



**ST GEORGE'S WEEKEND - CHARITY ROADSHOW**  
**Saturday 22<sup>nd</sup> April 2017 – at the Quay Theatre and  
 The Jetty, Quay Lane, Sudbury, CO10 2AN**

**Timetable**

<b>Time</b>	<b>Quay Theatre auditorium</b>	<b>The Jetty</b>
10.00am – 10.45am	<b>Talks or Panel - Setting the Scene: Introduction to Hive</b> Current issues facing the VCS in Sudbury (Hot topics: Governance)	
11.00am – 12.00 Noon	<b>Workshop 1 Ten Top Tips</b> <b>Writing Good Funding Applications</b> Lesley Ford-Platt	<b>Workshop 2 Ten Top Tips</b> <b>Recruiting and Managing Volunteers</b> Robin Hodgkinson
12.15pm – 1.15pm	<b>Workshop 3 Ten Top Tips</b> <b>Marketing and Publicity</b> Robert Benton	<b>Workshop 4 Ten Top Tips</b> <b>Managing a Group's Finances</b> Robin Hodgkinson
1.30pm - 2.30pm	<b>Workshop 5 Ten Top Tips</b> <b>for saving energy in the home</b> Tash Young, The Befriending Scheme With information on 'Sudbury Switched On'.	<b>Workshop 6 Ten Top Tips</b> <b>Managing Effective Meetings</b> Robin Hodgkinson
2.45pm – 3.45pm	<b>Workshop 7 Ten Top Tips</b> <b>Smarter Working with IT</b> Simon Waldron	<b>Workshop 8 Ten Top Tips</b> <b>Speaking and Presentation Skills</b> Robin Hodgkinson
4.00pm – 5.00pm	<b>Volunteer Awards Ceremony</b> <ul style="list-style-type: none"> <li>• Young Volunteer (Under 18)</li> <li>• Young Volunteer (18 – 24)</li> <li>• Long Service Volunteer</li> <li>• Older Volunteer (over 65)</li> <li>• Starting a Voluntary Organisation (in the last 5 years)</li> <li>• Sports Volunteer</li> <li>• Arts Volunteer</li> <li>• Horticultural Volunteer</li> <li>• Community Volunteer</li> <li>• Charity Volunteer (other VCS areas)</li> </ul>	

**Notes:** For more information on the Volunteer Awards, please refer to the Criteria and Nomination form available on [www.sudburymarkettownpartnership.org](http://www.sudburymarkettownpartnership.org).



**LOTTERY FUNDED**

## **ST GEORGE'S WEEKEND - CHARITY ROADSHOW**

**This is a free event for any members, trustees, committee members, staff or volunteers who would like to learn more about the Voluntary and Community Sector (VCS) in the Sudbury and District area and pick up some handy tips and skills on a wide variety of relevant subjects via our TEN TOP TIPS WORKSHOPS.**

### **OPENING SESSION (10.00am – 10.45am) Quay Theatre**

This will feature an introduction to Hive (your local VCS consortium), a brief talk on major issues affecting the VCS in Sudbury and a talk on important concerns facing trustee boards and management committees around the theme of governance. There will be time for questions and discussion.

### **11.00am – 12 noon Quay Auditorium Workshop 1: WRITING GOOD FUNDING APPLICATIONS**

Discover how to ensure that your applications for funding meet the criteria, answer the questions and make an impact with the funding panel.

### **11.00am – 12 noon Quay Jetty Workshop 2: RECRUITING AND MANAGING VOLUNTEERS**

Ensure that your organisation has the systems, processes and paperwork in place to recruit and retain a loyal band of volunteers. Top tips guaranteed!

### **12.15pm – 1.15pm Quay Auditorium Workshop 3: MARKETING AND PUBLICITY**

Practical tips on how to market your organisation, produce simple posters and newsletters and write strong press releases

### **12.15pm – 1.15pm Quay Jetty Workshop 4: MANAGING A GROUP'S FINANCES**

For treasurers, finance officers or trustees, wanting to draw up budgets, develop financial procedures and present management accounts.

### **1.30pm – 2.30pm Quay Auditorium Workshop 5: SAVING ENERGY IN YOUR HOME**

Learn about the Sudbury Switched On Project aimed at combatting fuel poverty and learn some handy tips for saving energy.

### **1.30pm – 2.30pm Quay Jetty Workshop 6: MANAGING EFFECTIVE MEETINGS**

How to prepare for a meeting, develop strong agendas and chair / participate in a meeting effectively. An excellent introduction or refresher for chair persons.

### **2.45pm – 3.45pm Quay Auditorium Workshop 7: SMARTER WORKING WITH IT**

Introduces a range of free or low cost resources to make your work and learning easier, improve productivity and reduce costs. A workshop to save you time and the hassle of battling with your computer.

### **2.45pm – 3.45pm Quay Jetty Workshop 8: SPEAKING AND PRESENTATION SKILLS**

Conquer nerves, develop your voice range, prepare and deliver interesting and informative presentations. Learn ways of persuasively selling your group, whether to gain funding, volunteers or supporters.

### **4.00pm – 5.00pm Quay Auditorium THE SUDBURY & DISTRICT VOLUNTEER AWARDS CEREMONY**

By invitation only. Three winners for each category and their nominators will be invited to the awards ceremony. Why not nominate one or more volunteers for an award?

**Although the opening session and all the workshops are free of charge, we would like people to let us know if they are attending. Please fill in the attached form. Lots of free resources available!**