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# Expanding What's Possible

2023 NATIONAL SERVICE TRAINING



[WWW.NATIONALSERVICETRAINING.ORG](http://WWW.NATIONALSERVICETRAINING.ORG)

## 2023 ASC National Service Training Call for Proposals Guidelines

**Submission Deadline: Monday, December 12, 2022 at midnight Eastern**

The 2023 ASC National Service Trainings will occur at three locations in person and one virtual offering.

- San Diego, CA (West) — March 21-23, 2023
- New Orleans, LA (Central) — May 2-4, 2023
- Charleston, WV (East) — May 15-17, 2023
- Virtual — June 7-8, 2023

### 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, AmeriCorps Seniors, Volunteer Generation Fund, Volunteer engagement staff) are welcome to attend.

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

### 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 2023 national service trainings will provide practical tools, while facilitating thoughtful discussions for the primary audiences. The theme for the 2023 trainings is “Expanding What’s Possible.”

### 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 75-minute session time block. Presenters are required to present in-person for any selected session.

There will be a separate, virtual only event and if selected, presenters will present live (not pre-recorded) to a virtual audience. Presenters during the live event should be prepared for their session to include two-way interaction with virtual only participants.

### 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.
- 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 3-5 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, disaster services, 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/QCXXVY6>.

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 **Monday, December 12, 2022 at midnight ET** to be considered for the 2023 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 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 one week 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 20, 2023**. 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:

- March 7, 2023 for San Diego, CA
- April 18, 2023 for New Orleans, LA
- May 1, 2023 for Charleston, WV
- May 24, 2023 for Virtual

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 program 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 will be reimbursed for their preparation, presentation and travel if requested. 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 can also 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.

### Sponsorship

If you are interested in supporting ASC's mission and vision and promoting your organization through sponsorship and exhibiting, please see our 2023 sponsorship opportunities, which include sponsorship of our National Service Training events.



We welcome back our long-term sponsors and look forward to engaging with new organizations. If you are interested in sponsoring one or more ASC events, please contact our Chief Advancement Officer Brad Kmoch at [bkmoch@statecommissions.org](mailto:bkmoch@statecommissions.org).

Thank you in advance for your support of ASC! We look forward to partnering with you in 2023.

*Your donation to ASC is tax-deductible to the extent allowable under IRS 501(c)(3) regulations. The ASC Federal Tax ID # is 58-2505548.*

## Contact

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

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Membership and Training Manager

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