

## 2017 Regional National Service Trainings - Proposal Submission

Thank you for your interest in presenting at one or more of the Regional National Service Training Events to be held in four distinct regions throughout 2017 as detailed in the Proposal Guidelines document.

Please refer to the "2017 CFP Guidelines" for complete instructions and additional information to assist you in completing this form. You will be able to submit up to 3 total sessions at a time through this survey. *If you need to submit more than 3, please submit your first 3 and open a new survey link to submit up to 3 more.*

For more information visit [www.nationalservicetraining.org](http://www.nationalservicetraining.org). With questions contact Rachel Bruns at [rbruns@asc-online.org](mailto:rbruns@asc-online.org).

**Submissions must be submitted by *midnight on Wednesday, December 21.***

\* 1. Lead Presenter:

Name of Presenter

Title:

Organization/affiliation:

Address:

City/Town:

State:

ZIP:

Email Address:

Office Phone Number:

Mobile Phone Number:

2. Include a brief bio with training qualifications, experience with presenting information to large and/or small groups and facilitating discussion and/or activities (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:

**Name:**

**Organization:**

**Phone:**

**Email:**

4. Please select the event(s) you are available to attend (check all that apply):

Southern, March 27-29 (Orlando, FL)

North Central, May 8-10 (Columbus, OH)

Southwest, May 22-24 (Phoenix, AZ)

Atlantic, June 4-7 (Baltimore, MD)

Please list any days you are unavailable based on the events selected:

5. Do you have a co-presenter?

Yes

No

Co-Presenter

\* 6. Co-Presenter (if applicable):

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

7. Co-Presenter Bio: If applicable, provide a brief bio with training qualifications, experience with presenting information to large and/or small groups and facilitating discussion and/or activities (100 words or less):

\* 8. Co-Presenter Reference: Please list the name and contact information (phone and email) of someone who can describe your skills as a presenter:

<b>Name:</b>	<input type="text"/>
<b>Organization:</b>	<input type="text"/>
<b>Email Address:</b>	<input type="text"/>
<b>Phone Number:</b>	<input type="text"/>

Session 1 Information

**Please provide information for the 1st session (workshop or keynote) you are proposing:**

9. Please select the type of session you are submitting for:

- 90-minute Presentation session
- 3-Hour Workshop Session (would be part 1 and part 2 in 90 minute session format)
- Keynote Speaker (30 minutes + for 1 plenary meal/kickoff/closing)

10. Are you willing to repeat this session more than once?

- Yes
- No

11. Session Title:

12. Session Description/overview (100 words or fewer). Provide a brief session description to 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."

13. Session Outcomes: Please provide a list of 1-3 outcomes that participants will walk away with being able to do, understand, or apply.

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14. List the prioritized session topic(s) your session will address or enter "other" and the topic (see CFP Guidelines for more info):

15. Draft Agenda/Outline: Include a draft agenda with general information about how the session will flow.

16. Target program audience(s) (check all that apply):

- Senior Companion
- Foster Grandparents
- RSVP
- AmeriCorps State/National/Tribal
- AmeriCorps NCCC
- AmeriCorps VISTA
- Social Innovation Fund
- Volunteer Generation Fund
- State Service Commissions

Other (please specify)

17. Select the type of staff role this position targets:

- Program staff
- Fiscal staff

Other (please specify)

18. 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

19. Requested Equipment/Tools (please select all that apply):

- LCD project & screen
- Hand-held microphone
- Podium microphone
- Flip charts
- Lap top computer
- Internet
- Computer speakers

20. Session Format (please select all that apply):

- Lecture
- PowerPoint Presentation
- Interactive discussion - small groups
- Interactive discussion - dyads/triads
- Interaction discussion - large group
- Practical skill application - writing
- Practical skill application - roleplaying
- Practical skill application - scenarios
- Individual reflection
- Experiential games/activities/simulations

Additional Sessions

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

Yes

No

Session 2 Information

**Please provide information for the 2nd session (workshop or keynote) you are proposing:**

22. Please select the type of session you are submitting for:

- 90-minute Presentation session
- 3-Hour Workshop Session (part 1 and part 2 in 90 minute sessions)
- Keynote Speaker (30 minutes for 1 plenary meal/kickoff/closing)

23. Are you willing to repeat this session more than once?

- Yes
- No

24. Session Title:

25. Session Description/overview (100 words or fewer). Provide a brief session description to 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."

26. Session Outcomes: Please provide a list of 1-3 outcomes that participants will walk away with being able to do, understand, or apply.

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27. List the prioritized session topic(s) your session will address or enter "other" and the topic (see CFP Guidelines for more info):

28. Draft Agenda/Outline: Include a draft agenda with general information about how the session will flow.

29. Target program audience(s) (check all that apply):

- Senior Companion
- Foster Grandparents
- RSVP
- AmeriCorps State/National/Tribal
- AmeriCorps NCCC
- AmeriCorps VISTA
- Social Innovation Fund
- Volunteer Generation Fund
- State Service Commissions

Other (please specify)

30. Select the type of staff role this position targets:

- Program staff
- Fiscal staff

Other (please specify)

31. 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

32. Requested Equipment/Tools (please select all that apply):

- LCD project & screen
- Hand-held microphone
- Podium microphone
- Flip charts
- Lap top computer
- Internet
- Computer speakers

33. Session Format (please select all that apply):

- Lecture
- PowerPoint Presentation
- Interactive discussion - small groups
- Interactive discussion - dyads/triads
- Interaction discussion - large group
- Practical skill application - writing
- Practical skill application - roleplaying
- Practical skill application - scenarios
- Individual reflection
- Experiential games/activities/simulations

Additional Sessions 2

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

Yes

No

Session 3 Information

**Please provide information for the 3rd session (workshop or keynote) you are proposing:**

35. Please select the type of session you are submitting for:

- 90-minute Presentation session
- 3-Hour Workshop Session (part 1 and part 2 in 90 minute session format)
- Keynote Speaker (30 minutes for 1 plenary meal/kickoff/closing)

36. Are you willing to repeat this session more than once?

- Yes
- No

37. Session Title:

38. Session Description/overview (100 words or fewer). Provide a brief session description to 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."

39. Session Outcomes: Please provide a list of 1-3 outcomes that participants will walk away with being able to do, understand, or apply.

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40. List the prioritized session topic(s) your session will address or enter "other" and the topic (see CFP Guidelines for more info):

41. Draft Agenda/Outline: Include a draft agenda with general information about how the session will flow.

42. Target program audience(s) (check all that apply):

- Senior Companion
- Foster Grandparents
- RSVP
- AmeriCorps State/National/Tribal
- AmeriCorps NCCC
- AmeriCorps VISTA
- Social Innovation Fund
- Volunteer Generation Fund
- State Service Commissions

Other (please specify)

43. Select the type of staff role this position targets:

- Program staff
- Fiscal staff

Other (please specify)

44. 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

45. Requested Equipment/Tools (please select all that apply):

- LCD project & screen
- Hand-held microphone
- Podium microphone
- Flip charts
- Lap top computer
- Internet
- Computer speakers

46. Session Format (please select all that apply):

- Lecture
- PowerPoint Presentation
- Interactive discussion - small groups
- Interactive discussion - dyads/triads
- Interaction discussion - large group
- Practical skill application - writing
- Practical skill application - roleplaying
- Practical skill application - scenarios
- Individual reflection
- Experiential games/activities/simulations

## 2017 Regional National Service Trainings - 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.**

47. COSTS, if applicable include costs for preparation, delivery and expenses for all sessions submitted. (Please break out costs per session if submitting more than one):

48. 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 (we) am (are) a peer working in the national service field and as such will attend one of the regional training events. As a **peer presenter**, I understand that my **registration fee will be waived, but no presenter fee or related travel costs will be covered**. I will be responsible for all expenses related to travel and will not be paid any expenses for preparation and delivery.
- I am an **outside presenter** that would like to present and/or speak at one or more of the regional events and if selected, **costs for fees and expenses will be negotiated based on costs submitted in this proposal**.
- I am an outside presenter that would like to present and/or speak at one or more of the regional events and offer my services **in exchange for event sponsorship**.

49. 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 materials must be reviewed in advance of each event by CNCS (up to 5-6 weeks before each event date) and as such will provide conference organizers with electronic versions of the presentation materials by a date to be agreed on later and will make required edits before final materials are distributed and shown.
- I/we will be responsible for bringing sufficient copies of handouts and other training materials for the sessions at which I/we present. Electronically, all materials will be made available to participants via the [www.nationalservicetraining.org](http://www.nationalservicetraining.org) and CNCS websites.