**CALL FOR PROPOSALS APPLICATION**

[Kansas Volunteer Commission](https://kanserve.org/) and [Washburn University](https://www.emporia.edu/) are seeking proposals for 50-minute workshops at the 2025 Civic Engagement Conference. The conference will be held at Washburn University Memorial Union, in Topeka, on November 4th and 5th, 2025.

Individuals wishing to present at the 2024 Civic Engagement Conference should:

* Read the Call for Proposals Guidelines before submission.
* Include a professional bio, which lists qualifications and skills for **each** presenter in question #1.
* Email completed application to volunteer@ksde.gov.
* Submission deadline is September 12, 2025**.**
* Contact Sarah Nelson at sarah.nelson@ksde.gov with any questions.
1. **Lead Presenter Information:**

Name:

Title:

Organization/Company:

Full Address:

Phone Number:

Email:

**Co-Presenter Information** (if applicable):

Name:

Title:

Organization/Company:

Full Address:

Phone Number:

Email:

1. **Title of Proposed Session:**
2. **Session Type** (check one):

[ ] Presentation [ ] Panel [ ] Round Table Discussion

[ ] Other (please specify):

1. **Session Length**

[ ]  50-minutes [ ]  Two 50-minute sessions (two-part series)

1. **Session Description:**
2. **Session Outcomes:**
3. **Additional A/V Or Equipment Needs:**

There will be a computer, projector, screen, and flipchart with markers in each room. Please enter any additional equipment or setup needs.

1. **Handouts/Materials** (check one):

[ ]  I/We will bring sufficient copies of all workshop materials and handouts. (Please plan on a minimum of 30 copies per session)

[ ]  I/We would like the Commission to print workshop materials and handouts. I/We will send final versions electronically to volunteer@ksde.gov by **October 15, 2025.**

The Kansas State Department of Education does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The person designated to handle inquiries regarding the non-discrimination policies: KSDE General Counsel, Office of General Counsel, KSDE, Landon State Office Building, 900 SW Jackson, Suite 102, Topeka, KS 66612, (785) 296 3201.