

SCA TRAINING

COURSE BOOKING FORM

You may make a booking in three ways:

By email Complete this form and click the EMAIL FORM button. This will allow you to save the form and then open an email message to SCA Training with the form attached. Send the email in the usual way, and we suggest you also send a copy to yourself for your records. If you have not had confirmation of your place within 3 days, please contact us on tel: 01483 447124 or 01483 447105 or email: annm@surreyca.org.uk or janea@surreyca.org.uk

By post Complete this form, print it and post to SCA Training, Astolat, Coniers Way, Guildford GU4 7HL

By fax Complete this form, print it and send to fax: 01483 440508

Title		First Name		Family Name	
Job Title			Organisation		
Work Address					
Postcode			Telephone		
Email					
Surrey Community Action Member		Important: please state where your invoice is to be sent:			
Yes <input type="checkbox"/> No <input type="checkbox"/>					
My organisation belongs to		Name			
Voluntary Sector		Email			
Statutory Sector					
Private Sector					

**Please complete objectives section for each course you book on.
This important information is needed to make our trainers aware of your needs.**

1st Course Title	
Date of Course	
1st Objective	
2nd Objective	
2nd Course Title	
Date of Course	
1st Objective	
2nd Objective	
Please give details of any special needs you have, such as diet, wheelchair access, loop or signing:	

**Thank you for booking with SCA Training. Every course you book helps us secure training opportunities for the future.
Enquiries to tel: 01483 447124 or 01483 447105 • Email: annm@surreyca.org.uk or janea@surreyca.org.uk**

We will send you information about the following –
Please indicate by ticking box if you do NOT wish to receive them:

**EMAIL
FORM**

- Surrey Community Action Membership
- Training Needs Analysis
- In-house Training for Your Organisation
- Team Building / Facilitation
- Training / Course Emails

Data Protection

This information will be held by Surrey Community Action, for their exclusive use and will only be shared with funders or their approved representative/s and approved project auditors, and will not be passed on to any third party, individual or organisation.