



# F • A • C • E • S !

## Family And Community Engagement Seminar

# *Call for Proposals*

March 1-2, 2012

Holiday Inn Park Plaza

**Lubbock, Texas**



Hosted by the Title I Statewide  
School Support/Parental Involvement Initiative  
at Region 16 Education Service Center



Online registration available at [www.escl6.net](http://www.escl6.net)

# F•A•C•E•S 2012

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### Call for Proposals

The Statewide Family and Community Engagement Seminar (F•A•C•E•S), hosted by the Title I Statewide School Support/Parental Involvement Initiative at Region 16 Education Service Center, invites you to submit a response to this **Call for Proposals** to be a speaker conducting a breakout session at F•A•C•E•S. Breakout sessions provide information, content, and substance that make a successful seminar possible. All related materials including procedures and guidelines, and proposal application are included in this brochure.

The proposal for a breakout session must be submitted to Skip Forsyth at Region 16 Education Service Center by **December 16, 2011**. You can electronically complete and submit your proposal form at [www.esc16.net](http://www.esc16.net) or you can mail or fax it to:

Region 16 Education Service Center  
Attn: Skip Forsyth  
5800 Bell Street  
Amarillo, Texas 79109

FAX: (806) 677-5189

If you have questions or need additional information, please contact:

Seminar Chair  
Terri Stafford  
(806) 677-5126  
[terri.stafford@esc16.net](mailto:terri.stafford@esc16.net)

or

Speaker Co-Chair  
Skip Forsyth  
(806) 677-5186  
[skip.forsyth@esc16.net](mailto:skip.forsyth@esc16.net)

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## Family and Community Engagement Seminar

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## Call for Proposals

### Procedures and Guidelines

- To be considered, your completed proposal application must be received by **December 16, 2011**. Any submissions received after this date will be retained for future consideration or to fill vacancies should they arise. Submission of a completed proposal application **does not** guarantee selection.
- The Selection Committee looks for presenters who are willing to share their expertise **without expectation of payment or consultant fees in the spirit of networking**, which means conference registration fees will not be waived for presenters and co-presenters attending the conference. *The seminar committee does not provide complimentary registration or travel expenses to lead presenters or co-presenters.*
- Your proposal application submission must include:
  - **Presenter Information:** Each presentation must have one lead presenter. A lead presenter may include co-presenters at the time of the breakout session.
  - **Session Strands**
  - **Language**
  - **Session Title**
  - **Session Description:** The description should be typed (or neatly printed) and not exceed 100 words. Participants will choose to attend your presentation based on its title and description of the program content; therefore, it is essential that the description accurately reflect the content of the presentation. If your presentation will be given in Spanish, please provide the description in Spanish. We reserve the right to edit session descriptions that exceed 100 words.
  - **Session Objectives**
  - **Presentation Methods:** Identify the methods you will employ to present your training session.
  - **Presenter Preferences**
  - **Target Audience**
  - **A Speaker "Bio" must** be attached to the Proposal Application Form.
  - **Educational Background must** be included with the Proposal Application Form.

**Procedures and Guidelines** (cont.)

- Presentations will be limited to one hour fifteen minutes (1 hr. 15 min.). No extended sessions will be offered this year.
- Each presentation must have one lead presenter and may include co-presenters. It is the lead presenter's responsibility to communicate all seminar information in a timely manner to co-presenters.
- Preference is given to presentations that best fit the framework of the "F•A•C•E•S." Presentations that include practical, immediately applicable strategies and tools that will improve the participants' effectiveness regarding parental involvement and community engagement in education will be given preference.
- The Selection Committee will review all proposal applications submitted. Selections will be made by **December 23, 2011**.
- Notification of acceptance with proposed presentation schedule will be electronically forwarded no later than **January 6, 2012**.
- You will be notified of the room capacity no later than **February 3, 2012**. **Lead presenters are responsible for providing adequate printed materials for the presentation.**
- Lead presenters will be asked to provide a copy of handouts in electronic form by **February 17, 2012**, to the Title I Statewide School Support/Parental Involvement Initiative at Region 16 ESC.
- These materials will be placed on the seminar web site in PDF form **March 1, 2012**.
- During the seminar a Hospitality Room will be available to all presenters and their co-presenters.

# F•A•C•E•S 2012

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# Proposal Application Form

**Lead Presenter:**

Lead Presenter Name \_\_\_\_\_

Title/Position \_\_\_\_\_

School District/Organization \_\_\_\_\_

Mailing Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Cell \_\_\_\_\_ FAX \_\_\_\_\_

Email \_\_\_\_\_

**Session Strands:** (Please check only one, the most appropriate for your session. )

- Strand One: ESEA Parental Involvement Requirements  
*Updates and resources relevant to implementing ESEA program requirements.*
- Strand Two: Family Friendly Schools and Communities  
*Best practices demonstrating home, school, and communities working together for student success.*
- Strand Three: Enriching Parenting Skills  
*Practical strategies to enrich families, e.g., discipline, help with homework, literacy, communication, bullying, suicide prevention, etc.*
- Strand Four: Transitioning From Early Childhood Through Graduation  
*Successful evidence-based programs for developing early learners, transitioning through the grade levels, and preparing students for post-secondary education.*

**Language:** Please check one English Spanish

**Session Title:** Maximum of ten words (If the session is in Spanish, please provide title in Spanish.)

**Session Description:** Please provide a typed or neatly printed description as you wish it to appear in the program, 100 words or less, or attach a separate copy. We reserve the right to edit session descriptions that exceed 100 words. (If the session is in Spanish, please provide description in Spanish.)

**Session Objectives:** State two objectives participants can expect to obtain.

1. \_\_\_\_\_
2. \_\_\_\_\_

**Presenter Methods:** Check the methods you will use.

- Lecture  PowerPoint  Video  Question and Answer  Group Activity  
 Hands-on-Activity  "Cafe Conversation"  Other

**Presenter Preferences:** Preferences will be given as space permits.

I can present  only Thursday  only Friday  either Thursday or Friday

**Identify the Target Audience:** Check one or more.

- Administrators (superintendents, principals)  
 Program Staff (federal program coordinators, parent involvement liaisons, counselors, ESC personnel)  
 Educators (teachers, paraprofessionals)  
 Parents (parents, PTA members, PTO members)  
 Other: \_\_\_\_\_

**A/V Equipment:** An electrical set-up with LCD projector will be provided. Laptop computers will **not** be provided by the Conference Committee. An overhead projector will be provided upon request. For more information contact [skip.forsyth@esc16.net](mailto:skip.forsyth@esc16.net), (806) 677-5186.

**Bio:** Please provide a typed or neatly printed bio, 100 words or less, that will be used to introduce you at the breakout session. You may attach a separate copy. (If the session is in Spanish, please provide bio in Spanish.)

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**Educational Background, Lead Presenter:**

Degrees, certifications and licenses of presenters are required to be kept on file.

College/University \_\_\_\_\_ Bachelors Major \_\_\_\_\_

College/University \_\_\_\_\_ Masters Major \_\_\_\_\_

College/University \_\_\_\_\_ Doctorate Major \_\_\_\_\_

Other Certifications \_\_\_\_\_

Years of experience: Classroom Teacher \_\_\_\_\_ Superintendent/Principal/Asst. Principal \_\_\_\_\_

Other Educational Experience \_\_\_\_\_

**I understand my services are complimentary and I waive consultant fees and travel expenses. I further understand all presenters are required to pay the registration fee.**

**Signature of Lead Presenter** \_\_\_\_\_

Return this completed **Proposal Application Form** along with a Speaker "Bio" not later than **December 16, 2011** to:

**Region 16 Education Service Center**

**Attn: Skip Forsyth**

**5800 Bell Street**

**Amarillo, Texas 79109**

**FAX: (806) 677-5189 • Office Phone: (806) 677-5186**

**Electronic Submission: [www.esc16.net](http://www.esc16.net)** (Scroll down and click on Title I Statewide Initiative icon, then click on 2012 FACES.)