

**2017 Regional National Service Training Events
Call for Proposals Guidelines**

***Submission Deadline:
December 21, 2016***

The 2017 Regional National Service Training events will happen at four distinct times in four distinct regions as follows:

Southern	Orlando, FL	March 27-29
North Central	Columbus, OH	May 8-10
Southwest	Phoenix, AZ	May 22-24
Atlantic	Baltimore, MD	June 4-7

Expected attendance at each event ranges from 450-600.

TARGET AUDIENCE:

The primary audience for these events are AmeriCorps State/National and Senior Corps program and fiscal staff. In addition, representatives from other Corporation for National and Community Service (CNCS) funded grants may be in attendance.

A complete list of CNCS funded grant types include:

- Senior Corps Senior Companions
- Senior Corps Foster Grandparents
- Senior Corps RSVP
- AmeriCorps State, National, and Tribal
- AmeriCorps VISTA
- AmeriCorps NCCC
- Social Innovation Fund
- Volunteer Generation Fund
- State Service Commissions

Each of these stakeholder groups are responsible for either monitoring and/or managing national service programs that receive federal dollars from the Corporation for National and Community Service. These attendees largely represent local nonprofits and/or local governments that host a CNCS funded grant program.

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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.

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. Recognize and appreciate participants
6. Put the pieces of the national service puzzle together
7. Enhance evidence base and performance management understanding and implementation
8. Strengthen and expand national service connections and cross stream partnerships
9. Provide opportunities for professional development on areas outside of program, fiscal, and grants management

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 at least 3 new resources - people, information, tools, knowledge...
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. 3-Hour Workshop Sessions (part 1 and part 2 in 90 minute sessions)
- C. Keynote Speakers

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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 tech audio/visual equipment, which will be **available upon request and as the budget allows**.

C. 3-HOUR WORKSHOPS

Who should submit a proposal for this session?

These Workshops are to be facilitated by *highly experienced presenters* who are comfortable and skilled at using interactive techniques with 30-100 participants in the practical application of concepts.

Who will attend this session?

- This type of session may be most appropriate for a more *specific target audience or level of experience*.
- Participants interested in a deeper, interactive, practical exploration on a topic.
- This type of format allows for a high level of dialogue and learning through a more in-depth application of concepts with participants needing this skill/knowledge.

What will presenters need to do?

- Presenters will provide training to approximately 30-100 participants.
- Presenters may repeat the 3-hour session during another time block.

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- Presenters should consider including a **hands-on component** for participants to **apply** what they are learning in some interactive way: individual, small group, or large group activities; discussion; games; reflection; worksheets; etc.
- Presenters will have **three hours** to carry out the workshop plus allow for a 15 minute **break**.
- **Allow time for questions and answers.**
- Presenters may use tech audio/visual equipment, 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 600 people for approximately 30 minutes.
- Understand the diverse national service audience and not speak to one constituent, but to them all.
- Presenters may use tech audio/visual equipment, 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. As such, proposals should specifically identify the targeted **Level of Instruction** for the audience:

- **Introductory (101)**
Staff with less than a year of experience on this topic
- **Experienced (201)**
Staff with 1-5 years of experience on this topic
- **Advanced (301)**
Staff with more than 5 years of experience on this topic
- **General Audience**

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Mixed audience with various levels of experience

Proposals that address experienced and advanced levels are strongly encouraged.

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PRIORITIZED SESSION TOPICS:

The four regional Planning Committees have 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 participants with a high level of enthusiasm.

Topic Priorities for Senior Corps & VGF:

- Volunteer Recruitment
- Evidence Based Programming and Evaluation
- Developing Work Plans
- Performance Measurement
- Engaging Older Adults in Service
- Volunteer Engagement and Retention
- Grant writing
- Peer Roundtables
- Community Engagement
- Social Media to Engage Older Adults
- Budget Management
- Managing Aging Volunteers
- Capacity Building
- Program Management

Topic Priorities for AmeriCorps and SIF:

- Member Engagement and Retention
- Program Evaluation
- Member Recruitment
- Member Development
- Motivational coaching
- Performance Measurement
- Data Quality Review
- Community Engagement
- Life After AmeriCorps
- eGrants
- Program/Site Management
- Capacity Building
- Evidence based programming
- Grant writing

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HOW DO I SUBMIT A PROPOSAL?

Proposal forms can be submitted via the online survey monkey form here:
<https://www.surveymonkey.com/r/RegionalCFP2017>

To obtain a copy of this form or if you have any questions or concerns about the Proposal Form, please contact Rachel Bruns:

Contact Name: Rachel Bruns
Email: rbruns@asc-online.org
Telephone: Office: 515-255-3791 Cell: 515-720-5892

WHAT IS THE SUBMISSION DEADLINE?

All proposals must be received via email by Wednesday, December 21 **at midnight ET.** to be considered for one or more of the Regional Training Events. This deadline applies to all potential presenters including peers, paid presenters, and CNCS staff (not including required CNCS content).

HOW WILL PROPOSALS BE SELECTED?

Proposals will be reviewed by each region's conference planning committee or a designated workshop selection committee and selected based on the following criteria:

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- Relevance to the conference purpose and outcomes
- Ability to address timely, relevant topics (**see above topic list**)
- Building of participants' skills/ knowledge
- Presenter's appreciation/ knowledge of topic (content expertise)
- Presenter's training experience, skills, and style
- Presenter's reference
- Topic, content, and methodology and whether it meets the target audience's needs and level of expertise
- Clear outcomes for increasing participants' skills, knowledge, or other resources
- High-quality handouts or other materials
- Costs and budget availability

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

Presenters will be notified by email at least 8 weeks prior to the particular regional event that they are being *recommended* for a particular event. CNCS has final approval on the agenda and presenters. You will receive an official confirmation of your selection as a presenter as soon as CNCS approves the agenda (approx. 7 weeks prior to the event). Once you are confirmed, you may move forward with booking travel, registration, etc. You will be required to submit presentation materials for review 5 weeks in advance of the event. The event agenda, presenters, and presenter materials are subject to approval by the Corporation for National and Community Service (CNCS).

IF I AM SELECTED, WHAT ARE THE NEXT STEPS?

- Presenters will register for the event the same as all other participants. Additional information about online registration, travel, lodging reservations, etc. will be provided at a later date.
- All presenters must submit **electronic copies of final handouts, power points, and other training materials** by a certain date prior to each event (5 weeks prior to the event). This is a requirement of the Corporation for National and Community Service. All materials will be reviewed by CNCS and any edits they require will have to be made by the presenter prior to the final distribution.
- Presenters will **prepare and supply their own handouts** for distribution at the sessions, *unless otherwise specified by each individual region*.
- 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 fee is waived. If you have multiple presenters per session, it is not guaranteed each presenter will receive a waived registration, as that will be budget dependent.

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).

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If you are proposing sessions as a peer who will also attend the event for self-learning, your registration fee will be waived but other expenses must be covered by you.

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.

With advance notice and ability within the event budget, a podium microphone, screen, LCD projector, laptop computer, flip-chart easel, masking tape, and markers will be provided at no charge to the presenter. Presenters are encouraged to bring their own laptop computers or other equipment if possible to keep event costs down.

Questions? Please contact

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