


4-H: It's a Natural



2011 Instructions for Request for Proposals (RFP)

Workshops and Funshop Proposals

Due on or before May 6, 2011

October 6-9, 2011  C.A. Vines Arkansas 4-H Center

Tips for Completing Proposal

Thank you for expressing an interest in applying to serve as an educational instructor/presenter for 4-H Southern Region Volunteer Forum. Please read information carefully before submitting application. If you have submitted Forum applications in the past, you will see changes.

Deadlines:

- ✿ A copy of the RFP/Educational Proposal must be submitted to your state 4-H volunteer specialist at the date determined by **your** state.
- ✿ Applications are due in Oklahoma May 6, 2011 to receive priority consideration. Late applications will be accepted but will be given second consideration in the selection process.
- ✿ Electronic Copy of Handouts due on or before – August 19, 2011

Submission:

The RFP (*Request for Proposals*) can be completed and sent electronically (preferred format), printed and mailed or faxed.

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Southern Region Volunteer Forum Proposals, Attn: Karla Knoepfli
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Step by Step -

Table 2011 areas of focus and type of presentation - check the box which best represents the subject matter and presentation style.

TRACK 1 "HEALTHY LIFESTYLES" Examples: Using natural dyes, Weaving from fibers found in the environment, Natural Foods in the Diet, Outdoor Exercise, Arts, etc..

TRACK 2 "ENVIRONMENTAL/OUTDOOR" Examples: Recycling, Outdoor Education, Day Camps, Camping, Environmental Education, Use of or Protecting Natural Resources, etc...

TRACK 3 "SCIENCE, ENGINEERING & TECHNOLOGY" Examples: Robotics, Movie Making, Social Media, Electricity, Physical Sciences, Biological Sciences; Architecture, Engineering, Arts, etc...

TRACK 4 "YOUTH DEVELOPMENT" Examples: Citizenship, Leadership, Communications, Youth/Adult Partnerships, etc...

Each number below refers to a “Section” on the RFP application.

1. List one person as the **team leader**. This individual will receive all correspondence relative to the session. The team leader **will be responsible** for communicating with other team member.
2. In section four of the proposal, **list names of all presenters** for inclusion in the program.
3. **Session title** will be listed in the program, as written.
4. **Session description** as written will be included. Please carefully proof submission. The conference planning committee reserves the right to edit descriptions.
5. Describe in at least three ways the content of the workshop will encourage the development of a volunteer through **knowledge/skill/subject matter** in your description.
6. Describe how the content/subject is useful and relevant to the youth we serve and potential members.
7. Briefly outline of the subject matter, be sure to note relevance/application to volunteer or youth development
8. Consider how you will **engage the learner**. Avoid lecturer style; participants enjoy being active participants in the learning experience - hands-on, discussion, activities, etc.
9. While it is not a requirement to have presented at another meeting or to another group, this will help the selection committee to determine the experience of applicants. Additionally, we want to insure that new sessions/topics are being offered for returning Forum delegates.
10. **Target Audience** - This question is designed to help participants select workshops.
11. It is important to specify the **number of participants** which can be accommodate in a session. It is our desire to schedule an appropriate space - building or outside area. If you are submitting a poster session, do not to complete this section.
12. It is often necessary to repeat sessions. If you are willing to teach more than once, please respond with yes.
13. Planning Committees policy on “**Charging**” for Programming - Carefully consider whether charging for a workshop is necessary. Participants have paid a substantial fee to attend the Forum. Some cannot afford additional charges. Charging is acceptable but participants must leave your session with items of equal or greater value than your fee. **Fees should not exceed \$5**. A “supply fee” is designed for programs that require supplies – i.e. food, crafts, fabric, electronics, etc.
14. **Facility Needs**
Please check those needs which will be necessary for the content/subject.
 - ✿ Rooms will be preset.
 - ✿ Presenter table and one flipchart with easel
 - ✿ 8 ft Tables for participants - 4 to 6 per table
15. **Room Setup**
Theater style will be rows of chairs with a head table for the presenter.
Classroom will be tables and chairs .
16. **Other Needs** - Be specific with “other” needs not noted on the application form. We will do the best we can to honor the needs or will be in contact about alternatives.