



Utah | **Campus Compact**

Request for Proposals:
Annual Conference on Civic Engagement
February 19-20, 2010

The Sustaining Power of Community

Conference Focus:

The Utah Campus Compact statewide Conference on Civic Engagement is an opportunity for faculty and staff to promote, learn, and share civic engagement strategies to prepare students for responsible citizenship. It offers a forum where best practices and research in service-learning partnerships, community service, and civic action can be shared and discussed. It also fosters opportunities for networking among peers and statewide leaders in the field of civic engagement.

Participants:

Each institution is invited to send a team of participants that are involved (or want to be involved) with civic engagement initiatives on their campus. Community partners and students are welcome to attend, especially as co-presenters, but they should be aware that most workshops will be aimed at faculty, staff, and administrators.

Session Format:

Each session will be in the form of a 60-minute workshop. It should be an interactive session with at least 10 minutes designated for Q&A.

Timeline:

Proposals will be accepted through **Tuesday, December 1, 2009**. Presenters will be notified of proposal acceptance by December 14.

General Information:

The 2010 conference will be held at the Board of Regents Office in Salt Lake City. It will begin with a networking lunch at 11:00 am on Friday, February 19 and conclude at noon on Saturday, February 20. Please see website for a more detailed agenda. Hotel information will be available in December.

Conference Registration Fee:

Registration is \$100 for attendees from non-Utah Campus Compact institutions and \$50 for attendees from member institutions. Presenters receive a \$25 discount on registration.

RFP Criteria:

The following criteria will be used to evaluate each proposal:

- Articulation of clear objectives for session participants
- Articulation of how you will present your initiative/model as one that other institutions can adopt
- Quality of active learning segment
- Overall contribution to the service-learning/civic engagement field

Proposal Submission Form

DUE TUESDAY, DECEMBER 1, 2009

Directions

- ✓ Complete this Proposal Submission Form. If you would like to propose more than one session, please complete a separate Proposal Submission Form for each session.
- ✓ Save your Proposal Submission Form in Microsoft Word using the lead presenter's last name (e.g., Smith_Proposal.doc). If you are submitting more than one form, please number each (e.g., Smith_Proposal_1.doc and Smith_Proposal_2.doc).
- ✓ Submit your form(s) electronically by emailing the document to bward@utahsbr.edu by Tuesday, December 1.

Lead Presenter Information

Name:		Title/Position:	
Johanna Hillen		AmeriCorps VISTA	
Affiliation/Institution:		Address: (Street, City, State, Zip)	
Weber State University, Community Involvement Center		2113 University Circle, Ogden, Utah 84404	
Telephone:	Fax:	Email:	
801.626.7737		johannahillen@weber.edu	

Co-presenter Information

Presenter #2	
Name:	Title/Position:
Affiliation/Institution:	Email:

Presenter #3	
Name:	Title/Position:
Affiliation/Institution:	Email:

Presentation Title

Risk Management, Liability, and Safe Service Learning
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Abstract

Provide a brief presentation abstract (100-300) words. Please state topic, theme, issue or subject matter, and succinctly describe the substance of the presentation. You should include ways conference attendees will gain knowledge and/or skills by participating in your session. (Abstract will be edited for inclusion in the program).

Risk management is an issue for all parties involved in the promotion of service-learning. In order to protect students, faculty, community partners and civic-engagement centers from liability and risk, acknowledgment and utilization of risk management practices are vital. Methods and suggestions as to how to create Memorandums of Understanding and Informed Consents will be presented to attendees, as well as how to encourage the signing of these documents with the parties concerned. Attendees will also be given an overview of the importance of these documents in relation to building sustainable relationships with partners and faculty- all while protecting students and providing them the most effective and meaningful service-learning opportunities possible. Time will be given towards the end of the session for questions, brainstorming, and suggestions.

For the CIC's purposes, I hope to gather data (in a subtle and interactive form) from attendees concerning the current and potential integration and use/non-use of risk management practices in their departments/universities. Discussions will include but are not limited to: what prompted attendees' centers or universities to enact risk management policies, if those attempts have been successful, boundaries in creating a risk management policy, and understanding and evaluating effectiveness of risk management policies.

Target Audience

Please indicate your primary audience by checking the appropriate boxes below.

<input type="checkbox"/>	Service-Learning Faculty/Staff	<input type="checkbox"/>	Campus Service Directors/Staff
<input type="checkbox"/>	Other Higher Education Faculty/Staff	<input type="checkbox"/>	Administrators
<input checked="" type="checkbox"/>	All Audiences	<input type="checkbox"/>	Other:

Level

	Introductory		Advanced
x	Intermediate		

Presentation Style

Please indicate the style in which you will present at your session.

x	Interactive Lecture		Panel
	Facilitated Discussion		Other:

Audio/Visual Request

Please indicate your anticipated A/V needs below.

x	LCD projector (includes screen)	x	Laptop
	Internet Access		Flipchart and markers
	Other:		

Submit proposal to:

Betsy Ward

bward@utahsbr.edu

Due by Tuesday, December 1, 2009

Board of Regents – The Gateway
60 South 400 West
Salt Lake City, Utah 84101

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