



## The 2017 National Summit on Volunteer Engagement Leadership

# Mapping our Future, Strengthening our Voice

## Hosted by MAVA

### REQUEST FOR PROPOSALS

The Minnesota Association for Volunteer Administration is pleased to announce a call for proposals for our 2017 National Summit on Volunteer Engagement Leadership on “Mapping our Future, Strengthening Our Voice.” The conference is to be hosted by Hamline University in Saint Paul, Minnesota July 26-28. This is an incredible opportunity for leaders in the field of volunteerism to add their voice to the national conversation and positively impact an estimated 500 people in the profession. Proposals are due by November 30, 2016.

### Vision Statement

MAVA is excited to host a national summit of leaders at its 2017 conference to learn, connect and create the future of volunteer engagement. The Summit is an opportunity for current and emerging leaders to discover together how to build a new national presence, tackle the issues they face, and maximize their skills as volunteer engagement experts to improve our nation’s communities.

### Goals and Focus Areas

Attendees will increase their knowledge within the field of volunteer leadership-in a manner relevant to their experience level and sector. The Summit will provide multidisciplinary training in the form of foundational, intermediate, and advanced sessions for volunteer resource staff, directors, leaders, and executives. Attendees will also have the opportunity to shape an inclusive community which will influence the future of volunteer engagement and create a strategy to build national presence to serve and influence leaders in the field. The Summit will provide networking opportunities with other professionals to co-envision the future of volunteer management.

### Presenter Benefits

Presenters who wish to attend sessions beyond their own will receive a discount code to use at the time of registration. The cost for attendance at the Summit will be reduced for presenters as follows: Full Summit Attendance: \$300; One or two days of attendance: \$75 Wednesday and Friday, \$150 Thursday. Scholarship applications are available for presenters who wish to receive additional discounts on attendance.

## **Presentation Formats**

The Summit will offer five types of conference session types: workshop, research and evaluation, roundtable discussion, panel discussion, and a tools-of-the-trade showcase. The parameters and length of each session is are outlined below.

### **Competency Building Workshop (90 minutes):**

A competency building workshop teaches a specific skill set needed by leaders of volunteer engagement. Workshops should be innovative, interactive sessions in which participants learn about or use tools, techniques, and approaches that they can apply. The proposal should include a detailed justification of why this competency is important, how the presenter will teach the competency within a short time frame, what is required to replicate the program, and how attendees can learn more after the session. The workshop should be hands-on and must involve participants, using formats such as role playing, simulations, practice sessions, tool application, case studies, success/failure stories, or discussion. Workshops should include take-home materials for use and reference post summit.

### **Research and Evaluation Session (40 minutes):**

Research and evaluation reports summarize theoretical, systematic inquiries related to the advancement of volunteer engagement and management theory and practice. Research reports present the results of empirical investigations (quantitative or qualitative) of topics. Evaluation reports present the results of systematic measurement of volunteer development program outcomes or delivery processes. Facilitated discussion and actionable learning outcomes are encouraged.

### **Roundtable Discussion (40 minutes):**

Roundtable discussions are facilitated by a moderator who spends 10-15 minutes sharing their knowledge, thoughts, and experiences on a particular topic. The remainder of the session is then spent on group discussion of the topic including sharing of best practices, identifying key issues related to the field, connecting over resources, etc.

### **Panel Discussion (90 minutes):**

Panel Presentations should involve three to five colleagues or peers in an open conversation or discussion on a topic, and engage the audience in a question and answer/conversational session. The person submitting the RFP will be responsible for inviting the other panelists and assuring that the panels are assembled as proposed.

### **Tools-of-the-Trade Showcase (25 minutes):**

Short sessions demonstrating a technology, tool, or approach that benefits volunteer engagement, management, or leadership professionals. Consider these “show and tell” sessions: presenters will have 20 minutes to ‘show’ and demonstrate their tool, ‘tell’ their story, and five minutes to answer questions.

### **Presenter Requirements**

- Utilize a variety of teaching techniques
- Incorporate an interactive or experiential learning component
- Engage attendees through audience participation and discussion
- Establish a time management strategy
- Include suggestions for practical application of concepts
- Provide a networking opportunity
- Allow time for attendee questions
- Avoid any “sales” or “marketing” techniques
- Provide own printed pieces and/or promotional collateral
- Coordinate with MAVA regarding any special equipment needs
- Promote your participation in the event on your social media sites

### **Selection Notification**

Your proposal is valued and will be carefully considered by our committee and board. MAVA will respond to your submission within 6 weeks of receipt. Opportunities will be afforded first to applications that meet one or both of our event goals, and then to proposals that best fit overall conference themes. We appreciate all submissions and if you are not selected for this upcoming program, we welcome you to submit a proposal again in the future. All applicants are encouraged to register for the 2017 Summit.

Selection criteria include:

- Expertise in the topic being presented and ability to tailor session to meet event goals
- Experience in presentation and workshop facilitation
- Program design and materials must be high quality and clearly organized
- Presentation topic must be relevant to the field and to conference theme

### **Proposal Submission**

To submit a request for proposal please complete the form at the link below. If you have more than one proposal you would like us to consider, please submit a separate form for each seminar.

<https://goo.gl/forms/TNtjGR0yUsolezJS2>

### **Statement of Understanding**

By submitting this proposal, I acknowledge that if my proposal is accepted by the Minnesota Association for Volunteer Administration, I will provide professional conference speaking services as specified in this proposal for the good of the Volunteer Services profession and in support of the goals and objectives of the Summit. I agree to indemnify and hold MAVA and Hamline University harmless from any liability and agree to refrain from using any portion of my presentation as a platform to promote products or services.