

MILWAUKEE, WI • BURLINGTON, VT • ALBUQUERQUE, NM

# SHAPING THE FUTURE

2022 NATIONAL SERVICE TRAINING



WWW.NATIONALSERVICETRAINING.ORG

## 2022 ASC National Service Training Call for Proposals Guidelines

Submission Deadline: **Friday, January 7, 2022** at **midnight Eastern**

The 2022 ASC National Service Trainings will occur at three locations in person.

- Milwaukee, Wisconsin: April 26 – 28, 2022
- Burlington, Vermont: May 17 – 19, 2022
- Albuquerque, New Mexico: June 1 – 3, 2022
  - *The Albuquerque location will have a live stream option for virtual attendees.*

### Target Audience

The primary audiences for these trainings are:

- AmeriCorps State and National program and/or fiscal staff
- State Service Commission staff and commissioners
- While not a primary audience, all other streams of national service (Tribal, VISTA, NCCC, AmeriCorps Seniors, VGF) are welcome to attend.

Expected attendance for the trainings is anticipated to be between 300 – 450 people per location.

Workshop tracks for the trainings include:

- AmeriCorps Fiscal & Grants Management Workshops
- AmeriCorps Program Management Workshops
- Justice, Equity, Diversity, and Inclusion Workshops
- Special Topics Workshops
- State Service Commission Workshops
- Volunteer and Member Engagement Workshops



## National Service Training Purpose

The purpose of the National Service Training is to support and guide national service leaders in growing their resources, tending to their specific needs, building their capacities, and creating a space for inspiration. The 2022 national service trainings will provide practical tools, while facilitating thoughtful discussions for the primary audiences. The theme for the 2022 trainings is “Shaping the Future”. As we all navigate our way out of a global pandemic, gain additional resources for AmeriCorps, and recognize the needs of members are shifting; how do we want to shape the future for AmeriCorps and service at our programs, commissions, and for our local communities and states/territories?

## National Service Training Outcomes

### **During the trainings, we hope to do the following:**

- Expose participants to different ways of doing things.
- Meet the needs of all experience and stakeholder levels.
- Explore strategies that strengthen and sustain member, volunteer, and participant opportunities and experience.
- Build participant knowledge base in program, fiscal, and grants management.
- Enhance evidence base and performance management understanding and implementation.
- Strengthen and expand national service connections and cross stream partnerships;
- Provide opportunities for professional development on areas outside of program, fiscal and grants management.
- Facilitate best practice sharing and discussion on pressing challenges facing the field.

### **During the trainings, we hope our participants leave with:**

- Questions answered.
- Solutions to problems they face.
- New resources.
- A plan for specific improvements in grants, fiscal, performance, and/or program management.
- A renewed spirit and strategies to sustain that spirit.



## Session Format

All sessions will be presented in a live format during a 90-minute session time block. Presenters are required to present in-person for any selected session. Some sessions during the Albuquerque event may be recorded and/or live-streamed to a virtual audience.

## Who should submit a proposal for the National Service Trainings?

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

## What will presenters need to do?

- Presenters will provide training to approximately 30-75 participants in a specific breakout room.
- 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; panel discussion, etc.
- We encourage presenters to allow time for audience questions and answers.
- Presenters at the Albuquerque location may have their sessions recorded and/or live streamed for virtual attendees.
- Adhere to all CDC guidelines and local guidelines, as applicable, related to COVID protocols.

## Target Audience

Presenters must understand that the participants who attend these trainings 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

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.** 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.

Prioritized Session Topics:

- AmeriCorps member recruitment, management, and retention
- Data collection, evaluation, and data-driven decision making
- Developing a talent (and Alumni) pipeline
- Engaging philanthropy, corporations, and donors to diversify funding
- Justice, Equity, Diversity, and Inclusion
- Leadership development for experienced AmeriCorps program staff
- Leadership development for experienced state service commission staff or commissioners
- Supporting AmeriCorps members (i.e. mental health, utilizing benefits, budgeting, housing, Education Awards, etc.)
- Training, orientation, and support, tips and best practices
- Uniform Grant Guidance and related fiscal grant management
- Volunteer management and community engagement strategies
- AmeriCorps Seniors program management

### How do I submit a proposal?

Proposal forms must be submitted via the online Survey Monkey form available here:

<https://www.surveymonkey.com/r/5HJZG2W>.

To obtain a copy of this form visit [www.nationalservicetraining.org](http://www.nationalservicetraining.org) or if you have any questions or concerns about the Proposal Form, please contact Elisa Gleeson, [egleeson@statecommissions.org](mailto:egleeson@statecommissions.org).

### What is the submission deadline?

All proposals must be submitted in Survey Monkey by **Friday, January 7, 2022 at midnight ET** to be considered for the 2022 National Service Training. This deadline applies to all potential workshop presenters.

### How will proposals be selected?

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

- Relevance to the training 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?

Presenters will be notified by email at least 8 weeks prior to the regional event that they have been selected for. Once a session has been confirmed, we will provide you details for booking your travel. Any presenters being reimbursed by ASC for travel costs must adhere to ASC's travel reimbursement policy and book their lodging at the event hotel.

Presenters will be required to submit presentation materials for posting 2 weeks in advance of the event.

Do not register for the training(s) until you have been notified about your selection for presenting as presenters will be provided specific registration instructions.

### If I am selected, what are the next steps?

Presenter selections will be made by **January 31, 2022**. When notified for selection, presenters will be provided with instructions on how to register for the trainings.

All presenters must submit **electronic copies of final handouts, power points, and other training materials** no later than:

- April 11, 2022, for Milwaukee, Wisconsin
- May 2, 2022, for Burlington, Vermont
- May 16, 2022, for Albuquerque, New Mexico

All information will be emailed to the **lead presenter**, who is responsible for sharing with the co-presenters, if applicable.

### What costs will be paid to me as a presenter?

There are two categories of presenters; **peer presenters** and **outside presenters**.

**Peer presenters** include any staff member of an organization currently managing an AmeriCorps grant including Commission Staff, AmeriCorps Staff, AmeriCorps Seniors Staff, and AmeriCorps Agency Staff. If you are a peer presenter, you will receive no payment from ASC for participating as a presenter. Peer presenters will receive a discount on their registration.



**Outside presenters** include trainers and consultants that do not meet the definition of “peer presenters”. Outside presenters may choose to be reimbursed for their preparation, presentation, travel OR they may choose to donate their time to ASC in exchange for event sponsorship.

- **Outside presenters requesting reimbursement** will receive reimbursement in the amount of \$1,000 per presenter, per session, to cover preparation and presentation time. In addition to the \$1,000, travel costs will be reimbursed. Reimbursable travel costs include flight/mileage, lodging, and per diem. ASC will reimburse travel costs (flight/mileage) based on GSA rates from your home location to the event. Only lodging booked through the ASC room block will be reimbursed and only for nights that are necessary for presentation delivery. ASC will reimburse per diem based on GSA rates for the event location.
- **Outside presenters offering their time in exchange for event sponsorship** will not receive any payment from ASC for presentation time (\$1,000). Outside presenters will indicate in the Call for Proposals whether they would like receive payment for travel or donate travel costs for a higher level of sponsorship. Presenters who request reimbursement for travel will be recognized at the “Exhibitor” level. Presenters who do not request reimbursement for travel will be recognized at the “Community Builder” level. For sponsorship information visit <http://www.nationalservicetraining.org/>.

## Contact

For questions related to this call for proposals, please contact:

Elisa Gleeson

America’s Service Commissions

Manager of Membership and Training

[egleeson@statecommissions.org](mailto:egleeson@statecommissions.org)