

SAN DIEGO, CA • NEW ORLEANS, LA • CHARLESTON, WV • VIRTUAL

# Expanding What's Possible

2023 NATIONAL SERVICE TRAINING



WWW.NATIONALSERVICETRAINING.ORG

## 2023 ASC National Service Training — Proposal Submission

**Thank you for your interest in presenting at the 2023 America's Service Commissions (ASC) National Service Training event.**

**Please refer to the [2023 Call for Proposals Guidelines](#) for complete instructions and additional information to assist you in completing this form. You will be able to submit one session at a time through this survey. *If you need to submit more than 1, please submit your first workshop topic and open a new survey link to submit up to 3 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 Monday, December 12, 2022.***

\* 1. Lead Presenter:

**Presenter Name:**

**Pronouns:**

**Title:**

**Address:**

**City/Town:**

**State/Territory:**

**ZIP:**

**Organization:**

**Email Address:**

**Cell Phone Number:**

*(ASC will use this number to communicate with you if you are selected prior to your presentation if necessary.)*

\* 2. Include a brief bio that will be used for the event app 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 and which days you ARE available to present.

- San Diego, CA (West) — March 21, 2023
- San Diego, CA (West) — March 22, 2023
- San Diego, CA (West) — March 23, 2023
- New Orleans, LA (Central) - May 2, 2023
- New Orleans, LA (Central) - May 3, 2023
- New Orleans, LA (Central) - May 4, 2023
- Charleston, WV (East) - May 15, 2023
- Charleston, WV (East) - May 16, 2023
- Charleston, WV (East) - May 17, 2023
- VIRTUAL — June 7, 2023
- VIRTUAL — June 8, 2023

\* 5. If your presentation is selected, would you like to present at 1, 2, or 3 of the in-person 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. Do you have a co-presenter?

- Yes
- No

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### Co-Presenter

#### 7. Co-Presenter Information (if applicable):

**Presenter Name:**

**Pronouns:**

**Title:**

**Address:**

**City/Town:**

**State:**

**ZIP:**

**Organization/affiliation:**

**Email Address:**

**Cell Phone Number:**

*(ASC will use this number to communicate with you if you are selected prior to your presentation if necessary.)*

#### 8. Co-Presenter Bio (100 words or less):

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### Session 1 Information

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

\* 9. Session Title:

\* 10. 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 75 minutes.*

\* 11.

Session  
Outcome  
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provide a  
list of 1-3  
outcome  
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participa  
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walk  
away  
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being  
able to  
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apply.

1

2

3

\* 12. ASC is looking to clearly identify the primary audience for each workshop session.

Please indicate which cohort is the intended audience for this workshop:

- AmeriCorps Seniors staff
- AmeriCorps State, National, Tribal staff
- AmeriCorps VISTA staff
- Commissioner
- State Service Commission staff
- Volunteer Generation Fund/Volunteer Engagement staff

\* 13. 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

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### 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.**

#### 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 Charleston, New Orleans, or San Diego 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.

14. Please confirm your status as a presenter and whether you are requesting a fee:

- 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 will be paid.**
- I am an **outside presenter, trainer, or consultant.** As an **outside presenter**, if selected, I understand that my **registration fee will be \$0 and I will be reimbursed \$1,000 per presenter per session.**

15. Please confirm whether your travel costs will need to be covered by ASC:

- I am a **peer presenter** working in the national service field. As a **peer presenter**, if selected, I understand that **no travel costs will be paid by ASC.**
- I am an **outside presenter, trainer, or consultant.** As an **outside presenter**, if selected, **I would like my travel costs to be paid.**
- I am an **outside presenter, trainer, or consultant.** As an **outside presenter**, if selected, **I do not need my travel costs to be paid.**

16. Would you be interested in being contacted about sponsorship opportunities?

2023 Sponsorship Packet

- Yes, I am interested in sponsorship!
- No, I am not interested in sponsorship.

17. 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 will comply with the ASC Health and Safety Code of Conduct (to be finalized for 2023 in the coming weeks)
- I read and understand the Call for Proposals Guidelines.