

3636 WOODVIEW TRACE INDIANAPOLIS, IN 46268 USA 1-800-KIWANIS FAX 1-317-879-0204

REQUEST FOR PROPOSAL to Present a Workshop

Key Club International Convention in Washington, DC July 3-7, 2013

PLEASE READ THROUGH THE FOLLOWING INFORMATION IN FULL BEFORE BEGINNING THE APPLICATION!

Summary:

Key Club International is proud to announce a request for proposals to present a workshop at its annual International Convention in Washington, DC! The Key Club International Convention is an opportunity each year for Key Club members from around the world to come together, learn about service and leadership, elect new officers, be recognized for accomplishments and enjoy the company and inspiration of fellow servant-leaders.

About Key Club:

Key Club is an international student-led organization which provides its members with opportunities to provide service, build character and develop leadership. Our vision is to develop competent, capable and caring leaders through the vehicle of service. For more information, please visit www.keyclub.org.

What: Key Club International Convention 2013 When: July 3-7, 2013 (workshops on July 5 & 6) Where: Washington Hilton, Washington, DC

Guidelines for Submitting Proposals:

- Proposal form should be filled out completely.
- The following supporting documents should be included, *IF APPLICABLE*: Detailed session description/outline (if space on application is insufficient), sample copy of handouts
- Presenters should plan on a 50 minute workshop
- Proposals will be selected by Key Club international staff

Application due: March 15, 2013 by COB **Notification of acceptance:** April 1, 2013

Benefits of Presenting:

- Share your story, message and work with a diverse audience of tomorrow's leaders from all over the world.
- Build your professional portfolio while building the capacity of members of the next generation to positively impact their communities.
- Receive free registration to the entire day of learning, networking and community (non Key Club only).

Convention Workshop Objectives:

- Raise awareness about service opportunities and potential partnerships
- Build members' leadership capacity and character potential
- Provide members with the research and tools to design
 - o meaningful, measurable and impactful service projects, and
 - o efficient and effective fundraisers
- Allow members an opportunity to learn from one another, build relationships and HAVE FUN!

Audience:

Breakout presenters should expect a diverse group of participants representing one or more of the following groups. YOUTH ARE THE PRIMARY AUDIENCE!

Youth -

Members at-large Graduated members club, district and international officers

Adults -

District Administrators Kiwanis Sponsors Faculty Advisors

Criteria for Selection:

- Appealing and relevant breakout title & content
- Interactive and engaging format
- Appropriate for a mixed audience OR for the particular audience specified
- Submission of evidence supporting the qualifications of presenters
- Reflection of the overall workshop objectives in the proposed session content and structure
- Completion of the application IN FULL (please note: KCI reserves the right to disqualify any application that is incomplete)

Application and Submission Options:

For your convenience, there are two options for submitting a proposal to present at the convention:

- 1.) PRINT AND SUBMIT You may print the proposal form, complete it by hand and fax or mail it in to the international office*.
- 2.) EMAIL SUBMISSION You may complete the proposal form in Microsoft Word, save it, and email it to Charli Lehman at clehman@kiwanis.org.

^{*}Contact information for manual submission can be found at the bottom of the proposal form. If you have any questions, please contact Charli Lehman at <u>clehman@kiwanis.org</u> OR at 1-800-549-2647 x.164 OR (317) 217-6164.



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PROPOSAL to Present a Workshop

Washington, DC Key Club International Convention – July 3-7, 2013

Presenter Information

1.) Lead Presenter:	
Name:	E-mail:
Organization/district/club:	
Title/role:	
Phone:	
2.) Co-Presenter 1: (Optional)	
Name:	E-mail:
Organization/district/club:	
Title/role:	
3.) Co-Presenter 2: (Optional)	
Name:	E-mail:
Organization/district/club:	
Title/role:	
4.) Available Dates/Times†:	
Friday, July 5, AM Friday, July 5, PM	
Saturday, July 6, AM Saturday, July 6, PM (limited availability)	

Please check ALL available dates/times to ensure your workshop can be scheduled. Indicate preference, if applicable.

workshop little (please list on each page of applic	ation): 	
5.) Why do you wish to present a workshop at the Key Club International Convention and in what ways are you qualified to present on the given topic?		
6.) Audio-Visual and other Requests:		
Flipchart & Markers	Internet (NOT GUARANTEED)	
DVD Player with Audio	I am bringing my own computer (Note: It	
Data Projector	you bring your own Mac, you are required to bring any converter cords to connect	
Computer (available programs are Microsoft 2000 applications)	with a data projector) Other:	
7.) I/We agree to allow Key Club International	to photograph my/our workshop and to use	
my/our photographs to promote the organization	tion and its programs/events Yes No	
Workshop Information		
8.) Workshop Title:		
9.) Briefly describe the content of your propose	ed workshop*:	

Workshop Title (please list on each page of application):	
10.) Briefly describe the format & structure of your proposed worksh preferred room set-up (theatre style, rounds, etc.):	nop*. Please also note your
11.) Please check the appropriate audiences for your session (all t	hat apply):
Graduated members (youth) Faculty Ac	onsors <i>(adults)</i> Ivisors <i>(adults)</i>
12.) Please indicate the limit for participation in your workshop (if a	pplicable)? Max
13.) What type of room set-up will you need?	
14.) Please check the convention workshop objectives your works	hop satisfies (all that apply):
Raise awareness about service opportunities and potential par	tnerships
Build members' leadership capacity and character potential	
Provide members with the research and tools to perform mean and impactful service projects	ningful, measurable
Provide members with the research and tools to carry out effic fundraisers	ient and effective
Allow members an opportunity to learn from one another, build HAVE FUN!	d relationships and

Workshop Title (please list on each page of application):
15.) Briefly describe how your workshop contributes to the accomplishment of the stated objective(s).
16.) Please provide a concise abstract for your workshop in 50 words or less**:
**Note: KCI staff reserves the right to edit text to fit within the printed event program.
17.) What will participants walk away with as a result of your session (i.e. skills, knowledge, etc.)?
Thank you for your interest in presenting at the 2013 Key Club International Convention!

All submitted proposals must be <u>received</u> by FRIDAY, March 15, 2013 and mailed to:

Charli Lehman, Key Club Leadership Specialist Kiwanis International 3636 Woodview Terrace, Indianapolis, IN 46268 Phone: 1-800-549-2647 x.270 OR (317) 217-6270

Fax: (317) 217-6670 Email: <u>clehman@kiwanis.org</u>