The Salvation Army Booth College of Mission Centre for Leadership Development

Training Course Registration Form

Last Day for Registrations
13 APRIL 2015

We look forward to welcoming you to our Booth College of Mission (BCM) short course.
Places on this course are limited, so we strongly recommend you register as early as possible, in order to avoid disappointment.

Please read the notes overleaf and ensure you have filled in all the details on this form correctly, to avoid your registration being delayed.

COURSE INFORMATION			
Name of course	Foundation for Chaplaincy	**Price (GST excl.)**	$250.00
Date(s)	12-15 May 2015		
N.B. If paying your own fee, please forward payment direct to your corps or centre			

YOUR INFORMATION (DELEGATE TO COMPLETE)			
Title or rank		**Full Name**	
Name for name tag			
Centre / corps			
Position held			
Postal address			
		Postcode	
Daytime phone no.		**Mobile no.**	
Email address			
Delegates signature			

REQUIREMENTS	YES / NO	PLEASE PROVIDE DETAILS
Do you have any food allergies?		
Do you have any special requirements (e.g. access issues)?		
Do you require BCM accommodation? $45.00 GST exclusive—per person, per night (see note 1 overleaf). Note that space is limited and therefore not automatically guaranteed.		**First night required:** ____ / ____ / ____ **Last night required:** ____ / ____ / ____ **Expected time of arrival:** (if travelling by car)
Will you be travelling by car? **N.B.** Prior consent for car travel is required from the CLD Director (see note 3 overleaf).		**Where will you be travelling to / from?**
Are you travelling by plane?		Please provide us with a full e-ticket once your place on the course has been confirmed (see note 3 overleaf).
Do you require shuttle transport? (see note 2 overleaf)		**On arrival** (from airport to BCM)
		On departure (from BCM to airport)

OFFICE USE ONLY			
Date Received		Name	
Registration Acknowledged		Registration Confirmed	

AUTHORISATION (LINE MANAGER TO COMPLETE)															
	Finance One account code:														
Please charge registration to:				–					–						
Please reimburse travel to: (Leave blank if not claiming for travel)				–					–						

On behalf of the above centre/corps, I:

i. Authorise for the above delegate to be released to attend the course
ii. Confirm that the delegate meets the criteria for attending this course
iii. Confirm that the Finance One codes have been accurately completed

Line manager's name			
Line manager's signature			
Line manager's email address			
Phone no.		**Date**	

IMPORTANT NOTES FOR REGISTRATION:

Before you apply for this course: We want to ensure you are well prepared, so before applying, please talk to your corps officer or line manager. We ask that they approve anyone attending this course, and they will need to fill out the 'line manager's authorisation' on this form.

Entrance to this course is at the discretion of the Centre for Leadership Development. To ensure that you and other participants are in a safe environment, the facilitators' reserve the right to review your involvement in the programme, should difficulties arise.

1. Accommodation:

This is not included in the course costs, however we are pleased to offer some accommodation on-site at very reasonable rates. Please indicate on the registration form if you would like to stay at BCM, and your check-in and check-out dates. Note that space is limited, so if we cannot offer you a place at BCM we may contact you with a list of nearby motels as an alternative. Transport can be arranged to and from these motels. Payment for accommodation will be either your own personal responsibility or the responsibility of your centre/corps.

2. Free shuttle service

We have a shuttle service to get you to and from Booth College, which departs Wellington airport 1½ hours before your course start time, and leaves BCM shortly after the end of the course. Please indicate on your registration form if you would like to use this service. Make sure you arrive at the airport in plenty of time to catch the shuttle. If arriving at any other time, please make your own transport arrangements to BCM.

3. Travel subsidy

We want your travel to fit in with your needs, which is why we ask you to make your own travel arrangements using the ***most cost effective option.*** If you live close by, travelling by car will often be the best option; but if you live further away we will pay for flights. **Please wait until you have received written confirmation of your place on the course, before making any bookings.** Once you have received confirmation, make any flight arrangements required with your corps or line manager as soon as possible, to get the best flight deals.

Once you have booked your flights, provide us with a copy of your flight details (e-tickets with full billing information are preferred) two weeks prior to the commencement of the course, so that shuttle bookings can be made. We will reimburse the cost of fares upon your attendance at the course.

Claims for reimbursement of mileage should be made (on the CLD travel reimbursement form) within 10 working days of the course completion.

See the Travel Reimbursement Policy for more details.

4. The Fees:

Our course fees are heavily subsidised for Salvationists, in order to give as many people as possible the chance to attend. There will still be a cost, which covers

- course materials
- teaching from leaders in their field
- refreshments at each course break
- lunch and an evening meal, catered by Booth College of Mission.

Please make any required payment arrangements with your corps or line manager, do not send us money directly.

5. Timetable:

Once your place on the course has been confirmed we will send you an introduction letter with a full timetable.

As sharing is an important part of the course we would ask that you join us for all meals, including lunch and an evening meal.

6. Cancellations:

No refunds are given if a delegate withdraws from the course after confirmation of their place (except for exceptional circumstances—please discuss this with the CLD Director). Notice of cancellation must be given in writing by letter, email or fax.

You may *change* the delegate who is attending at no charge, providing they comply with the course criteria.

N.B. We are unable to give refunds to course participants who do not complete all parts of the Twelve Steps Workshop.

7. For the Corps/Centre:

If receiving fees from the delegate, please ensure that this is the GST-inclusive figure, and account for the GST locally. CLD will journal the cost of the course, GST-exclusive, in accordance with normal procedure.

If you require further information, please contact the BCM Accounts Administrator. Email: russell_malcolm@nzf.salvationarmy.org, phone: (04) 528 8628 Ext. 705

Please return your registration form to: Centre for Leadership Development, Booth College of Mission, P.O. Box 40-542, Upper Hutt 5140. Email: bcm@nzf.salvationarmy.org, phone: (04) 528 8628, fax: 04 527 6900