



2022 ASC National Service Training — Proposal Submission

MILWAUKEE, WI • BURLINGTON, VT • ALBUQUERQUE, NM

# SHAPING THE FUTURE

2022 NATIONAL SERVICE TRAINING

AMERICA'S  
SERVICE  
COMMISSIONS

WWW.NATIONALSERVICETRAINING.ORG

Thank you for your interest in presenting at the 2022 America's Service Commissions (ASC) Regional Training Event.

Please refer to the "2022 Call for Proposals Guidelines" for complete instructions and additional information to assist you in completing this form. You will be able to submit up to 2 total sessions at a time through this survey. *If you need to submit more than 2, please submit your first 2 and open a new survey link to submit up to 2 more.*

For more information and to view the Call for Proposals guidelines, visit [www.nationalservicetraining.org](http://www.nationalservicetraining.org).

For proposal-related questions, please contact Elisa Gleeson at [egleeson@statecommissions.org](mailto:egleeson@statecommissions.org) or (940) 224-3937.

Proposals must be submitted by *midnight Eastern on Friday, December 31, 2021.*

**\* 1. Lead Presenter:**

**Name of Presenter:**

**Pronouns:**

**Title:**

**Address:**

**City/Town:**

**State/Territory:**

**ZIP:**

**Organization:**

**Email Address:**

**Phone Number:**

**\* 2. Include a brief bio that could be used for an event program if selected (100 words or less):**

**\* 3. REFERENCE:** Please list the name and contact information (phone and email) of someone who can describe your skills as a presenter: *(do not include ASC staff as a reference)*

**Name:**

**Organization:**

**Phone:**

**Email:**

**\* 4. Please indicate which regional training event(s) you are submitting this session proposal for:**

Milwaukee, WI: April 26 - 28, 2022

Burlington, VT: May 17 - 19, 2022

Albuquerque, NM: June 1 - 3, 2022

**\* 5. If your presentation is selected, would you like to present at 1, 2, or 3 of the conferences?**

I could present content at one conference.

I could present the same content at two conferences.

I could present the same content at three conferences.

\* 6. If your presentation is selected for the Albuquerque Conference, would you be ok having your presentation live-streamed or recorded?

- Yes, I would be ok with having my session live-streamed or recorded.
- No, I would not like for my session to be live-streamed or recorded.
- N/A, I am not requesting to present at the Albuquerque conference.

\* 7. Do you have a co-presenter?

- Yes
- No



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Co-Presenter

8. Co-Presenter Information (if applicable):

<b>Name of Presenter:</b>	<input type="text"/>
<b>Pronouns:</b>	<input type="text"/>
<b>Title:</b>	<input type="text"/>
<b>Address:</b>	<input type="text"/>
<b>City/Town:</b>	<input type="text"/>
<b>State:</b>	<input type="text" value="-- select state --"/>
<b>ZIP:</b>	<input type="text"/>
<b>Organization/affiliation:</b>	<input type="text"/>
<b>Email Address:</b>	<input type="text"/>
<b>Phone Number:</b>	<input type="text"/>

9. Co-Presenter Bio (100 words or less)



## 2022 ASC National Service Training — Proposal Submission

### Session 1 Information

**Please provide information for the 1st workshop session you are proposing:**

\* 10. Session Title:

\* 11. Session Description/overview (100 words or fewer). Provide a brief session description, that if selected, will be included in the event program.

For example: “This session will provide participants with options for an effective pre-service orientation. Participants will engage in an interactive discussion to determine the best activities for their program and complete a worksheet to take home to their site.”

*Note: All session workshop blocks will be 90 minutes.*

\* 12.

Session

Outcomes:

Please

provide a

list of 1-3

outcomes

that

participant

s will walk

away with

being able

to do,

understan

d, or apply.

1

2

3

\* 13. List the prioritized session topic(s) your session will address or enter "other" and the topic (see Call For Proposals Guidelines for more info):

\* 14. Target program audience or track for your session (select the best fit):

- AmeriCorps State/National Program, Program Management
- AmeriCorps State/National Program, Fiscal/Grants Management
- State Service Commissions
- AmeriCorps Seniors Programs
- Volunteer and Member Engagement
- Special Topics
- I'm not Sure

\* 15. Level of Instructions (select one):

- Introductory (101)- for staff with less than a year of experience on this topic
- Experienced (201) - for staff with 1-5 years of experience on this topic
- Advanced (301) - for staff with more than 5 years of experience on this topic
- General Audience (GA) - for a mixed audience with various levels of experience

\* 16. Session Format (please select all that apply):

- Lecture
- PowerPoint Presentation
- Interactive discussion
- Experiential games/activities/simulations
- Panel Discussion



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Additional Sessions

17. Do you have additional session(s) to submit?

Yes

No





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Session 2 Information

**Please provide information for the 2nd workshop session you are proposing:**

\* 18. Session Title:

\* 19. Session Description/overview (100 words or fewer). Provide a brief session description, that if selected, will be included in the event program.

For example: “This session will provide participants with options for an effective pre-service orientation. Participants will engage in an interactive discussion to determine the best activities for their program and complete a worksheet to take home to their site.”

*Note: All session workshop blocks will be 90 minutes.*

\* 20.

Session

Outcomes:

Please

provide a

list of 1-3

outcomes

that

participant

s will walk

away with

being able

to do,

understan

d, or apply.

1

2

3

\* 21. List the prioritized session topic(s) your session will address or enter "other" and the topic (see Call For Proposals Guidelines for more info):

\* 22. Target program audience or track for your session (select the best fit):

- AmeriCorps State/National Program, Program Management
- AmeriCorps State/National Program, Fiscal/Grants Management
- State Service Commissions
- AmeriCorps Seniors Programs
- Volunteer and Member Engagement
- Special Topics
- I'm not Sure

\* 23. Level of Instructions (select one):

- Introductory (101)- for staff with less than a year of experience on this topic
- Experienced (201) - for staff with 1-5 years of experience on this topic
- Advanced (301) - for staff with more than 5 years of experience on this topic
- General Audience (GA) - for a mixed audience with various levels of experience

\* 24. Session Format (please select all that apply):

- Lecture
- PowerPoint Presentation
- Interactive discussion
- Experiential games/activities/simulations
- Panel Discussion



## 2022 ASC National Service Training — Proposal Submission

### Agreements

**Please provide information regarding your requested training delivery fee(s) and check all applicable boxes in the agreements to express your understanding of deadlines and requirements to participate as a presenter.**

25. Agreements regarding presenter costs (please select one of the boxes as applicable, if you agree to the statements)

BY SUBMITTING THIS PROPOSAL, I/we understand that:

- I am a **peer presenter** working in the national service field. As a **peer presenter**, if selected, I understand that in exchange for my presentation my **registration fee will be reduced, but no presenter fee or related travel costs will be covered by ASC**.
- I am an **outside presenter, trainer, or consultant**. As an **outside presenter**, if selected, I understand that I will be reimbursed \$1,000 per presenter per session. I will also be reimbursed for applicable travel costs.
- I am an **outside presenter, trainer, or consultant**. If selected, I will not be requesting reimbursement for preparation, presentation, or travel costs. My presentation costs will be offered in exchange for **event sponsorship**.

#### REIMBURSED COSTS

If you are an outside presenter, trainer, or consultant and will be requesting reimbursement for your preparation, presentation, and travel, the following will be reimbursed:

- **Preparation and Presentation:** ASC will reimburse all selected presentations at a rate of \$1,000 per presenter per session.
- **Per Diem:** ASC will reimburse based on GSA rates for Milwaukee, Albuquerque, or Burlington as applicable.
- **Lodging:** ONLY lodging booked through the ASC Room Block will be reimbursed and only on nights needed for the presentation, if you choose to stay for the duration of the event, those nights will not be reimbursed by ASC.
- **Flight/Mileage:** ASC will reimburse travel costs based on GSA rates from your home location to the event.

If selected, this information will be included in your presenter contract.

26. Agreements regarding deadlines (please select the boxes if you agree to the statements)

BY SUBMITTING THIS PROPOSAL, I/we understand that:

- I/we understand that presenter materials must be submitted in advance of the event by the designated date and they will be posted online for attendees to access before and after the event.
- I read and understand the Call for Proposals Guidelines.