



2017 CALL FOR PRESENTATIONS  
Blaine House Conference on Service and Volunteerism  
October 10, 2017  
University of Maine, Orono, ME

Since 1986, the Blaine House Conference on Service and Volunteerism (BHCSV) has provided learning and networking opportunities for Maine’s volunteer administrators, program managers, corporate employee volunteer coordinators, and service-learning educators. It is the only professional development conference tailored exclusively to the needs and challenges of Maine’s volunteer sector.

The conference has a long tradition of mixing local peer presentations with sessions led by regional and national innovators. With the exception of the key note speaker, all the out-of-state session presenters donate their time and only accept reimbursement for travel and lodging.

### Who attends?

Last year, 234 people attended the conference and 69% had less than 3 years’ experience managing volunteers. Among the attendees, 58% worked in community-based volunteer programs and 42% were serving in AmeriCorps, developing the skills to be future managers of volunteers. 71% of all attendees had 8 hours or less volunteer management training in the prior year.

### Conference details.

Tuesday, October 10, 2017  
8:30 a.m. to 4:30 p.m.  
University of Maine - Orono, Stillwater Ave., Orono, ME

### 2017 Theme.

“Leadership in a Changing World”

The keynote speaker this year is Tobi Johnson, President of Tobi Johnson & Associates, a consulting firm whose mission is to help nonprofit organizations make connections with remarkable volunteers. Johnson is also the founder of VolunteerPro, an online training and networking community for leaders of volunteers. In addition to her keynote presentation on how to adapt today’s strategy to meet the needs of tomorrow’s volunteers, she will also conduct a seminar on developing smart outcome metrics for volunteer programs.

**Organizer.** The Maine Commission for Community Service with the Conference Planning Committee. Conference details and presenter application instructions can be found at [VolunteerMaine.org](http://VolunteerMaine.org)

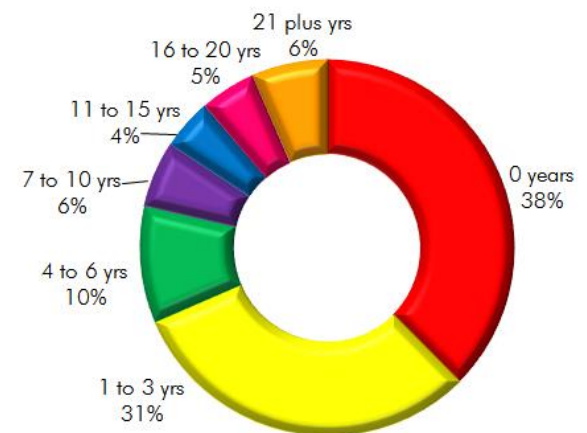
### Session Proposals.

Due: Monday, June 12, 2017 online at 5:00 pm.

How to submit: Online using link on [VolunteerMaine.org](http://VolunteerMaine.org) or copy this url into browser for direct connection: <https://www.surveymonkey.com/s/bhcsv-cfp> . More detailed instructions are later in this document.

**Decisions.** The planning committee will review and select proposals immediately. All respondents will be notified by email the week of July 10.

Years of Volunteer Management Experience



**Presenter Benefits.** The Blaine House Conference on Service and Volunteerism models the service values of the field when it comes to peer-to-peer training and support. Conference presenters share their expertise *pro bono* and are recognized for their in-kind contribution.

- Conference registration fee is waived for presenters who want to attend sessions.
- Presenter profiles are featured in all promotional materials: registration website, social media promotion, and onsite materials.
- Presenters traveling over 300 miles (round trip) may request travel reimbursement (in-state rate is \$0.44 per mile for ground travel) and one night's lodging.
- Out-of-state presenters have the option of presenting by videoconference if travel is prohibitive.

**Conference Sessions.** Organizers aim to meet the needs of volunteer managers and service-learning educators with wide ranging experience.

- Novice or intermediate level volunteer managers discover the complexity of issues that seem simple and seek to apply new learning to scenarios in ways they can immediately use.
- More advanced volunteer program staff want to learn about emerging issues, explore advanced topics, take current skills to new levels, and move towards being an expert in the field

Typical Session Attendance: 15 – 30 people

- Session time:
- single session is 75 min total – 50 min. active instruction;
  - seminar session is 150 min total – 135 min. active instruction

Presenters who propose to use case studies, scenarios, work groups, and peer information exchange to augment the inevitable moments of direct instruction have the greatest impact. Therefore, the selection committee will be reviewing proposal descriptions for evidence of multiple strategies.

Session proposals must be designed to help individuals increase specific competencies for managers of volunteers. To review the competencies and the progression through skill levels, use this url - <http://tinyurl.com/jsbctma>

Conference sessions are flagged to help participants meet their goals.

- **Need to Know** should help novice and intermediate skill-level participants master basic knowledge, abilities, and skills.
- **Learn to Use** is intended to meet the needs of advanced and seasoned managers who want to apply skills/knowledge/abilities to increase personal OR program effectiveness.
- **Innovative Solutions** is reserved for creative, unique, even re-imagined approaches to community issues through volunteer-based service. Presenters need to help session participants understand the catalyst for the innovation, the process used to develop it, the lessons learned from piloting or implementing it, and benefits realized.
- **Proven Approaches** are volunteer programs or strategies that have proven to be highly effective in meeting community needs. The success of these approaches is backed up by evaluation or other evidence.
- **Special Issues** focus on either special populations or specialized settings/disciplines (e.g., parents of newborns, substance abuse prevention, economic development, revitalizing community). These sessions allow people to more closely examine volunteer options in specific environments.

Presenters receive positive evaluations when they

1. give participants opportunities to apply new information, concepts, and skills to their work situation during the session;
2. have an interactive, hands on elements;
3. incorporate the principles of adult learning and effective teaching for adults;
4. provide reference materials participants can read or consult after the session.

## Presenter Requirements:

To be selected, presenters must provide convincing evidence they have

1. a solid understanding of volunteer programming and volunteer administration;
2. strong qualifications (experience, knowledge, skills and abilities) in the topic area;
3. strong oral communication skills and a capacity to train or teach effectively;
4. an understanding of the various ways adults learn (reflected in the workshop design);
5. an advanced understanding of the principles, current issues, and best practices of the volunteer community service field or service-learning approach to teaching/learning;
6. evidence (through references) that prior workshops have succeeded in meeting the outcomes identified for participants.

**Please note** the most frequent evaluation feedback about workshops is that the content of the session was not in alignment with the published description. Attendees consistently have high expectations.

## Submitting Proposals:

All session proposals must be submitted through the online form. The outline below is intended to help you plan and prepare a workshop. You are strongly advised to keyboard the information requested in a word document first and then cut/paste the information into the web form.

The online form can be found on VolunteerMaine.org or by entering this url:

<https://www.surveymonkey.com/s/bhcsv-cfp>

Submission deadline: Monday, June 12, 2017

## Proposal Content:

### 1. General Session Focus

Conference Track, Skill Level, Topic

### 2. Presenter Information.

Name, Company/Organization, Professional Title, Address, Email, Daytime phone

3. Describe your qualifications as they relate to the session topic and provide a brief bio for use in conference materials if your session is chosen. (600 character limit.)

4. Add a co-presenter? [Note: Sessions may have up to 3 presenters. If the answer is "yes," the same fields as #2 and #3 above appear; if "no," the form skips to #5.]

5. Propose a title for your workshop

6. Session type. Active instructional time in the conference blocks are 50 minutes for single sessions; 135 for seminar sessions. Presenters with complex or in-depth topics or plans for strong interactive elements should request double sessions.

7. List the learning objectives for the session and explain how these relate to the volunteer manager competencies for the skill level you identified in #1.

### 8. Three Sentence Workshop Pitch.

Provide a short description of the session -- a "sound bite" promotion or advertisement.

This will be used in conference registration materials and is your opportunity to attract conference goers to your session. Sell it in 600 characters!

9. *Session Plan. Please outline your presentation content and methods. Include a timeframe. If several trainers are working together, please identify what material will be covered by each person.*

10. *Do any presenters require any special equipment or space to conduct this session? Note: The conference facility is equipped with internet access, LCD projectors, white boards or blackboards, flip charts and markers. Videoconferencing/Skype connections can be arranged.*