**CALL FOR PROPOSALS GUIDELINES**

[Kansas Volunteer Commission](https://kanserve.org/) and [Washburn University](https://www.washburn.edu/index.html) 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 4 & 5, 2025. The theme for the conference is **“Empowering Kansans Through Civic Engagement.”**

Specifically, we are seeking a diversity of proposals that will be informative and relevant, encourage opportunities for learner engagement, and/or demonstrate application to the work of participants. Our goal is to select proposals which:

* Contain new and innovative ideas
* Provide an appropriate mix of information presentation and engaging activities
* Stimulate and provoke discussion
* Address current or trending issues
* Offer practical information and tools that participants may use immediately

**PROPOSAL SUBMISSION**

The Call for Proposals Guidelines and Application can be found at [www.kanserve.org](http://www.kanserve.org). Completed applications must be emailed to [volunteer@ksde.gov](mailto:volunteer@ksde.gov) by **September 19, 2025.**

**TARGET AUDIENCE**

The expected conference attendance is around 100-150. The primary audience is:

* Educators and students (High School, College)
* Community partners
* Individuals passionate about civic engagement
* Mentoring, nonprofit and volunteer management professionals
* National service members and staff (including AmeriCorps and AmeriCorps Senior)

**WORKSHOP FORMAT**

Workshop sessions will be held on November 4 & 5, 2025. If there is a demonstrated need, presenters may elect for up to two, 50-minute sessions for a two-part series (one in the morning, one in the afternoon). All types of sessions will be considered, such as: presentation, panel, round table, or a combination of the above.

Presenters must be willing to:

* Provide training for approximately 30 participants
* Include a hands-on component for participants to practice or dialogue what they are learning in some interactive way: individual, small or large group activities or discussions, games, reflection, etc.
* Allow time for questions
* Use tech/audio/visual equipment

**SUGGESTED SESSION TOPIC AREAS** (please note these are only suggestions)

* Advocacy
* Board development and engagement
* Change and growth management
* Civic engagement ideas
* Communication and messaging
* Data collection and reporting
* Developing a talent pipeline
* Diversity, equity, and inclusion
* Fiscal best practices
* Fundraising and resource development
* Grant-writing techniques
* Increasing collective impact and collaboration
* Leadership development
* National service topics
* Nonprofit sustainability
* Service-learning
* Social media strategies
* Technology tips and best practices
* Youth development/youth in service
* Youth mentoring best practices
* Volunteer recruitment, management, and retention

**ROOM SETUP**

All training rooms will have basic Audio/Visual including a screen, LCD projector, a laptop computer, flipcharts, and markers. Room setup will be determined based on the ability to maximize the number of participants able to attend each workshop.

**PROPOSAL SELECTION**

Proposals will be selected based on the following criteria:

* Building of participants’ skills/knowledge
* Presenter’s appreciation/knowledge of topic (expertise)
* Presenter provides relevant and helpful information
* Presenter provides effective, practical application of the training
* Methodology addresses various learning styles (auditory, visual, kinesthetic)
* Topic, content and methodology and whether it meets the target audience’s needs
* Clear outcomes for increasing participants’ skills, knowledge or other resources

**SELECTED PROPOSALS**

Proposals will be reviewed and selected by the conference planning committee. Presenters will be notified if their proposal has been accepted by **September 30, 2025.** Presenters will be asked to complete the following tasks and instructions will be provided later:

* Register for the conference
* Add their professional bios and photos to Sched, the conference website
* Send handouts to be printed to [volunteer@ksde.gov](mailto:volunteer@ksde.org) by **October 15, 2025**
* Upload any conference materials to Sched by **October 15, 2025**

**PRESENTER BENEFITS**

If you are selected as a presenter(s), the Commission will provide free conference registration for up to two presenters. No per diem, mileage or honorarium will be provided to session presenters.

**QUESTIONS**

Please email Sarah Nelson at [volunteer@ksde.gov](mailto:volunteer@ksde.gov) or at 785-296-7801.