

# ***Your Neighbourhood***

## ***Your Community***

### ***Be Involved!***

Medway Council and Medway Voice are running some **free workshops in September 2011** to support local people and communities.

These 'Community Champions' workshops are **aimed at community organisations, local groups and clubs, as well as individual residents**. If you are already helping to make your local neighbourhood, or Medway generally, a better place to live, these workshops are intended for you. They are also open to anyone who would like to get more involved in community activities or volunteering opportunities locally. These workshops are our way of recognising the important role that people like you play (for which there may often be little acknowledgement or thanks) by providing support through informative and interactive sessions.

There are **different topics covering key skills**, such as budgeting, managing people, promoting events and fundraising. We are not expecting you to do anything after attending a workshop, except to make use of what you have learned and put it into practice, so that you and/or your organisation/group can do even more great things locally.

You are invited to **come along to as many or as few workshops as you like**. Topics include:

**Fundraising:** Find out what grants may be available to help fund your group or activity and how to improve your chances of a making successful grant application.

**Sharing the workload:** How to build an effective team and work to people's strengths, as well as some top tips on budgeting and banking.

**Organising successful events:** How to plan and prepare for your event, what sort of help and resources you'll need and how to promote your event.

**Tools to build your community:** What you need to know if you are running a voluntary or community group or you want to set one up. Plus, what the Government's Localism agenda and Big Society mean for local people.

We want you to be really successful, so please do **take this opportunity to ask questions, share ideas and get hints and tips, information and advice**.

Places are free and are available on a first-come, first-served basis. You can **book by telephone - 01634 814146 - or by email [admin@medwayvoice.org.uk](mailto:admin@medwayvoice.org.uk)**.

Drinks and biscuits will be provided.

**The next page lists what's on offer.**

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## UPDATED PROGRAMME

Some sessions have already taken place but more are scheduled in September 2011, as follows:

WHAT?	WHEN?	WHERE?
<b>Sharing the Workload</b>	Tuesday 13 September 6pm – 8pm	St Paul with All Saints Church Magpie Hall Road, Chatham. ME4 5NE
<b>Organising Successful Events</b>	Wednesday 21 September 10am – 12pm	Strood Library 32 Bryant Road, Strood. ME2 3EP
<b>Fundraising</b>	Monday 26 September 6pm – 8pm	Medway Council, Gun Wharf Dock Road, Chatham. ME4 4TR
<b>Tools to Build Your Community</b>	Wednesday 28 September 10am – 12pm	Under 1 Roof 5A New Road Avenue, Chatham. ME4 6BB

Drinks and biscuits will be provided.

**Places are free but must be booked in advance.**

Call Medway Voice on **01634 814146** or email  
[admin@medwayvoice.org.uk](mailto:admin@medwayvoice.org.uk) to book your place or find out more.

### **Important notes:**

- ❑ Please let us know in advance if you have any access or other needs, so that appropriate arrangements can be made. Unless stated otherwise, the venues have accessible entrances.
- ❑ Please arrive at least 10 minutes before the published start time (for registration and refreshments), so that the session can begin (and end) on time.
- ❑ Date, time and venue information are correct as at 06 July 2011, but may be subject to change. Please contact Medway Voice for the latest details and for directions.