

BCYSTH 2009/10 Training Registration Form

Please reference Training Registration and Subsidy Criteria on page 3 of this form prior to completion. All training will be held in the Greater Vancouver Area. A full itinerary will be provided with confirmation of registration and subsidy. Please fill out the form below for the training you wish to register for. Note that each person wishing to register must submit a separate form.

Date (D/M/Y)	
Member Agency's Legal Name	
Name of Participant	
Email of Participant	
Name of Supervision and/or Executive Director	
Email of Supervision and/or Executive Director	
Phone	
Fax	
Signature of Supervision and/or Executive Director	

PAYMENT METHOD

<input type="checkbox"/> VISA	
Card Number	
CSV Code	
Exp. Date	
Name on Card	
Signature	
Date	
<input type="checkbox"/> CHEQUE (Checks must be mail and made payable to BC Yukon Society of Transition Houses)	
Amount	
Cheque No.	

MEMBERSHIP LEVEL

- Full Member Level 1 Full Member Level 2 Full Member Level 3
 Associate Agency Member Associate Individual Member Non-Member

TRANSITION HOUSE TRAINING

MODULE	TITLE	DATE	CHECK
1	Orientation to Transition House Work	Oct 19 - 22, 2009	
2	Support and Counselling Skills	Nov 16 - 19, 2009	
3	Professional Development Skills	Dec 7 - 10, 2009	
4	Organization and Community Development Skills	Jan 11 - 14, 2009	
5	Health and Well Being	Feb 1 - 4, 2010	

CHILDREN WHO WITNESS ABUSE TRAINING

MODULE	TITLE	DATE	CHECK
1	Understanding Effects on Children of Witnessing Violence; Child Development	Oct 26 - 29, 2009	
2	Mother and Children's Support Programs; Record Management	Nov 30 - Dec 3, 2009	
3	Supporting Multicultural and First Nations Children; Families and Coordinated Approaches to Prevention	Jan 18 - 21, 2010	

FEE AND NOTICES

Fax or mail your completed form to:

BC Yukon Society of Transition Houses

Suite 325-119 W. Pender St. Vancouver, BC V6B 1S5

Phone: 604.669.6943 ext: 227 | Toll Free: 1.800.661.1040 ext: 227 | Fax: 604.682.6962

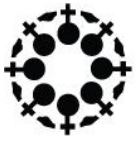
Attn: Davi Pang, Membership/Training Services Coordinator

FEES

- All full members must mail a \$75 non refundable training registration fee, per training registration Form.
- If your agency is eligible for subsidy, expenses will be reimbursed after training. See page 4 for details of eligible expenses.
- If you are an Associate Member, Non-member and/or Volunteer of a Member agency you **are not** eligible for a subsidy. Please mail a non-refundable training registration fee of \$300.00 per training Registration Form within two weeks of receiving confirmation of registration. Ensure you include a copy of this Registration Form.

PARTICIPANTS

- Training will have a maximum of twenty-five participants with priority going to Full Members levels 1, 2 and 3, followed by Volunteer of a Member agency, Associate Agency Members, Associate Individual Member and Non-members.
- The Membership/Training Services Coordinator will maintain a waitlist for each scheduled training.
- A maximum of two people from each agency may register for training. If training registration is not at maximum, registration will be opened up to agencies to send additional participants exceeding two per agency.
- Confirmation of registration will be forwarded by the Membership/Training Services Coordinator within 3-5 business days of receipt of Registration and Subsidy Form.
- Training details will be provided upon confirmation of registration.



*This section is **only** applicable to Full Member agencies Levels 1, 2 and 3.*

TRAINING REGISTRATION AND SUBSIDY CRITERIA

All subsidy requests must be submitted to the Membership/Training Services Coordinator within thirty days of training Module completion. Maximum subsidy reimbursement is \$425.00. All subsidies will be made out to the Member agency within thirty business days of receipt of Subsidy Reimbursement form. Please see below for items:

FOOD	TRAVEL	ACCOMMODATION
<ul style="list-style-type: none">▪ Participants must live 65 km or more away from the training facility to qualify for the food subsidy.▪ Food on days of travel to and from trainings will not be subsidized.▪ Breakfast is provided at the hotel, therefore if you are staying at the hotel a breakfast subsidy will not be provided.▪ Receipts are not required by BCYSTH for food. A per diem noted below will be followed. <p>Breakfast: \$10 (if not staying at the hotel) Lunch: Provided on site Dinner: \$20</p>	<ul style="list-style-type: none">▪ Travel costs will be reimbursed for the least costly mode of transportation. (For example, if the flight for your travel is less than the cost to travel by train and you decide to travel by train, the cost of the flight will be reimbursed. Proof may be required.)▪ Mileage costs will be reimbursed at 0.43 cents per km.▪ Receipts are required for all travel reimbursements.	<ul style="list-style-type: none">▪ Training accommodation at The Ramada Inn.▪ Receipts are required for all travel reimbursements.