



**Request for Proposals**  
**DEADLINE TO SUBMIT WORKSHOP PROPOSALS**  
**Friday, February 23, 2018**

The Speakers Committee is soliciting **Request for Proposals** from potential speakers who will present on a **voluntary** basis, Thursday and Friday May 3 and 4, 2018. The deadline to submit the **RFP is February 23, 2018 at 6:00 p.m.** Selected presenters will be notified via email by March 2, 2018. The 2018 Texas Volunteer Management Conference will be held at the Collin College Conference Center located at 2400 Community Drive in McKinney, TX.

The committee is seeking a diverse range of speakers that address topics relevant in the field of Volunteer Management. Any questions should be submitted to the Speaker Chair, Elizabeth Andrus at [elizabeth.andrus@uss.salvationarmy.org](mailto:elizabeth.andrus@uss.salvationarmy.org).

**Guidelines and Selection Criteria:**

This year's topics should support our conference theme: **Building Epic Volunteer Engagement**. Priority will be given to proposals that reflect the following criteria:

- Relevant topic areas, particularly solution-oriented and resource directed
- Clarity of content and practical usefulness for those who work with volunteers
- Participant engagement and interaction such as: skill building, interactive discussions, take away materials, and providing resources

**Presenter Details:**

- Presenters are expected to provide their own handout materials for participants.
- Workshops will be approximately 1 hour and 30 minutes in length.
- Each volunteer presenter will be assigned a room host for introduction and assistance.
- Each volunteer presenter is encouraged to bring promotional collateral or information to display at the PRESENTERS table for our attendees.

**Presenter Benefits**

- Letter of Recommendation from TVMC Chair
- Free presenter resource table space in exhibit hall
- Recognition via conference website and brochure
- **Complimentary registration (includes breakfast and lunch)**

Sample topics of interest for our audience:

- |  |                                    |
|--|------------------------------------|
| Volunteer Recruitment                                | Interviewing Techniques            |
| Volunteer Recognition                                | Volunteer Retention                |
| Handling Problem Volunteers                          | Personal Growth                    |
| Communication: Measuring your Impact                 | Management Techniques              |
| Understanding Background Checks                      | Liability and Risk Management      |
| Time Management                                      | Generational Volunteers            |
| Social Media   | Harnessing the power of Volunteers |
| Garnering Management and Staff Support of Volunteers |                                    |

**Presenter Information:**

Primary Presenter (Full Name, printed) \_\_\_\_\_  
Title \_\_\_\_\_ Organization \_\_\_\_\_  
Phone # \_\_\_\_\_ Email \_\_\_\_\_  
Mailing Address of Organization \_\_\_\_\_  
Email Address \_\_\_\_\_  
Website (if applicable) \_\_\_\_\_  
Number of Years' Experience: \_\_\_\_\_

Secondary Presenter (if applicable) \_\_\_\_\_  
Title \_\_\_\_\_ Organization \_\_\_\_\_  
Phone # \_\_\_\_\_ Email \_\_\_\_\_

**Workshop Proposal Section:**

Workshop Title:

Workshop Description (150 words or less)

**Please check one level or category below:**

This workshop best fits the educational level and category of:  
 Basic  Intermediate  Advanced  All

**Please list two learning objectives for your audience:**

- 1)
- 2)

**Presenter needs (please check):**

- Flip Chart
- Power Point Projector
- Internet Connections
- Other \_\_\_\_\_

We encourage our presenters to do two identical workshops, so that participants have a better chance of hearing your message. If you are willing to do this, please check here \_\_\_\_\_

**Please attach or submit a brief Bio** (150 words or less) AND a headshot. If selected to present, your photo and bio will be placed on the TVMC18 website, [www.texasvmc.org](http://www.texasvmc.org).