FAVRM | FLORIDA ASSOCIATION FOR VOLUNTEER RESOURCE MANAGEMENT

Annual Florida Volunteer Services Conference

2016 Florida Conference

Call for Presentations

"Connect the Dots…Plotting a Course in Volunteer Management"

November 2 – 4, 2016

Holiday Inn Westshore

Tampa, Florida

Florida Association for Volunteer Resource Management (FAVRM) is a vibrant, passionate, experienced group of volunteer management professionals across the State of Florida. FAVRM is a vital association that provides a network of support and professional development to volunteer management professionals (i.e. nonprofit, public and private sector) throughout Florida. You are invited to join a diverse group of workshop leaders, educators and practitioners who will provide practical ideas, new technologies and relevant information to help meet the challenges and rewards of volunteer service careers.

This Call for Presentations is your invitation and opportunity to submit a workshop or an idea you would like to see presented at FAVRM 2016 Florida Volunteer Services Conference based on the conference topics. The conference's educational program will be based on responses to this Call for Presentations, bringing practical and relevant information to Volunteer Service professionals and the communities in which they serve.

"Connect the Dots…Plotting a Course in Volunteer Management"

In 2016, FAVRM Florida Volunteer Service Conference will introduce exciting new educational programs and initiatives designed to raise the bar on educational experiences for Conference attendees. "Connect the Dots…Plotting a Course in Volunteer Management" will serve as a guide post for presentations which demonstrate successful professionals in volunteer service practices used for developing, managing and sustaining healthy communities. We are seeking presentations which focus on challenging issues for volunteer service professionals and innovative solutions which have proven to be successful. FAVRM Florida Volunteer Service Conference will offer four (4) Tracks devoted to the role of volunteer service professionals, national service programs like AmeriCorps and RSVP, as well as solutions which will impact all levels of state and local volunteer management. The presentations should expand, update and refine participants' professional skills, enhancing their ability to meet new challenges in their respective organizations now and in the future.

This year, we are calling for established professionals who have spent years honing their skills in volunteer management to share unique solutions and best practices to other seasoned professionals to take back to their communities.

Final workshop sessions will be grouped in the following track areas. **However, you should follow the instructions in Step 1 to indicate the specific overarching theme and focus area that best applies to your presentation.**

Track One – Emergency Management

The Emergency Management track focuses on assisting volunteer administrators, managers and coordinators in preparing for, responding to, and recovering from a disaster if it were to impact their communities. These sessions help ensure a community-wide response to disasters that will be most effective for areas struck by disasters of any size or scope. The material used in the trainings will be beneficial for anyone who would be involved in volunteer management during times of disaster no matter what level of disaster experience they currently have.

Track Two – Leadership Planning

An effective organization requires healthy, self-aware leaders who, through proper planning, wisely use resources and empower personnel to operationalize the organization's mission. These leaders must understand and connect with varying internal and external audiences, as well as develop appropriate partnerships. This track is for volunteer management professionals who want to learn more about the foundational leadership characteristics and tools necessary to sustain effective programs and organizations. Presenters will provide insightful information and essential steps so that participants can grow their organizations, grow as leaders and empower others.

Track Three – Excellence in Volunteer Management Training Series/ Professional Development

Florida Excellence in Volunteer Management Certification focuses on building the capacity of volunteer administrators, managers and coordinators throughout Florida by providing accessible, high quality training. The training builds upon the attendee's experiences in volunteer management (government organization, nonprofit or faith-based organization) by providing relevant course materials and best practices.

Track Four – Resource Development

No mission…no money. No money…no mission. What is the secret to sustainability and successful resource development?

Donors, sponsorships, and fee for service all make for a well-oiled development plan. Building a donor base is all about relationships, research and casting a vision and connecting the mission of the organization to dollars. Sponsorship is an opportunity for your business partners to be seen, to engage, to connect and to deepen their relationship with your organization. Securing sponsors is about relationships and supporting both the goals of the sponsor and the nonprofit. However, getting sponsors to say 'yes' to a proposal is just part of the work. Properly managing the relationship is essential and is the work that will make their experience of working with an organization beneficial, which will more easily bring them on board year after year.

Submission Form

Conference workshops are one hour and 15 minutes. Each panel will include one moderator and up to three panelists having 10 - 15 minutes each to present. Workshops should allow for a 10-15 minute Q&A segment.

Presentations that do not meet the specific criteria as detailed below will not be considered.

The following are the minimal requirements for your submission to be considered.

STEP 1: Presentation Profile:

A. Presentation Description: **[REQUIRED]** Please include a one-page description of your presentation to include elements for selection purposes and a 25-word summary of the topic which may be used for promotional purposes and may be edited.

Suggested Title (12-word max)

_____

_____

B. Select a Focus Area: **[REQUIRED]** Please select one focus area under the overarching theme that best applies to your presentation. You may select only one focus area from one theme. [REQUIRED]

Emergency Management

- ☐ Volunteer Reception Center (i.e. AmeriCorps/RSVP)
- ☐ CERT (Community Emergency Response Team)
- ☐ Active Shooter

Leadership Planning & Empowerment

- ☐ Succession Planning
- ☐ Emotional Intelligence
- ☐ Team Building
- ☐ Organizational Development
- ☐ Health & Wellness
- ☐ Youth Development
- ☐ Soft Skills (e.g., communications, networking)

Excellence in Volunteer Management Training Series/ Professional Development

- ☐ Evaluating a Volunteer Program
- ☐ Understanding Volunteering
- ☐ Planning a Volunteer Program
- ☐ Recruiting & Placing Volunteers
- ☐ Orienting & Training Volunteers
- ☐ Supervision Volunteers

Resource Development

- ☐ Fundraising
- ☐ Preparation for campaign
- ☐ Culture of Philanthropy
- ☐ Technology

C. Professional experience in the field of Volunteer Service [REQUIRED]

- ☐ New professional (less than one to 5 years of experience)
- ☐ Emerging Professional (5 to 15 years of Experience)
- ☐ Established Professional (15 or more years of experience)
- ☐ Student (includes doctoral, graduate, or undergraduate)

D. Learning Objectives: [REQUIRED] (By the end of the session, participants will be able to….):

1: _____

2:_____

3:_____

E. Session Type: What type of session is it? Please check the most applicable of the following (check only two). If you have published articles or a book on the topic, kindly submit details on a one-page attachment.

- ☐ Tools & Techniques
- ☐ Skill Development
- ☐ Case Study/Best Practice
- ☐ Future Trends

F. Intended Audience [REQUIRED]

- ☐ New professional (less than one to 5 years of experience)
- ☐ Emerging Professional (5 to 15 years of experience)
- ☐ Established Professional (15 or more years of experience)
- ☐ Student (includes doctoral, graduate, or undergraduate)
- ☐ All

G. Presentation Methods: [REQUIRED]

Check all that apply.

- ☐ Lecture
- ☐ Panel Discussion
- ☐ Presentation with Group Discussion
- ☐ Lecture Demonstration
- ☐ Small Group Exercises
- ☐ Case Studies
- ☐ Other _____

H. Why is this content important to the practice of volunteer service professionals? [REQUIRED]

Identify how the session is relevant to professionals in the field of volunteer service and helps to improve performance of exceptional work in daily functions or planning. Outline specific populations who may benefit. *No more than 250 words.*

I. What new information or skills will be shared in this presentation? [REQUIRED]

Highlight new research (including needs assessments, focus group learning, survey outcomes, program evaluations) best or promising practices, innovative ideas or emerging issues that will affect the field significantly in the next two to five years. What has changed in the environment causing new approaches? *No more than 250 words.*

Please ensure that a Presentation Summary, Biography and Picture are attached for each panelist. [REQUIRED]

STEP 2: Speaker/Presenter Information: [REQUIRED]

Please complete the following information:

Moderator	Mr.	Ms.	Mrs.	Ph.D.	Ed.D.	Other
Name						
Job Title						
Organization						
Address						
City/State/Zip						
Phone/Fax Number						
Email Address						

Panelist - 1	Mr.	Ms.	Mrs.	Ph.D.	Ed.D.	Other
Name						
Job Title						
Organization						
Address						
City/State/Zip						
Phone/Fax Number						
Email Address						

Panelist - 2	Mr.	Ms.	Mrs.	Ph.D.	Ed.D.	Other
Name						
Job Title						
Organization						
Address						
City/State/Zip						
Phone/Fax Number						
Email Address						

Panelist - 3	Mr.	Ms.	Mrs.	Ph.D.	Ed.D.	Other

Name
Job Title
Organization
Address
City/State/Zip
Phone/Fax Number
Email Address

Please submit proposals in which panelists or co-presenters are aware that they are expected to present. They can receive one (1) guest room complimentary if they plan to attend the full conference. [REQUIRED]

☐ Check here to indicate that you have contacted and confirmed each person listed on this form prior to submitting this proposal.

STEP 3: Submit completed form to FAVRM:

All proposals must be received by **July 29, 2016**. The preferred method of submission is electronic.

E-Mail: - *preferred method*: to **info@favrm.org** and use "FAVRM 2016 Florida Volunteer Service Conference Proposal" in the subject line.

NOTE: To receive confirmation that your proposal has been received, enter the e-mail address where the confirmation should be sent: _____

Confirmation of receipt does not constitute acceptance of your proposal.

REQUIREMENTS

Speaker Fees/Travel: Persons selected to present or moderate will serve on a voluntary basis. All moderators and panelists will be afforded a one-day reduced registration $50.00 which includes the plenary session, one lunch the day of presentation. Moderators and panelists who plan to attend the full conference must register for the full conference. All related travel expenses will be at the presenter's expense. Participation in the conference program is limited to one workshop session per person, regardless of role (moderator, presenter, or discussant). Speakers/Presenters must be available to present Wednesday, November 2 through Friday, November 4, 2016.

All related travel expenses will be at the presenter's expense. Participation in the conference program is limited to one workshop session per person regardless of role (moderator, presenter, or discussant). Speakers/Presenters must be available to present Wednesday, November 2 through Friday, November 4, 2016.

Audio/Visual:

Audio visual equipment is provided upon request and limited to LCD projectors. Additional equipment may be ordered individually from the Holiday Inn Westshore.

Membership:

Information about joining FAVRM may be found at www.favrm.org.

General:

Topics are not limited to the ones listed but are provided as a guide for submissions. The Conference Planning and Evaluation Committee reserves the right to accept or reject proposals.

The Conference Planning and Evaluation Committee will notify everyone who has submitted a proposal about whether that proposal has been accepted by **July 29, 2016**.

Workshops should not exceed one hour and 15 minutes including 10-15 minutes for Q&A.

Proposals consisting of sales pitches for products or services will not be considered.

SUBMITTED BY: [REQUIRED]

Name: _____

Title: _____

Address: _____

Organization: _____

City/State/Zip: _____

Phone/Fax Number: _____

Email Address: _____