSW 1805

NO MONEY WILL BE TAKEN ON THE DAY OF TRAINING

Cancellation of Training: In the event that a Training session is cancelled either by Volunteer Network or the participant cancelling their enrollment, a refund can not be granted, however Volunteer Network will offer to transfer the enrolment to another Training Session to the value of the previous Training fee. This transfer voucher is valid for 6 months.

REFUNDS WILL NOT BE GRANTED DUE TO INABILITY TO ATTEND CLASSES.

Enquires: Contact Jacqueline Martins on P: 9911 9856 or E: jacqueline.martins@burwood.nsw.gov.au

Volunteer Network provides training for HACC Volunteers in the LGA's of Burwood, Ashfield, Canada Bay and Strathfield.