



## Request for Presenters 2010

Illinois Conference on Volunteer Administration  
[www.icova.info](http://www.icova.info)

Conference Dates  
**May 13 - 14, 2010**

Location  
**Dominican University  
River Forest, IL**

## Instructions

The Illinois Conference on Volunteer Administration (ICOVA) is pleased to announce the request for presentations. Below you will find the necessary information regarding our mission, curriculum, audience, and setting to assist you with the completion of your proposal.

Your proposal can be submitted through post, fax, or e-mail to the contact below:

Robert M. Bonesteel  
Association of Volunteer Administrators - Metropolitan Chicago  
**ATTN: ICOVA RFP Submission**  
28 E. Jackson Building, 10th Floor/A765  
Chicago, IL 60604

Fax: 847-294-2114

[IllinoisCOVA@gmail.com](mailto:IllinoisCOVA@gmail.com)

**Completed proposals are due by January 14, 2010.**

Conference presenters will be selected based on timeliness and originality of proposed workshop topics and clarity of conference objectives. You will hear back from us on or before January 31, 2009 regarding your workshop acceptance.

Proposal will include:

- Application (Attached Below)
- One-page Workshop Outline and Presenter Information Sheet (Attached Below)
- Professional reference (if new to ICOVA)

### Conference Mission

The Illinois Conference on Volunteer Administration provides valuable networking opportunities for volunteer management professionals. The ICOVA Conference promotes innovative and dynamic thought by presenting quality professional development opportunities focusing on the future of volunteer administration, including the role of technology and its impact, and strategic approaches to issues facing our society.

### Conference Curriculum

The conference curriculum consists of 24 general session workshops and keynote speakers. This year's focus is directed toward personal professional development, organizational departmental development, and the professional development of volunteer management as a field. The general areas of focus that workshops should relate to this year are:

- Personal and Corporate Professional Development and Advocacy
- Advancing the Volunteer Department in an Organization
- Applied Research and Innovative Tools in Volunteerism
- Developing Your Organization to be Volunteer Centric
- Fundamentals of Volunteer Management

Workshops are scheduled as 90 minute sessions. Below are some sample workshop topics that have been requested or presented in years' past to assist you in your consideration of a workshop submission. Please indicate which level of audience your workshop is intended to reach. Anticipated audience levels can be found on the following page.

## **Personal and Corporate Furthering of the Profession**

Professional Organizations and What They Do  
The Next Steps in My Professional Development  
Collaboration, How to Go About It

## **Trends and Tools in Volunteerism**

How to choose the proper database  
Research Findings  
Integrating Web-based tools

## **Leading Your Organization to Become Volunteer Centric**

Working with Other Departments to Achieve the Mission  
Changing the Culture of Your Organization  
Integrating Professional Volunteers

## **Fundamentals of Volunteer Management**

Planning and Evaluation  
Recruitment, Recognition, and Retention  
Training and Orientation

## **Developing the Volunteer Departmental**

Managing a Budget  
How to Delegate the Responsibility of Managing Volunteers to Staff  
Measuring and Communicating Success In Order to Do More

## **Specialized Volunteer Management**

Working with Disabled Volunteers  
How to Save Membership Volunteer Organizations  
Getting Your Congregation to Volunteer- In and Out of Church

## **Audience**

The conference traditionally attracts volunteer administration professionals with a wide range of knowledge and experience, representing the non-profit, governmental and private sectors in the state of Illinois and portions of Wisconsin and Indiana. Please plan for an average workshop attendance of 20 - 30 participants for your workshop.

As the professional level of our audience ranges greatly, we provide a variety of workshops for both the new and experienced professional. Workshops will be categorized by the following:

- Basic: This audience is new volunteer administrators who have been in the field for less than 5 years. They are seeking program fundamentals in job design, recruitment, recognition and retention.
- Intermediate: This audience is volunteer administrators who have been in the field for 5 - 10 years. This group is looking for workshops pertaining to volunteer-staff relations, program evaluation & audit, working with volunteer groups/leadership committees/boards, and internship programs.
- Advanced: This category may include topics such as time, project or program management, negotiation, working with corporate or non-profit partnership organizations, fundraising, and strategic planning. These workshops may include innovative approaches or best practice related to a problem we all face or focus on new legislation/public policy issue/population trends that affect our industry.

## **Setting and Equipment**

Dominican University's thirty acre main campus is located in River Forest, just 10 miles west of downtown Chicago. It is accessible both by personal and public transportation. Each classroom is equipped with an LCD projector, drop-down screen, and white boards. However, presenters are required to bring their own laptops to connect to the LCD projectors in these rooms. Additionally, there is a computer lab available for enhanced teaching opportunities, if desired.

## **Benefits to Presenters**

ICOVA is an all-volunteer run organization and all the registration fees are channeled back to conference expenses to ensure sustainability for future conferences. Though we are unable to pay for a presenter's honorarium, workshop presenters are given the following benefits:

- Invited to attend the keynote luncheon on the day of their presentation
- Discounted registration rate for attending the entire conference
- Free resource table in the Exhibit Hall where they can display their promotional materials
- Recognition of their name and organization in the conference brochure

**This page was left intentionally blank**



**APPLICATION**

**Applicant Information**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Street

City

State

Zip

Web site: \_\_\_\_\_

Workshop Date and Time (please list 1st, 2nd and 3rd choice or no preference if you are flexible):

- Thursday, May 14 Morning     Thursday, May 14 Afternoon     Friday, May 15 Morning     No Preference

This workshop best fits the educational level and category checked below. (Please check for each audience level you would like to teach your workshop. Each level will indicate a separate workshop.):

Education Level     Basic     Intermediate     Advanced

Workshop category:

- Personal and Corporate Furthering of the Profession
- Developing the Volunteer Department
- Trends and Tools in Volunteerism
- Leading Your Organization to be Volunteer Centric
- Fundamentals of Volunteer Management

Completed proposals are due by **January 14, 2010** to:

Robert M. Bonesteel  
Association of Volunteer Administrators - Metropolitan Chicago  
ATTN: ICOVA Submission  
28 E. Jackson Building, 10th Floor/A765  
Chicago, IL 60604  
Phone: 847-294-2163  
Fax: 847-294-2114  
[IllinoisCOVA@gmail.com](mailto:IllinoisCOVA@gmail.com)



**WORKSHOP OUTLINE AND PRESENTER INFORMATION SHEET**

**Workshop Description** (To be used in brochure. Not to exceed 3 sentences):

**Learning Objectives:**

**Outline**

**Presenter Information**

Presenter #1

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Presenter #2

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Presenter #3

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

**Room Setup**

If your proposal is accepted, we will contact you about how you may wish to have your workshop room setup. We will do our best to accommodate your request. However, due to the limitations of number of rooms and workshops proceeding and following yours we may not be able to accommodate all requests.