Massachusetts Conference on Service and Volunteerism
"ENERGY TO IMPACT"

Monday, June 12, 2017
7:45 a.m. – 4:00 p.m.
Sheraton Framingham Hotel

Call for Presenters

We know that every day throughout Massachusetts there are residents facing significant challenges with issues like opioid use, unemployment, homelessness, food insecurity, limited access to higher education and the achievement gap. We also know that there are many community-based organizations, corporations, and public agencies in the state that are working hard to address these issues by strategically utilizing service and resourcefully managing volunteers to build organizational capacity, provide essential services, and maximize efficiency and impact.

Join us as we explore innovative ways to harness the power of service and volunteerism and turn the energy of volunteers and Corps members into efforts that directly impact our most pressing community needs. Conference participants will learn how to effectively leverage, mobilize and manage volunteers from varying backgrounds and with diverse skill sets by examining leading models in the field and sharing best practices with one another. We hope to reach two main groups through this conference. One group is made up of those who are new to Volunteer Management and who are seeking best practices and strategies for most effectively working with volunteers/Corps members. The second group consists of more seasoned professionals who want to deepen their understanding of how to use service and volunteerism as a strategy to move the dial on important issue areas in Massachusetts.

To submit a workshop proposal, please **submit the online *Workshop Request for Proposals (RFP)* by Tuesday, February 28, 2017.** For a link to the online RFP form, see "**Instructions for Proposal Submission**" at the end of this document. There is also an accompanying Word version of the RFP that you can use to prepare your submission offline.

2017 Conference Workshop Themes:

The Conference Planning Committee will especially welcome proposals that address one or more of the following themes and/or topics:

Please note the following:
- *We will also consider innovative and relevant presentation ideas that are not necessarily listed below.*
- *The term **volunteers** includes national service and service-learning participants, interns, 'traditional' volunteers, college students, employee and service groups and those associated with service delivery for no or below market value compensation.*

Best Practices in Volunteer Management
Sample topics:
- Diversifying a volunteer base – effectively recruiting, engaging and retaining volunteers of varying race, ethnicity, age, gender, etc.
- Utilizing skill-based volunteers, including for Board recruitment and Board engagement purposes
- Methods to best support volunteers during their service to ensure a quality experience and maximize their impact which includes supervision and recognition
- Fostering leadership development for volunteers through service
- Efficient utilization of volunteers or groups of volunteers for one-time/episodic, large-scale events
- Techniques for quantifying the impact of volunteers and for overall program evaluation through methods of efficient and effective data collection and tracking of outcomes
- Sessions for more experienced professionals that focus on how organizations become a Service Enterprise, including the development of strategies and infrastructure to leverage volunteers across all leadership levels and departments
- Effective training methods and continued support for both volunteers and staff on their respective roles
- The cultivation of mutually beneficial cross-stream partnerships to increase volunteer engagement and impact
- Models to successfully engage youth in service opportunities / service-learning
- Models to successfully engage older adults in service opportunities
- Matching volunteers to positions, successful onboarding and orientating

Innovatively Utilizing Volunteers and Service to Impact Specific Issue Areas
Issues areas include (but are not limited to)*: Opioid Crisis, Workforce Development / Underemployment, Education (Access and Achievement Gap), Youth Development, Food Security, Veteran Support, Housing/Homelessness, Refugee Resettlement and Environmental Conservation*

Sample topics:
- Ways to create impactful volunteer opportunities to address one or more of the issues above that involve volunteers from diverse backgrounds with different skill sets
- Effective mobilization of groups of volunteers to an issue area through either one-time/ episodic events or ongoing sustainable efforts

- Best practices in developing impactful, reciprocal and sustainable cross-stream partnerships that address a particular issue area. This could include outstanding corporate sector / non-profit partnerships
- Models/techniques to turn service recipients into service providers
- Successful processes to engage and utilize local community members for grass roots community organizing toward change
- Strategies to implement service-learning partnerships, techniques, curriculum, & instruction in a particular issue area and that connect issue area education to the community service being provided
- Techniques on how to quantify impact of volunteers and tell that story
- Building a corporate social responsibility strategy to address an issue area that maximizes community impact and achieves organizational goals
- Models of ongoing, successful cross-generational service projects or service opportunities that address an issue area

Conference Audience:

We expect approximately 400 individuals from across Massachusetts and bordering states. Target audiences include the following:

- New staff or volunteers from community-based nonprofits, higher education, schools, corporations, state agencies, national or state service programs (AmeriCorps State and National, AmeriCorps VISTA, AmeriCorps NCCC, Senior Corps and Commonwealth Corps) looking to build volunteer management skills
- Seasoned professionals from community-based nonprofits, higher education, schools, corporations, state agencies, national or state service programs (AmeriCorps State and National, AmeriCorps VISTA, AmeriCorps NCCC, Senior Corps and Commonwealth Corps) looking to take volunteer engagement to the next level of impact in a particular issue area
- Professionals from community-based nonprofits, higher education, schools, corporations, and state agencies who are not yet using volunteers and service to address impact areas, but are looking to explore ways to potentially do so.

Afternoon Roundtable Sessions

As you will notice in this application, there are only 2 timeslots this year for workshops which differs from previous years. That is because this year for the last session of the day, we have decided to offer a roundtable experience to conference participants where a table of 8-10 participants will come together to discuss and strategize around the utilization of service and volunteerism in a particular issue area. In order for these roundtables to be effective, we will need a facilitator at each table to help guide the conversation. If this is something that you as a presenter would like to assist us with, we would welcome your involvement and there will be a place on the application to check this opportunity off. If you are interested in the opportunity, we will send you more detailed information about the roundtables at that time.

Please see following pages for **Workshop Guidelines**

WORKSHOP GUIDELINES:

What are we looking for in a workshop?

Workshops must present information, knowledge, strategies, principles or case studies that can be applied / transferred to a wide range of service and volunteer programs. We <u>WILL NOT</u> accept proposals that only highlight your program's successes or showcase a particular approach, technique or model that is specific to your program.

Workshops must:
- ➢ Address one or more of the workshop themes/sample topics listed above in a hands-on, interactive way.
- ➢ Allow participants to practice the skills and knowledge presented and/or apply it to their own work.
- ➢ Offer content that can easily be generalized to a wide variety of settings, rather than promoting the specific program, organization or model represented by the presenters.
- ➢ Be designed and delivered by experienced and engaging trainers/presenters who have some expertise in the content or topic being presented.

During each of the training events, we hope our participants:
- ➢ Leave with questions answered
- ➢ Walk away with solutions to challenges that they or their constituents face
- ➢ Walk away with at least 3 new resources – people, information, tools, knowledge, etc.
- ➢ Have a plan for specific improvements for their work
- ➢ Leave energized with a renewed spirit and strategies to sustain that spirit

Time Frame:

All workshop time slots are **90 minutes (1 hour 30 minutes)** in length.

We ask that you reserve the last 10 minutes for Q & A time as well as a few minutes for participants to complete the evaluations

Scheduling your Session (Workshop Time Slot Selection):

To ensure a balanced program for multiple audiences, we will assign you one of the designated time slots. That said if there is any time slot for which you are absolutely unavailable, please inform the MSA conference contact listed at the end of this document.

The timeslots for workshops are as follows:
- • 9:30 – 11:00 AM
- • 12:45 – 2:15 PM

- • 2:30 – 4:00 PM *(Roundtable session)*

Workshop Size:
All workshops should be designed to accommodate at least 40 participants.
Presenters will receive a list of workshop participants approximately one week before the conference so that you that you can plan accordingly. However, we do get walk-ins and last-minute registrations so these lists are advisory only.

Trainer/Presenter Teams:

1. We encourage team training. However, to ensure a quality experience for participants there is a limit of 4 presenters per session (this includes panel discussions).

2. One team member (designated as Lead Presenter) must take the lead to ensure that the session design, time management, handout materials, equipment requests, etc. are consistent with a high quality workshop.

   The Lead Presenter will receive all communications from the conference planning committee and will be responsible for sending in all required information by the requested deadline(s) as well as communicating with other co-presenters if applicable.

3. Training teams that include volunteers, students/youth and community partners are welcome.

4. **All** presenters must register for the conference, whether or not they plan to attend workshops besides their own. The registration form will include a "workshop presenter fee waiver" payment option.

5. Each presentation team **must** submit a written handout (PowerPoint, Word or PDF format) for inclusion in our Post-Conference postings. This may be a handout used in your session, or one developed afterward as your contribution to the Proceedings. Handouts are due to the Mass Service Alliance **no later than Friday, June 16, 2017**.

6. Workshops will be selected based on our evaluation of both the topic's relevance and the qualifications of the training team identified in the proposal. *Please do not assume that your organization may substitute different presenters after the proposal is accepted.*

7. Audio/visual items such as a projector and screen will provided in every breakout room; however, presenters are expected to bring their own laptops (unless specific arrangements have been made with MSA) and projector adaptors (for Macs and VGA ports) as well as any handouts that will be distributed during the workshop.

Registration Fee Waivers:
The registration fee is waived for workshop presenters *(NOTE: there is a limit of **2** fee-waiver attendees per session even if there are more presenters participating)*.

Presenters are responsible for their own travel expenses and other out-of-pocket expenses (unless explicitly approved in advance by the Conference Planning Committee). Because the conference is designed for peer learning, we generally do not offer honoraria or speaker fees for workshops.

Selection Process and Notification:

Proposals will be reviewed by the Conference Planning Committee Workshop Sub-Committee which is made up of representatives from different organizations in different impact areas located throughout the state. Workshops will be scored and selected based on the following criteria:

- Relevance of topic and content to the conference themes/sample topics listed above
- Presenter's knowledge of topic (content expertise)
- Presenter's training experience, skills, and style
- Presenter's reference
- Methodology and whether it is hands-on, interactive and meets the target audience's needs and level of expertise
- Clear outcomes/learning objectives for increasing participants' skills, knowledge, or other resources

You will be notified by **Friday, March 31, 2017** whether your workshop has been selected. If your session is selected we will inform you of your scheduled timeslot by **Friday, April 28, 2017**. All communication will be made to the lead presenter identified on the proposal submission form.

The conference planning committee may edit titles and session write-ups to fit the brochure format. We will make every effort to confer with the lead presenter before publication.

Over the years we have found that the conference benefits from a multiplicity of voices and diverse perspectives, therefore we will not accept more than one workshop from the same presenter although presenters can submit multiple proposals.

Instructions for Proposal Submission:

To submit a proposal, please submit the online **Workshop Request for Proposals (RFP)** by **Tuesday, February 28, 2017** using the following link:

https://www.surveymonkey.com/r/WorkshopRFP_2017_MA_Conference_on_Service_and_Volunteering

**We recommend that you first complete the *Word Doc version of the Workshop RFP*, then cut and paste your responses into the Survey Monkey online form. Final proposals must be submitted into Survey Monkey. If you have trouble with the link please contact us.

For more information or questions please contact:

Lisl Hacker
Director of Training and Technical Assistance
Massachusetts Service Alliance
617-542-2544 x205 or lhacker@mass-service.org