2019 Regional National Service Training Events
Call for Proposals Guidelines
Submission Deadline:
December 10, 2018

The 2019 Regional National Service Training events will happen over three days at three distinct regions as follows:

Central	St. Paul, MN	May 7-9
Pacific/Southwest	Boise, ID	May 22-24
Atlantic/South	Pittsburgh, PA	June 4-6

Expected attendance at each event ranges from 350-500.

TARGET AUDIENCES:

The primary audience for these events are:
• AmeriCorps State program and/or fiscal staff
• State service commission staff and commissioners

While not a primary audience, all other streams of national service are welcome to attend. Tentative workshop tracks for the events include:
• AmeriCorps Fiscal Grants Management
• AmeriCorps Program 101
• AmeriCorps Program 201+
• Special Topics
• State Service Commissions
• Volunteer Management

EVENT PURPOSE:

To support and guide the national service participants at each of our training events by growing their resources, tending to their specific needs, building their capacities, and creating a

space for inspiration. The 2019 events are interested in providing practical tools, while facilitating thoughtful discussions for the primary audiences. The Agenda Development Committee is exploring a theme related to Breaking Down Barriers.

EVENT OUTCOMES:

During each of the training events, we hope to do the following:
1. Expose participants to different ways of doing things.
2. Meet the needs of all experience and stakeholder levels.
3. Explore strategies that strengthen and sustain member, volunteer, and participant opportunities and experience.
4. Build participant knowledge base in program, fiscal, and grants management.
5. Enhance evidence base and performance management understanding and implementation.
6. Strengthen and expand national service connections and cross stream partnerships;
7. Provide opportunities for professional development on areas outside of program, fiscal and grants management.
8. Facilitate best practice sharing and discussion on pressing challenges facing the field.

During each of the training events, we hope our participants:
1. Leave with questions answered.
2. Walk away with solutions to problems they face.
3. Walk away with new resources.
4. Have a plan for specific improvements in grants, fiscal, performance, and/or program management.
5. Leave with a renewed spirit and strategies to sustain that spirit.

SESSION FORMATS:

In response to feedback from the field, the session formats we are looking to have presenters propose learning opportunities around are:
   A. 90-minute Presentation Sessions
   B. Keynote Speakers

A. 90-MINUTE PRESENTATION SESSION

Who should submit a proposal for this session?

Presenters who are comfortable and skilled at working with 30-75 participants should submit a proposal for a 90-minute Presentation Session. Presentation Sessions should 1) present information and 2) build specific skills by giving the participants an opportunity to practice the concepts presented.

Who will attend this session?

- This type of session may be most appropriate for a specific target audience or level of experience (see "Proposal Form").

What will presenters need to do?

- Presenters will provide training to approximately 30-75 participants in a specific breakout room.
- Presenters may repeat the same 90-minute session during another time block.
- Presenters should include a **hands-on component** for participants to **practice** what they are learning in some interactive way: individual, small group, or large group activities; discussion; games; reflection; worksheets; etc.
- Allow time for questions and answers.
- Presenters will have **90-minutes** to carry out the workshop.
- Presenters may use <u>tech audio/visual equipment</u>, which will be **available upon request and as the budget allows**.

D. KEYNOTE SPEAKERS

Who should submit a proposal for this session?

Keynote speakers must be individuals who can engage a diverse audience and present relevant information on important topics to the national service field. Keynote speakers will support our large group opportunities where meals will be served and all participants will be in attendance (approximately 600 people).

Who will attend this session?

- All participants of the event - keynote MUST be engaging for ALL audience types

What will keynote speakers need to do?

- Provide keynote speech and/or activity to a large audience of about 300 people for approximately 30 minutes.
- Understand the diverse national service audience and not speak to one constituent, but to them all.
- Presenters may use <u>tech audio/visual equipment</u>, which will be **available upon request and as the budget allows**.

TARGET AUDIENCE:

Presenters must understand that the participants who attend these events have varied levels of experience. Proposals that address experienced and advanced levels are strongly encouraged. Proposals should specifically identify the targeted **Level of Instruction** for the audience:

- **Introductory (101)**
  Staff with less than two years of experience on this topic.
- **Experienced (201)**
  Staff with 2-5 years of experience on this topic.
- **Advanced (301)**
  Staff with more than 5 years of experience on this topic.
- **General Audience**
  Mixed audience with various levels of experience.

PRIORITIZED SESSION TOPICS:

The Agenda Development Committee for the events has identified the following topic areas as the most urgent and important for the field. Proposals that address additional topics will be considered; however, during the selection process, **priority will be given to proposals that address the below list of topics**. In addition, keynote speakers are encouraged to consider the below topic area list and also topics that renew the spirit of those in attendance, or leave par-

ticipants with a high level of enthusiasm. Regardless of the topic, all presentations should focus on providing practical tools and information that attendees can act on and implement in their own programs/organizations.

These topics are in no specific order:

- Diversity, equity and inclusion
- Engaging military families and veterans
- Leadership development
- Change and Growth Management
- Collaboration and Collective Impact
- Design Thinking and Social Innovation
- Engaging Philanthropy, Corporations & Donors to Diversify Funding
- Developing a Talent (and Alumni) Pipeline
- Technology Tips & Best Practices
- Volunteer Recruitment, Management, and Retention
- AmeriCorps member recruitment (rural and/or urban settings)
- AmeriCorps member retention
- AmeriCorps program management basics (i.e. Pre-Enrollment, NSCHCs, member files, etc.)
- Program Evaluation & Logic Models
- Performance Measurement
- Data collection and management / Data-Driven Decision Making
- Storytelling and Communications Strategies
- Rural Program Development & Outreach Strategies
- Combating the Opioid Crisis
- Building Your Brand (as an AmeriCorps Program/Commission)
- Host site management
- AmeriCorps member supervision
- Commissioner and Board Engagement
- Educating Elected Officials
- Social/digital media strategies
- Keeping staff and/or AmeriCorps members motivated
- AmeriCorps member training strategies
- Leadership development for experienced AmeriCorps program staff (i.e. growth mindset, emotional intelligence, meeting facilitation)
- Supporting AmeriCorps members (i.e. utilizing benefits, finding housing, Education Awards, mental health support, etc.)
- Uniform Grants Guidance (UGG)
- Budget management and amendments
- Financial and grants management

- Self-care
- Mental health for AmeriCorps members and nonprofit staff

HOW DO I SUBMIT A PROPOSAL?

Proposal forms can be submitted via the online survey monkey form here: https://www.surveymonkey.com/r/2019ASCCFP

To obtain a copy of this form visit www.nationalservicetraining.org or if you have any questions or concerns about the Proposal Form, please contact statecommissions@gmail.com.

WHAT IS THE SUBMISSION DEADLINE?

All proposals must be received via email by **Monday, December 10 at midnight ET.** to be considered for one or more of the Regional Training Events. This deadline applies to all potential workshop presenters. Exceptions may apply at the discretion of the Agenda Development Committee.

HOW WILL PROPOSALS BE SELECTED?

Proposals will be reviewed by the 2019 Agenda Development Committee or a designated workshop selection committee and selected based on the following criteria:

• Relevance to the conference purpose and outcomes

• Ability to address timely, relevant topics (see above topic list)

• Building of participants' skills/knowledge

• Presenter's training experience, skills, and style

• Presenter's reference

• Topic, content, and methodology

• Clear outcomes for increasing participant skills and knowledge

• Cost and budget availability

WHEN AND HOW WILL I KNOW IF I HAVE BEEN SELECTED?

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Presenters will be notified by email at least 8 weeks prior to the particular regional event that they have been selected for a particular event. Once you are confirmed, you may move forward with booking travel, registration, etc. You will be required to submit presentation materials for posting 2 weeks in advance of the event. Please note - if you have already registered for the event prior to being selected, you will not be reimbursed for any waived/reduced registration fees.

IF I AM SELECTED, WHAT ARE THE NEXT STEPS?

- Presenters will be instructed on how to register for the event. Additional information about online registration, travel, lodging reservations, etc. will be provided via email to the lead presenter.
- All presenters must submit **electronic copies of final handouts, power points, and other training materials** at least two weeks prior to each event.
- Presenters will **prepare and supply their own handouts** for distribution at the sessions, unless otherwise specified by the event organizers.
- All conference-related information will be emailed to the **lead presenter**, who is responsible for sharing with the co-presenters.

WHAT ARE THE EVENT COSTS?

COSTS
For individuals who present, the registration may be waived/reduced. If you have multiple presenters per session, it is not guaranteed each presenter will receive the reduced registration, as that will be budget dependent. Details regarding registration fees for presenters will be provided at the time of selection.

Unless other arrangements have been negotiated, presenters are responsible for other expenses related to participation in one or more of the Regional Events: travel, lodging, and per diem expenses as well as the costs of handouts and other materials used in the sessions (unless otherwise informed by each region).

If you are proposing sessions as an outside presenter who has expertise in specific topics that peers are unable to present, your proposal must include the costs you require for preparation, delivery, and expenses such as travel, lodging, etc. Expense estimates will have to be made based on the event location and federal per diem rates until more specifics are provided about each event and hotel location. Presenters may offer their fee and/or travel expenses as an in-kind sponsorship, which will be acknowledged at the Community Builder sponsor level, which includes:
- Recognition on select event materials.
- Sponsorship name listed in the conference program (distributed to all conference attendees).
- Quarter-page ad in the conference program which will be distributed to all conference attendees.
- Opportunity to put literature in attendee registration bags.
- Tabletop exhibit space.
- Free registration for one (1) attendee per event.

For more sponsorship information visit www.nationalservicetraining.org.

<u>All training rooms will have basic Audio/Visual including a</u> screen, LCD projector, and a laptop computer. If needed, presenters may request flipcharts and markers and computer speakers for their rooms. Failure to request these in advance will mean they will NOT be provided. Microphones will only be provided based on the venue recommendation for microphones in breakout rooms. Room setup will be determined based on the ability to maximize the number of participants able to attend each workshop.

**Questions? Please contact Pam Zeutenhorst at
<u>pam@envision-prosperity.com</u> or (207) 370-9481.**