



# Central Illinois Volunteerism Conference

*Innovate, Integrate, Motivate: Maximize Performance During Times of Change*

## 2018 Request for Workshop Presenters

Conference Date: Wednesday, June 27, 2018  
Memorial Center for Learning and Innovation  
228 West Miller Street, Springfield, IL  
Proposals due by: January 17, 2018

### Proposal should include:

#### ◆ Presenter Information Sheet

- Professional Reference
- Short Bio

#### ◆ Workshop Information Sheet

- Workshop Title
- Workshop Description
- Workshop Learning Objectives
- How your workshop ties back to the theme:  
*Innovate, Integrate, Motivate: Maximize Performance During Times of Change*
- One-page outline you would like to have shared with ALL participants.

### General Information

#### Conference Mission

The Central Illinois Volunteerism Conference provides quality professional development opportunities for volunteer managers/administrators that focus on the key areas of a volunteer delivery system including personal readiness, organizational readiness, engagement of volunteers, education of volunteers, and sustainability of volunteer efforts.

#### Presenters

Presenters are provided *free conference registration*, which includes lunch. Presenters will be expected to bring their own workshop materials and handouts. Those submitting proposals will be notified of acceptance by **January 24, 2018**.

#### Audience

The conference hopes to attract volunteer administration professionals with a wide range of knowledge and experience, representing the non-profit, governmental, educational, and private sectors in central Illinois. Please plan for an average workshop attendance of 35 participants. We hope to offer three workshops during each time slot.

## Conference Schedule

The conference schedule includes two general sessions with presentations by keynote speakers. The professional level of our audience varies greatly; we provide workshops for both new and experienced professionals and volunteers. The workshops will be categorized into different categories and tracks. They will be defined by the following criteria as well as by workshop type which will be determined by the selection committee:

Basic: Audience is new volunteer coordinators/administrators seeking program fundamentals in volunteer job design, recruitment, recognition, and retention.

Intermediate: Audience is volunteer coordinators/administrators who have been in the field for 1-4 years. The group is looking for workshops pertaining to volunteer training, supervision, and evaluation.

Advanced: Audience is volunteer coordinators/administrators who have been in the field for 5 or more years. The group is looking for workshops that include innovative approaches or best practices that help address the challenges in the field. This includes developing and implementing the infrastructure to support volunteer delivery systems as well as the review and analysis of existing volunteer delivery systems.

## Workshops

Workshops will be 60-75 minutes in length. Conference presenters will be selected based on proposal quality and workshop relevance to the audience as well as timeliness and originality of proposal. You will hear back from us by **January 24, 2018** regarding your workshop acceptance. Workshop presenters will receive a complimentary use of a white board, LCD projector, computer, and screen. Presenters are expected to provide their presentation electronically at least one week prior to the event. All PowerPoint presentations must be in 16x9 format.

**Topics** must tie back to the conference theme and might relate to the ideas below:

- **Innovate:**
  - Digital/Virtual Volunteering
  - Social Entrepreneurship
  - What Sets You Apart
  - Mission-Specific Innovation
  - Creating Programs and Positions
  - New Ways to Train Volunteers
  - Engaging Millennials
  
- **Integrate:**
  - Skills That Translate to the Entire Organization
  - Team Building
  - Diversity/Sensitivity Training
  - Mitigating Negativity
  - Volunteer Evaluation
  - Human Resources Training
  - Engaging Skilled Volunteers
  
- **Motivate:**
  - Effective Incentives
  - Re-energizing Yourself and Your Volunteers
  - Changing Leadership Style
  - Mission Empowerment
  - Volunteer Recognition/Awards
  - Peak Performance in Limited Time
  - Retaining Volunteers

Potential presenters are encouraged to be creative with their workshop titles. However, be clear and concise on workshop objectives and description so that participants have a good understanding of the content of the workshop.

**Proposals are due via email by January 17, 2018 to: [AmeriCorps1@habitatsangamon.com](mailto:AmeriCorps1@habitatsangamon.com)**

For more information contact the Request for Proposal Committee:

- Elaina Feuerbach: [efeuerbach@centralilfoodbank.org](mailto:efeuerbach@centralilfoodbank.org) or call 217-522-4022 ext. 224
- Katrina Hays: [khays@uwcil.org](mailto:khays@uwcil.org) or call 217.726.7000
- Kenny Matthews: [AmeriCorps1@habitatsangamon.com](mailto:AmeriCorps1@habitatsangamon.com) or call 217-523-2710 ext. 217

**2018 Central Illinois Volunteerism Conference  
Presenter Information Sheet**

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Organization:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_

**Fax:** \_\_\_\_\_ **Email :** \_\_\_\_\_

**Professional Reference:** \_\_\_\_\_

**Relationship:** \_\_\_\_\_ **Organization:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email :** \_\_\_\_\_

**Short bio we can use to introduce you if your proposal is selected:**

**2018 Central Illinois Volunteerism Conference  
Workshop Information Sheet**

**Presenter:** \_\_\_\_\_

**Workshop Title:** \_\_\_\_\_

This workshop best fits the professional experience level checked below. Check all that apply.

- Basic                       Intermediate                       Advanced

**Brief workshop description we can use to promote your topic if your proposal is selected:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Workshop Learning Objectives:**

**How does your proposed workshop tie back to the theme? *Innovate, Integrate, Motivate: Maximize Performance During Times of Change***

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Presenters are responsible for all handouts except the one page sheet that the conference committee will prepare based on your workshop submission descriptions. These one page sheets will be included in the attendee packets.*