

Workshop Title (please list on each page of application):

KEY CLUB



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

REQUEST FOR PROPOSAL
to Present a Workshop
International Convention in Orlando, FL
July 4-8, 2012

**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 Orlando, FL! The 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 2012

When: July 4-8, 2011 (workshops on July 6 & 7)

Where: Walt Disney World Hilton Resort, Orlando, FL

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, 2012 by COB

Notification of acceptance: April 1, 2012

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).

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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
 - meaningful, measurable and impactful service projects, and
 - 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
Kiwaniis 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 Mike Downs at mtdowns@kiwanis.org.

**Contact information for manual submission can be found at the bottom of the proposal form. If you have any questions, please contact Mike Downs at mtdowns@kiwanis.org OR at 1-800-549-2647 x.270 OR (317) 217-6270.*

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PROPOSAL to Present a Workshop

Orlando International Convention – July 4-8, 2012

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 6, AM

Friday, July 6, PM

Saturday, July 2, AM

Saturday, July 2, PM

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

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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: If you bring your own Mac, you are required to bring any converter cords to connect with a data projector*)

Data Projector

Computer (available programs are Microsoft 2000 applications)

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 and its programs/events. Yes No

Workshop Information

8.) Workshop Title: _____

9.) Briefly describe the content of your proposed workshop*:

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10.) Briefly describe the format & structure of your proposed workshop*. Please also note your preferred room set-up (theatre style, rounds, etc.):

11.) Please check the appropriate audiences for your session (all that apply):

- | | |
|---|---|
| <input type="checkbox"/> Members at-large (<i>youth</i>) | <input type="checkbox"/> Kiwanis Sponsors (<i>adults</i>) |
| <input type="checkbox"/> Graduated members (<i>youth</i>) | <input type="checkbox"/> Faculty Advisors (<i>adults</i>) |
| <input type="checkbox"/> Club, district and international officers (<i>youth</i>) | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> District Administrators (<i>adults</i>) | _____ |

12.) Please indicate the limit for participation in your workshop (if applicable)? Max. _____

13.) What type of room set-up will you need? _____

14.) Please check the convention workshop objectives your workshop satisfies (all that apply):

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

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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 2012 Key Club International Convention!

Please submit all proposals by THURSDAY, March 15, 2012 to:

Mike Downs, Key Club International Director
Kiwaniis International
3636 Woodview Terrace, Indianapolis, IN 46268
Phone: 1-800-549-2647 x.270 OR (317) 217-6270
Fax: (317) 217-6670
Email: mdowns@kiwanis.org