

THE NEW CHILDREN'S HOSPITAL APPEAL

Calling all Manchester United Fans!! Sunday 11th November 2007

Come and show your support for the New Children's Hospital Appeal and cheer on the team by helping them raise much needed money in a collection at Old Trafford during the match.

Prior to the event there will be a tour of Old Trafford plus basic training for all those who register early.

The New Children's Hospital Appeal is a £20 million appeal raising money for Manchester's New Children's Hospital which is being built on Oxford Road. It will be the biggest children's hospital in the UK when it's built in 2009.

All monies raised will ensure that when the new state of the art hospital opens in 2009 it will have the best equipment for diagnosis and treatment, as well as parental accommodation so parents can always stay close to their child.

Refreshments will be provided throughout the day and travel expenses will be reimbursed up to value of £5. So come on get cheering, get collecting!!

Thanks for supporting The New Children's Hospital Appeal!!



Information Communications Technology ICT Courses



Free Course for Men & Women

The Skills to Enable Community Learning Programme aims to develop the skills of staff and volunteers working in community and voluntary organisations in Greater Manchester. These community groups must work with disadvantaged groups to deliver skills for Life and key skills training.

This will be delivered through accredited learning opportunities in the areas of Management, ICT skills and tutor training.

These courses lead to a level 2 or 3 eDCC qualification. Please go to www.edcc.org.uk for more information on course content.

Intro/Intermediate MS Powerpoint:	November	11th, 18th Oct & 1st	(Thursdays)
Intro to Internet/Email/File Management:	November	8th, 15 & 22nd	(Thursdays)
Intro/Intermediate Spreadsheets (MS Excel):	November	8th, 15th & 22nd	(Thursdays)
Intro to Word Processing (MS Word):	November	9th, 16th & 23rd	(Fridays)
Web Design Using WordPress:	November	12th, 19th & 26th	(Mondays)
Advanced Word Processing (MS Word):	November	14, 21st & 28th	(Wednesdays)
Intro/Intermediate Database (MS Access):	November	4th, 11th & 18th	(Tuesdays)

All courses run 9.30am - 3pm, 3 x sessions, 15 hours in total - students must attend all 3 sessions to gain the certificate.

Fees: Free to women/men working or volunteering in the voluntary or community sector.
A £30 deposit is required to secure your place, refundable on completion of the training course.
For more information or to request an application form please contact the Admin Team on

DID YOU KNOW: That you can register your interest by phone, just call us on 0161 234 1531 and we can add your interest on the database immediately! This will also help us save money on our FREEPOST address!

Volunteer Information - Please Read

DO YOU KNOW...



of any volunteers who are not receiving the monthly newsletter by post or e-mail then it may be worth reminding them to complete the update questionnaire which was sent with the November 2006 newsletter. We have assumed that people who have not completed the questionnaire have either moved address or no longer wish to be involved.

VERY IMPORTANT REMINDER

If you have showed interest in an event but have not had correspondence regarding whether you have been successful in gaining a volunteer, please let us know at least a week before the event starts and we can find out what is happening on your behalf. If you don't let us know your having difficulty in receiving confirmations, we don't know there's a problem!

MEV WEBSITE

Why not log on to www.mev.org.uk and have a look at our website. There's lots to see and plenty of news items which may be of interest to you. If you do not have access to a computer, then why don't you pop down to one of your local Manchester's libraries which have full free internet access. They can even help you access free basic I.T. and Internet courses to help you on your way! **If at any point you need help accessing the site, please contact Chris on 0161 234 1531.**



DO YOU HAVE ANY CHANGE OF PERSONAL DETAILS?

If you have changed address, e-mail or phone number please let us know and we can update your details on the database. This will ensure that if you register for an activity that the event organisers can contact you easily!

EVENT ORGANISERS MAKING DIRECT CONTACT



If an organiser is making direct contact with you please let us know. Each event organiser signs a disclaimer before advertising with us to state that they will only contact you for events which have been advertised in our newsletter. If they go directly to you we cannot be sure that they have adequate insurance cover should you have an accident and we will therefore not be able to be involved should anything happen to you.

If an event organiser contacts you directly, you can mention that they need to contact the central team. That way, we can make sure that they sign the Health and Safety and Code of Practice forms, ensuring that they treat you well. We need to make sure you get the benefits you are entitled to (e.g. travel expenses, refreshments etc) and are safe and well looked after at all times!!!

PLEASE BE PATIENT...

...if you are contacting the central team and we are not in the office. We are a small team of 3, delivering a programme for more than 2000 volunteers. Occasionally we can all be out of the office organising the opportunities you see in the newsletter and website. If you need immediate assistance you can leave a message and we will get back to you as soon as we can. You can also leave a message with the administration staff on 0161 234 1515. Just leave your name and phone number. If you are interested in an event let them know what it is and we can add your names to the list on our return or if you want, we can call you back and talk to you personally.

After hours number answerphone service: 0161 234 1515.

DID YOU KNOW that If you no longer wish to receive the monthly newsletter or wish to receive it by e-mail you can contact us directly on 0161 234 1531 or e-mail info@mev.org.uk and we can remove your name from our mailing list. This will not only reduce wastage but will cut our monthly postage, printing and stationery costs.