



Canadian Alliance for Community Service Learning

REQUEST FOR PROPOSALS CONFERENCE HOST FOR 2014 CONFERENCE

Organizations and educational institutions committed to development of community service-learning and community engagement are encouraged to submit proposals to serve as hosts for the 2014 and Bi-annual Conference of the Canadian Alliance for Community Service-Learning (CACSL or “the Alliance”).

CACSL provides leadership to strengthen and promote community service learning in Canada by supporting and connecting CSL practitioners and community capacity-builders. The conference serves as a vehicle for connecting academic and community practitioners and researchers of CSL. Practitioners and community partners are encouraged to attend the conference to participate in a variety of knowledge mobilization and networking activities.

The conference attendees are community activists, faculty, graduate students, academic administrators, and practitioners. The participants are primarily Canadian based, but participation from other countries is welcomed and encouraged.

The conference is a bi-annual event that began in 2012 hosted by the University of Saskatchewan May 2012 (CACSL2012.ca). This first conference attracted well over 100 attendees from community and academic organizations across the country. We seek to build on the success of that event.

The conference is a vehicle for connecting those in creating CSL experiences providing value for students, communities, and post-secondary institutions. Revenue generation is a secondary consideration. However, the conference needs to be held on a cost recovery bases. A revenue sharing agreement between the host and CACSL will be needed in the case there is a net profit.

The Alliance and the host organization will outline the expectations of all parties in a memorandum of understanding (MOU). The Alliance encourages the hosting organization to take “ownership” of the conference, but will provide assistance and guidance, within the

parameters of the Alliance's mission and experience, through ongoing and regular communication and participation on the organizing committee.

Proposals are due by FRIDAY March 8, 2013. The CACSL Steering Committee will review and rank each component of the proposal. The selected site will establish a Memorandum of Understanding with the CACSL. Public announcements about the selected sites for the 2014 and conference will be made on blog.communityservicelearning.ca, and at the CACSL meeting to be held in conjunction with CUExpo 2013, Cornerbrook, NFLD June 2013.

PROPOSAL GUIDELINES

CACSL views the proposal as a tentative outline and "work-in-progress." The Steering Committee will assist potential hosts by answering questions and providing technical assistance prior to submission of the proposal and will offer continued guidance should the proposal be accepted.

The proposal criteria fall into four broad categories that will be rated by a review committee. The components of this RFP are intended to help interested organizations carefully consider their resources, expertise, and ability to host a small national conference. Proposals should address succinctly each of the following categories and subcategories:

1. SCHEDULING AND LOCATION

Scheduling

The dates of the conference are flexible. The conference is held every two years to reduce duplication with CUExpo. The previous conference was held in early May. The conference format needs to be one that encourages interaction, attracts community as well as academic participants, and supports networking. Dates should be selected to avoid conflict with any other major conferences that draw similar audience and should not conflict with the beginning of the semester/quarter and/or any major religious or national holidays. Proposals should specify possible dates.

Location

a) Proximity to Airport and International Access

The proposal must include information regarding proximity of the venue to a domestic and international airport. This includes ease of flight connections to and from the host city.

b) Travel Affordability

The proposal must include a current estimated range of airfare costs from the geographical corners of the United States, Canada, and Mexico to the host city and estimated international costs for various cities from an array of continents at the time the proposal is developed. (The review committee recognizes the variance and instability of airfares, but seeks your best estimate.) This information can be provided in a table format.

c) Venue

The proposal should describe any on-site capability to host (e.g., a conference center or hotel on campus), so that these can be considered along with other hotel sites.

d) Public Transportation and/or Walking Proximity

The proposal should describe public transportation options to and from the airport as well as within the city for after-conference activities. Mass transit fares and estimated taxi fares should be included. A description of the walking area and distances of sites/activities from the venue should be included.

e) City Attractions

In addition to professional development, conference attendees enjoy a variety of attractions in the host city. The proposal should provide a brief description of attractions and unique features within the city that would appeal to conference attendees.

f) Community based learning opportunities—The host may identify optional events or venues that provide an opportunity to learn directly from a community project.

g) Optional Tours and Activities (concerts, sports, museums, etc.)

While the focus of the conference is on research and practice of CSL, the proposal will be strengthened with a brief description of possible optional tours or activities available to attendees or that the hosting institution would be willing to coordinate. These might include concerts, sporting events, or museums. Some previous conferences have offered visits to or organized service activities at community sites.

2. Organizational CAPACITY

Infrastructure Support

The proposal must demonstrate adequate infrastructure support for advertising, creating website content, and financial management of conference fees/costs.

Staffing

The proposal should include a list and description of critical staff, including a conference chair/faculty lead (main contact person/coordinator), clerical assistance, and student resources. Organizations should be creative in considering how to staff the conference through the use of students, CSL classes, other regional partner organizations.

The Steering Committee will carefully consider the community engagement background and experience of the conference chair.

Presidential/Administration Support and Participation

A letter from the head of the organization must be included in the proposal appendix. The letter should clearly articulate the role and participation of the president and/or other administrators in terms of a welcoming address, hosting a conference reception, and providing in-kind and/or financial resources that may include support of graduate students to assist in the planning and logistical coordination of the conference.

Publicity and Outreach

The proposal must describe how the host organization will publicize the conference and coordinate outreach to presenters, participants, sponsors, students, and community partners.

Demonstrated History of Coordinating/Hosting Conferences

The proposal should include a brief description of previous relevant conferences that have been hosted by the organization. The information should clearly articulate how this previous experience will be useful for the CACSL conference. This should include the name(s) of conference, the number of attendees, name/list of the venue (hotel, ballrooms, meeting rooms), and costs.

In-kind and/or Fiscal Support/Sponsorships

The proposal must include a description of in-kind and/or fiscal contributions on the part of the host organization. This should include a tentative plan for fundraising, soliciting, and securing sponsorships from various local funding agencies or organizations. The CACSL Steering Committee will collaborate with the host in soliciting conference sponsorships.

3. EXPERIENCE AND LEADERSHIP IN COMMUNITY SERVICE-LEARNING AND COMMUNITY ENGAGEMENT

Evidence of Service-Learning and Community Engagement Programming and Research

The proposal should provide evidence of the applying institution's programs for service-learning and community engagement, as well as research in these areas by members of the institution. A brief description of an organized center, service-learning courses, and/or community engagement initiatives should be included in the narrative.

Participation by Institutional Representatives in Past Research Conferences

The proposal should include a list of faculty, students, administrators, staff, and community partners who have participated in, presented at, or attended previous community service-learning and community engagement research conferences.

Identification of the Program Chair

The proposal should identify the individual who will serve as the host organizations's conference chair and his/her practical experience and/or scholarship on service-learning and community engagement. This individual should have relevant experience in community service-learning and/or community engagement. A vita of the conference chair must be included with the application.

Capacity to Organize/Coordinate Transportation for Optional Events

In the past, conference attendees have appreciated tours of campuses, community engagement centers, community-based projects, service activities, and other sites of interest. While not a requirement, the proposal is enhanced if it articulates the capacity to organize and coordinate transportation for optional service activities and/or tours of these or other relevant sites of scholarly interest. A list of possible tours/activities should be included. The narrative should include the availability and estimated cost of transportation and which conference staff would spearhead the operations.

Commitment to Editing the Conference Proceedings

The proposal must include a commitment by the conference host to be responsible for online publication of the *Conference Proceedings*, which will include abstracts of the papers presented at the conference. The proposal narrative must include a brief description of the host's experience in writing/editing/publishing accessible scholarly work.

4. CONFERENCE VISION

Theme

The proposal should include a tentative theme that reflects emerging research interests and issues within the fields of community service-learning and community engagement. A brief description and rationale for the theme should be provided. The theme should be original, creative, and provocative. Consideration of how the conference relates to the knowledge mobilization needs of the Community First: Impacts of Community Engagement (CFICE). CACSL is heavily invested in CFICE, a SSHRC funded research project. The Steering Committee will work with the host institution to finalize the theme.

Tentative Keynote Topics and Speakers

The proposal should demonstrate that thought has been given to tentative keynote topics and speakers who can address the conference theme in a variety of contexts and ways. This could include policy makers, community activists, researchers, and other scholars who have played a key role in the research on service-learning and community engagement.

Innovative Formats and Strands

The proposal must provide a description of the formats that will be utilized. This should include consideration of innovative approaches for presentations, discussions, and dialogue. Topical strands should be identified, listed, and briefly described. Formats may include, but are not limited to, paper presentations, panels, roundtables, and poster sessions. Use of multimedia approaches are encouraged.

Involvement of Emerging Scholars, Students, and Community Partners

The proposal must articulate methods to invite and include emerging scholars, graduate and undergraduate students, and community partners who have been involved in the research or practice of community service-learning and community engagement.

Planning and Printing Program

The proposal should describe how the conference program will be organized and coordinated, as well as the estimated cost of printing the program. The Alliance will post the program on its website.

Reviewing Presentation Proposals

The proposal should describe the process for identifying, recruiting, and coordinating the activities of reviewers for presentation proposals. The description should include selection

criteria and/or rating systems, the review/selection process, and how applicants will be notified as to the status of their submissions.

PROPOSAL FORMAT

The **proposal narrative** should include headings for each of the categories and sub-categories, above, and should

- a) use 12-point font,
- b) have one-inch margins,
- c) include page numbers,
- d) be single spaced, and
- e) be limited to 15 pages.

Appendices to Proposal

- Letter of support and commitment from institution's or organization's president
- Curriculum vitae of conference chair
- Description/biography of support staff
- Travel/tourism materials

PROPOSALS ARE DUE BY 11:59 P.M. EASTERN TIME, FRIDAY, March 8, 2013

Proposals must be submitted using one of the following delivery methods (e-mail is preferred):

By e-mail:

Direct any questions about this call or your proposal to Geri Briggs, Director, CACSL
geri@communityservicelearning.ca

Thank you to IARSLCE for the RFP format from which this was developed.