



2024 Tennessee Conference on Volunteerism and Service-Learning Call For Proposals Information

The Tennessee Conference on Volunteerism and Service-Learning's goal is to increase service and volunteerism across Tennessee and provide opportunities for collaboration to address needs and utilize service as a vehicle for change.

The Call for Proposals is open! This outline will help you plan and prepare a workshop. The deadline to submit proposals is **November 30, 2023**.

Conference Details:

February 19-20, 2024
Franklin Marriott Cool Springs
700 Cool Springs Boulevard, Franklin, TN 37067

Conference Audience:

Conference participants are service leaders from across Tennessee, including but not limited to:

- Nonprofit and Volunteer Management Professionals
- National Service Programs
- Service-Learning Practitioners and Students
- Government Leaders
- Students
- Corporate Social Responsibility Professionals

Presenter Benefits:

- The lead presenter for each selected workshop will receive complimentary registration to the conference.
- Conference presenters will have additional opportunities to promote their topic through ServeInDEED, the Tennessee Journal of Service-Learning and Volunteerism. Submission guidelines will be sent to selected presenters.

Conference Session Details:

Typical Session Attendance: 15-30 attendees

Session Times:

- Standard Workshop: One hour and fifteen minutes (Monday and Tuesday)
- Student Track Workshops: Option for either one hour and fifteen minutes or thirty-five minutes

Session Setup: Each workshop room will be theatre style with an LCD projector with screen and flipchart and markers. Presenters must provide their own laptops and copies of any session handouts/activities.

Workshop Topics:

The conference seeks proposals for high-caliber, innovative, and interactive workshops or panels addressing the following topics:

- Volunteer Management- Demonstrate best practices and innovative new methods to grow and strengthen an organization's volunteer program.
- Service as a Solution- Identify how service builds and strengthens communities, fostering growth and economic opportunity.
- Service-Learning and Civic Leadership- Demonstrate how to build leadership skills of the service participants. Best practices, innovations of service-learning both in academic settings and in other volunteer programs
- Organizational Capacity Building- Methods to bolster organizational effectiveness.
- Professional Development

Proposal Requirements:

- **Presenter and Co-Presenter Information**
- **Workshop Title:** (15-word limit) As you wish it to appear in conference program. The title should give a clear idea of the session's topic/theme.
- **Workshop Abstract:** (150-word limit) As you wish it to appear in conference program. The abstract should give an overall summary of your workshop.
- **Workshop Level:** (Introductory, Intermediate, Advanced)
- **Institutional Type** (For Faculty Track Workshops Only): (Two Year, Four Year, Public, or Private)
- **Detailed Outline:** The following information must be submitted with all proposal submissions (File upload, 500 words maximum):
 - Detailed agenda (for panel discussion workshops, include panel members and bio/expertise). Include a timeframe.
 - Clearly defined learning objectives/skills/knowledge that participants will take away from the session.
 - Presentation methods and opportunities for participant interaction and reflection.
 - Explain if this presentation is new or if it has been given before and to what audience.
 - List any reference materials/handouts that participants will receive after the session.

TCVSL Workshops Should:

- Have clear learning goals, key takeaways, and objectives
- Demonstrate clear depth of knowledge
- Ensure adequate time for questions and discussion
- Ensure the representation of diverse viewpoints concerning the topic
- Include original content, not just content that adds to existing dialogue
- Target an audience and audience level
- Provide reference materials participants can read or consult after the session

Submitting Proposals:

- All session proposals must be submitted online at surveymonkey.com/r/JHSBQH5. You are strongly advised to save the information requested in a word document first and then cut/paste the information into the web form.
- Submission deadline: The deadline to submit proposals is **November 30, 2023**.

For any questions related to submitting a proposal, email Volunteer.Tennessee@tn.gov



2024 Tennessee Conference on Volunteerism and Service-Learning Call For TRACK PROPOSALS

Special Conference Tracks:

TN-SLC Higher Education Faculty Track: Volunteer Tennessee, in partnership with the Tennessee Service-Learning Consortium (TN-SLC), will offer a Higher Education Faculty Track at the 2024 Conference. This track will include informative presentations by higher education faculty members targeted to college and university participants who are committed to promoting active citizenship in higher education. These sessions will be reviewed and selected by the TN-SLC review committee.

Student Track: Planned by and for youth from Tennessee as a space that students can engage and connect about volunteerism, service-learning, and community engagement. The Tuesday, February 20 Student Track sessions are for student attendees only. Interactive, hands-on workshops or service projects led by middle, high school, and college students will be selected by the Student Track Planning Committee. On Monday, the track will be part of the larger conference, allowing any conference participants to attend.

Corporate Social Purpose/Responsibility Track: The CSP/R network will engage private sector professionals already involved in employee volunteerism and corporate civic engagement or who are interested in initiating such programs or have programs that have already impacted the local community. This track would provide a space for sharing of best practices and offer ongoing networking and development opportunities for CSP/R professionals statewide.

Workshop Selection Criteria:

The Workshop Review Committee will review and select conference workshop sessions. For standard workshops, hands-on activities, opportunities for dialogue, or small group activities are preferred.

Proposals are reviewed by the following criteria:

- Detailed Agenda
- Workshop Objectives
- Presentation Methods: Opportunities for Interaction*
- Presentation Methods: Time for Reflection (*For service-learning workshops, the committee expects agendas will include time for reflection, as well as the essential elements of quality service-learning. Time for attendees to engage in discussion or a Q&A period is recommended for all workshops.*)
- Audience Appeal
- Experience with Subject Matter
- Workshop Track: Content is Clearly Aligned with Selected Track

** For all tracks, informative sessions that are not interactive will also be considered.*

[Review the Workshop Scoring Rubric here.](#) Please also review our ["Tips and Best Practices for Conference Proposal Submissions"](#)

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- **Workshop Abstract:** (150-word limit) As you wish it to appear in conference program. The abstract should give an overall summary of your workshop.
- **Workshop Track:** Select the topic or track your workshop is appropriate for. You may select multiple tracks if your presentation overlaps topics.
- **Workshop Level:** (Introductory, Intermediate, Advanced)
- **Institutional Type** (For Faculty Track Workshops): (Two Year, Four Year, Public, or Private)
- **Detailed Outline:** The following information must be submitted with all proposal submissions (File upload, 500 words maximum):
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2024 Tennessee Conference on Volunteerism and Service-Learning Conference Logistics

Lodging Information

A block of rooms will be available for reservation at the Franklin Marriott Cool Springs in Franklin, TN. These rooms will be available at the Tennessee state rate of \$125.00 per night. Limited rooms are available, and the block expires on January 20, 2024. Book your group rate for Tennessee Conference on Volunteerism and Service Learning. ([LINK](#))

Conference Registration

The lead presenter for each selected workshop will receive complimentary registration to the conference. Volunteer Tennessee will automatically register lead presenters. Co-presenters who would like to attend the conference will need to register and pay by the appropriate deadlines. For more information about registration, visit us online at www.volunteertennessee.net.

Conference Materials

You will be responsible for preparing and copying handouts for your session(s). Estimate approximately 30 attendees.

Presentation materials will be made available on Volunteer Tennessee's website shortly after the conclusion of the conference. Presenters are asked to submit electronic versions of all session materials to Volunteer Tennessee by February 2, 2024.

Serve InDeed Submissions

Conference presenters will have additional opportunities to promote their topic, through ServeInDEED, the Tennessee Journal of Service-Learning and Volunteerism. Submission guidelines will be sent to selected presenters.

Updated information can be found at: www.volunteertennessee.net