CALL FOR WORKSHOP PRESENTERS

ISSUE DATE: May 3, 2019
SUBMISSION DEADLINE: 12:00 p.m. CST, June 5, 2019

Overview: The Summit Planning Team is pleased to issue a call for workshop presenters for the Iowa Nonprofit Summit to be held Oct. 29 and 30, 2019, in Altoona, Iowa. The Iowa Nonprofit Summit is a biennial conference designed to provide professionals in the volunteer sector the opportunity learn, network, and explore new ways to "build a stronger Iowa together". Convening partners include: Volunteer Iowa, Larned A. Waterman Iowa Nonprofit Resource Center, United Ways of Iowa, Volunteer Centers of Iowa, Iowa Council of Foundations, Iowa Mentoring Partnership, and the Iowa Retired Senior Volunteer Program (RSVP) and Foster Grandparents and Senior Companions directors' associations.

The Summit Planning Team strives to provide an exciting and educational conference with essential learning opportunities for Iowa nonprofit and volunteer management professionals. Our overarching goal is "Building the Capacity of our Charitable Sector Through Volunteer Management and Nonprofit Effectiveness".

The conference features outstanding keynote presentations, dozens of break-out workshops, networking opportunities, and exhibitors demonstrating the latest resources available to help nonprofits and volunteer programs excel.

In crafting your workshop proposal, we encourage you to consider the needs and interests of our audience (professional experience varies among attendees): nonprofit directors, volunteer program managers, National Service and mentoring program directors, grant writers and fundraisers, government agencies, and many others involved in all aspects of volunteer programs or nonprofit organizations.

The Summit Planning Team reserves the right to utilize program staff, committee members and other professional contacts as trainers/facilitators for any workshop planned for the conference, with or without submission of a proposal at any time.

Scope of Services/Responsibilities: The selected presenters will develop and facilitate one or more 75-minute workshops for attendees of the Iowa Nonprofit Summit. Services shall include, but are not limited to:
- Consult with planning team regarding training development details and logistics
- Prepare workshop materials, including PowerPoint, activities, handouts, etc.
- Deliver training at pre-specified time and location
- Responsibilities include, but are not limited to:
    - Primary and co-presenters or panelists must each register for the conference and provide necessary paperwork and documentation of travel expenses, including a W-9 IRS form and <u>original</u> itemized receipts for ALL allowable expenses (i.e. meals, photocopies, hotel, etc.)

Public Information: All submitted proposals may be treated as a public record by Volunteer Iowa unless the applicant properly requests that the information be treated as confidential information in accordance with the public records laws of the State of Iowa at the time its proposal is submitted.

Submission Requirements: By submitting a proposal, the applicant agrees that:

- Staff may copy the proposal for purposes of facilitating the evaluation of the proposal or to respond to requests for public records.
- Applicant represents that such copying will not violate the rights of any third party; it will not bring any claim or have any cause of action against the committee based on any misunderstanding concerning the information provided herein or concerning the failure, negligent or otherwise, to provide the applicant with pertinent information as intended by this Call for Presenters.
- Workshop(s) will not be crafted to endorse or sell any specific service or product.

Compensation: Honorariums or speaker fees are not available; the success of this conference is dependent on the expertise offered to attendees by volunteer presenters. For professional trainers and service providers, being selected as a workshop presenter should be considered an opportunity to connect with potential future clients. Complimentary conference registration is provided for all selected presenters and travel expenses will be reimbursed within the following state government reimbursement limits and guidelines:

- Mileage: Reimbursement at 39-cents per mile.
- Lodging: Up to $105.00 (plus tax) is allowed if travel time is more than one hour from conference site
- Meals that are not provided during conference: breakfast $8.00 (departing before 6:00 a.m.); lunch $10.00; dinner $19.00 (returning after 7:00 p.m.).
- Basic photocopying costs. If you plan to provide other materials for handouts, the cost must be approved in advance by Volunteer Iowa staff.
- Airfare: Typically, airfare for workshop presenters is above conference budget allowances and is not allowed.

Evaluation: Proposals will be reviewed by the Nonprofit Summit Planning Team, which will consider all information provided when making selections. Reviewers may also consider relevant information from other sources. Selections will be made using the following criteria, which are listed in no particular order:

- How engaging and practical the presentation will be to our audience – presenters are encouraged to plan workshops that are interactive at least 25% of the allotted time. *Attendees generally wish to hear specific "how to" information and learn new skills rather than hear broad, general, or theoretical topics. And, many conference attendees wish to receive advanced level training.*
- Completeness of proposal submission.
- Willingness of presenter(s) to conduct workshop more than once.
- Past performance of work that is identical or similar to the scope of services identified.
- Experience that demonstrates to the satisfaction of the committee, the expertise and ability of the presenter(s) to provide the Scope of Services/Responsibilities described on Page 1.
- Estimated cost of travel (subject to State of Iowa reimbursement rates and restrictions).

Additional Information:

- The costs of preparation and delivery of the proposal are solely the responsibility of the applicant.
- All workshops will be 75-minutes in length and will be scheduled for October 29 or 30. Please reserve these dates and be prepared to present on either or both if selected.
- Proposals for a series of consecutive workshops will be considered.
- Co-presenters are welcome; a maximum of three (3) presenters is allowed per workshop.
- A microphone, flipchart with markers, projector, and screen will be provided. Additional audio-visual equipment (such as external computer speakers) may be requested and will be provided if possible.
- Laptops, presentation materials, and handouts are the responsibility of the individual presenter.
- All required fields in the online Call for Presenters application form must be completed; upon successful online submission, you will receive confirmation that your proposal has been received.
- The Summit Planning Committee reserves the right to request changes in the proposed workshop structure, if needed, to better suit the needs of attendees.
- Formal notification of whether proposal is accepted will be e-mailed to all applicants by end of July 2019.

Application Instructions: **Please read the instructions carefully! Complete and submit the application form online at** https://www.surveymonkey.com/r/2019NPSworkshops**.**
1. Complete all required fields.
2. Submit a separate proposal for each workshop topic being offered.
3. Complete online application by 12:00 p.m. CST, June 5, 2019. Proposals received after this deadline will not be considered.

Information needed to complete online proposal: Possible topics include, but are not limited to the examples listed below. You may wish to compile all the necessary information in a Word or other type of document prior to beginning the online form so you can copy and paste the information and can avoid having the system "time out" on you:

- Primary Presenter contact information and bio
- Presentation title
- Identification of which of the following training track(s) and topic(s) best fit the presentation:
  - *Volunteer Management 101* [Planning a Volunteer Program; Writing Position Descriptions; Recruiting Volunteers (including board and advisory group members); Creating inclusive service opportunities (recruitment, interviewing, selection practices and policies); Interviewing Volunteers; On-boarding and Training Volunteers; Supervising Volunteers; Volunteer Engagement and Retention; Volunteer Recognition; Background Checks / Screening Volunteers]

  - *Advanced Volunteer Management* [Program Development; Program Management; Service Learning (program development, engaging youth and community partners, reflection, demonstrating success); Developing Skills-Based Volunteer Programs; Recruitment strategies to reach underrepresented populations of potential volunteers; Days of Service/managing large group events; Engaging Family Volunteers; Developing Volunteer Leaders; Training Staff to work with and manage volunteers; Balancing Skilled and Unskilled Volunteer Positions; Calculating Return on Volunteer Investment (ROVI); Evaluation]

  - *Nonprofit Management 101* [Starting a Nonprofit (human resources, accountability, compliance); Board Development (board member recruitment, training, engagement, mission); Organizational Management; Communications (outreach, marketing, using social media); Advocacy; Resource Development (grant writing, financing/fundraising, philanthropy, donation development, local partnerships, sustainability, tracking data/impact, diversification, planned giving); Financial Management (grant/donation/in-kind management, tracking, reporting); Collaboration; Strategic Planning; Legal Issues / Risk Management; Evaluation]

  - *Advanced Nonprofit Management* [Service Enterprise Initiative; The Value Proposition of Your Organization; Succession planning; Building the skills of new managers; Enhancing leadership within the organization]

  - *Mentoring Program specific training* [Recruitment; Screening; Training; Matching and Initiation; Monitoring and Support; Closure; Program management; Program evaluation; Risk Management; Effective mentoring program practices and techniques]

  - *National Service specific training* [How to start a National Service Program; Specific or required training geared toward AmeriCorps and Senior Corps personnel]

  - *Miscellaneous* [Professional Development (grant writing, fundraising, organizational skills); Communications (outreach, marketing, media relations, social media, engaging story telling); Advocacy; Data Driven Decision Making; Data Collection and Tracking; Disaster Preparedness, Response, and Recovery; Partnering with Businesses for Volunteers/Resources]

- Whether training qualifies for Continuing Education credit, and in which field(s)

- Length of time needed to complete training:
  - One workshop session (75 minutes)
  - Two workshop sessions (Part One and Part Two – total of 2.5 hours training time)
  - Three workshop sessions (best for advanced training – total of 3.75 hours of training time)
  - Day-Long "Institute" or "Mini-Conference" (attendees would not attend morning keynote session – total of 5 hours training time)

- Presentation style:
  - Lecture
  - Panel Presentation
  - Interactive
  - Combination

- Presentation description, including:
  - Workshop objectives
  - Intended audience
  - "Take-away" value for attendees

- Willingness to repeat the workshop

- Contact information and estimated expenses for each presenter (maximum of 3 presenters allowed per workshop)

If you have questions about this Call for Workshop Presenters, contact: Chad Driscoll, Volunteer Iowa, 515.348.6227, Chad.Driscoll@iowaeda.com