

Instructions for Educational Proposal Form

Southern Region Volunteer Forum



Tips for Completing Proposal

Thank you for expressing an interest in applying to serve as an educational instructor/presenter for 4-H Southern Region Volunteer Forum. Please read information carefully before submitting application. If you have submitted Forum applications in the past, you will see changes this year.

Deadlines:

- ✿ Applications are due in Arkansas June 1st, 2010 to receive priority for selection. Late applications may be accepted.
- ✿ Electronic Copy of Handouts – August 2nd, 2010

Submission:

The Application is a fill in form and should be printed and mailed, or faxed to

Arkansas 4-H Youth Development
Southern Region Volunteer Forum Proposals, Attn: Mike Klumpp.
P.O. Box 391
Little Rock, AR 72203
Fax: 501-671-2029

A copy of the application must be submitted to your state 4-H volunteer specialist.

Step by Step - Each number below refers to a “*Section*” on the application.

1. This year’s workshops will focus on 4 areas.

- ✿ Healthy Living – Healthy weight, Smoking, Eating smart, High blood pressure & Diabetes.
- ✿ Science, Engineering & Technology – Rocketry, Robotics, Bio-fuels, Renewable energy & Computer science.
- ✿ Citizenship – Leadership, Service learning, Diversity and Community service.
- ✿ Military Youth – Recreational, Social & educational programs, Organizational & technology skills, Technology Lab programs.

On the Proposal, check the “area” your workshop best fits.

2. Determine presentation style:

- ✿ 1.5 hours Workshop
- ✿ 1 hour Funshop
- ✿ Poster Session – A poster session is an **educational** display which will be unmanned except for a 1 hour time slot during the forum. The time is yet to be determined. Exhibitors selling or promoting items for sale, must exhibit with Commercial Exhibits. Each Poster sessions will be provided a 6 foot table. Other items should be requested on the proposal item number 15.

3. List one person as the team leader. This individual will receive all correspondence relative to the session. The team leader **will be responsible** for communicating with other team member.
4. In section four of the proposal, list names of **all** presenters for inclusion in the program.
5. Session title will be listed in the program, as written.
6. Session description as written will be included. Please carefully proof submission. The conference planning committee reserves the right to edit descriptions.
7. Consider how you will engage the learner. Avoid lecturer style; participants enjoy being active participants in the learning experience - hands-on, discussion, activities, etc. Do not complete section 7 for poster session.
8. Note the skills or knowledge a person will gain from your workshop or poster session.
9. While it is not a requirement to have presented at another meeting or to another group, this will help the selection committee to determine the experience of applicants. Additionally, we want to insure that new sessions/topics are being offered for returning Forum delegates.
10. This question is distinct to the proposal and is designed to help participants select workshops to attend. We are promoting the Forum to our military 4-H partners and hope to offer several workshops just for those working with military youth both on and off an installation.
11. It is important to specify the number of participants which can be accommodate in a session. It is our desire to schedule an appropriate space - building or outside area. If you are submitting a poster session, do not to complete this section.
12. It is often necessary to repeat sessions. If you are willing to teach more than once, please respond with yes.
13. Planning Committees policy on “Charging” for Programming - Carefully consider whether charging for a workshop is necessary. Participants have paid a substantial fee to attend. Some cannot afford additional charges.

Charging is acceptable but participants must leave your session with items of equal or greater value than your fee. **Fees should not exceed \$5.** A “supply fee” is designed for programs that require supplies – i.e. food, crafts, fabric, electronics, etc.

14. Rooms are preset.
 - ✿ Presenter table and one flipchart with easel
 - ✿ 8 ft Tables for participants - 4 to 6 per table

Other Needs - Participants should be specific with “other” needs such as audio visual, kitchen facilities, room set up, being outdoors, etc.

Poster Session – Six foot table with cloth will be provided. For additional needs such as easels, power, etc. make sure they are included in section 14 of the proposal.