



# Resource Centre for Voluntary Organizations Book Order Form

Please Note: Listed prices do not include GST.

Item title	Qty.	Price	Total
<b>Publications from the Muttart Fellowships (no shipping charges on Muttart books)</b>			
Accreditation of Child Care Centres	x	\$10.00 =	\$
Board and Executive Director, The: Developing and Nurturing an Effective Relationship	x	\$15.00 =	\$
Competition in the Voluntary Sector: The Case of Community-Based Trainers in Alberta	x	\$10.00 =	\$
Conversations About Capacity Building	x	\$15.00 =	\$
Cultures at Work: Intercultural Communication in the Canadian Workplace	x	\$15.00 =	\$
Daunting Tasks, Dedicated People - Stories in the Management of Change in HIV/AIDS Organizations	x	\$15.00 =	\$
Garden Patch, The: An Organic Approach to Planning in the Voluntary Sector	x	\$15.00 =	\$
Igniting Young Minds and Spirits: Youth Governance	x	\$10.00 =	\$
Improving Health Status through Inter-Sectoral Cooperation	x	\$15.00 =	\$
Letters to (not always of) Joy	x	\$15.00 =	\$
Partnerships: Profits and Not-for-Profits Together	x	\$15.00 =	\$
Radical Relatedness: Exploring the Spiritual Dimension of Family Service Work	x	\$15.00 =	\$
Responding to Diversity	x	\$15.00 =	\$
Sermons for the New Millennium	x	\$15.00 =	\$
Social Enterprise: The Three P's Philosophy, Processes and Practicalities	x	\$15.00 =	\$
Transitions: The Art of Implementing Positive Change	x	\$15.00 =	\$
Weaving Through the Community: Becoming a Responsive Board	x	\$10.00 =	\$
Winter's Children: The Emergence of Children's Mental Health Services in Alberta, 1905-2005	x	\$15.00 =	\$
<b>Board Development Workbook Series (no shipping charges on Board books)</b>			
Board Building: Recruiting and Developing Effective Board Members for Not-for-Profit Organizations	x	\$10.00 =	\$
Developing Job Descriptions for Board Members of Nonprofit Organizations	x	\$10.00 =	\$
Drafting and Revising Bylaws	x	\$10.00 =	\$
Financial Responsibilities for Boards	x	\$10.00 =	\$
Hiring and Performance Appraisal of the Executive Director	x	\$10.00 =	\$
**Order five or more Board Development books and SAVE 20%	x	\$40.00 =	\$
<b>Assorted Publications (Add \$4 per item shipping &amp; handling. Charges are calculated on the 2<sup>nd</sup> page of this form. For larger orders, shipping costs may be reduced).</b>			
Best of All: The Quick Reference Guide To Effective Volunteer Involvement	x	\$35.00 =	\$
Better Safe ... Risk Management in Volunteer Programs & Community Service	x	\$35.00 =	\$
Beyond Police Checks: The Definitive Volunteer & Employee Screening Guidebook	x	\$35.00 =	\$
By Definition: Policies for Volunteer Programs, 2nd ed.	x	\$25.00 =	\$
Funding Sources for Edmonton's Nonprofit Sector 2009-2010	x	\$15.00 =	\$
Partnerships: Non-Profit Organizations and Corporations Working Together	x	\$10.00 =	\$
<b>Subtotal Charge</b>			

**Final order cost calculation:**

Costs	Qty.		Price		Total
Subtotal cost from previous page					\$
GST					= \$
Shipping cost per item (Note: Board Development and Muttart Fellowship publications are NOT subject to shipping charges.)					= \$
Total Cost					\$

**Shipping and payment information:**

Date: \_\_\_\_\_  
Name: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

**Please indicate if you are paying by cheque:**

Cheque (payable to Grant MacEwan University)

**If paying by credit card, please provide:**

Credit card type:  VISA  Mastercard  
Credit card number: \_\_\_\_\_ Expiry date: \_\_\_\_\_  
Cardholder's name: \_\_\_\_\_  
Cardholder's signature: \_\_\_\_\_

**Please mail or fax the completed form with payment to:**

Resource Centre for Voluntary Organizations  
Grant MacEwan University, Alberta College Campus  
628, 10050 – MacDonald Drive  
Edmonton AB T5J 2B7  
Fax: 780-497-5634

**If you have any questions or comments, please call or e-mail us at:**

Phone: 780-497-5616  
Toll-free long distance within Alberta: 1-877-897-5616  
E-mail: rcvo@macewan.ca