

Educational Proposal Form

4-H Southern Region Volunteer Forum

Tips for Completing



Thank you for expressing an interest in applying to serve as an instructor or exhibitor (educational) for 4-H Southern Region Volunteer Forum. Please read this information carefully before submitting your application. If you have submitted applications before for the Forum, you will see that some changes have been made this year.

Deadline: Applications are due in Georgia March 2, 2009 to receive priority for selection. Late applications may be accepted.

Submission: The Application is a fill in form that may be done electronically and immediately submitted via an email button on the form to the selection team. Applications may also be printed and mailed or faxed to Southern Region Volunteer Forum Proposals, 309 Hoke Smith Annex-UGA, Athens, Ga 30602 or fax 706-542-4373

Applicants should also contact their state 4-H volunteer specialist to insure the specialist is aware of the submission.

The Application Step by Step

1. Determine if you are submitting a workshop 1.5 hours, a funshop 1 hour traditionally at night or a poster session. Poster Sessions are new this year and will be displayed for ½ day and manned for approximately 1 hour. Poster sessions are those with educational content only. Exhibitors selling items or promoting items for sale, should exhibit with Commercial Exhibits. Poster sessions applicants will be provided a table for set up. Other items should be requested in item number 13.
2. List one person as the teaching team leader. This person will receive all of the correspondence relative to the session and will be responsible for communicating with the other team member. Other team members will be included in the program.
3. List names of all other presenters for inclusion in the program.
4. Session title will be included as written in the program.
5. Session description as written will be included. Note, the electronic form will not allow more than 75 characters.
6. Consider how you will engage the learner. Sessions should be hands out and avoid the lecturer style. For exhibit applications, this section may be left blank.
7. Consider what a person will gain from your session or poster.

8. While it is not a requirement to have presented at another meeting or to another group, this will help applicants determine the experience of participants. Additionally, we want to insure that we have offered several new sessions to returning Forum delegates.
9. This question is new to the application and is designed to help participants select workshops to attend. The program will include a grid for workshops and their application. We are promoting the Forum to our military 4-H partners and hope to offer several workshops just for those working with military youth both on and off an installation.
10. Consider the number of participants you can accommodate with your session. This will help us in placing your selected session in building or area. If you are applying for an exhibit, you will not need to complete this section.
11. It is often necessary to repeat sessions. If you are willing to teach more than once, please respond with yes.
12. We ask that applicants carefully consider whether charging is necessary for a workshop. This is designed for, but not limited to, those funshops that require supplies in order to leave with a completed project. Participants have, in most cases, paid a substantial fee to attend and may not be able to pay 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 in any case. This should be left blank for all poster/exhibit applicants.
13. Rooms are preset with a presenter table and one flipchart with easel. Tables for participants with 4 to 6 per table will be set in each room. Participants should be specific with other needs such as audio visual, kitchen facilities or other room set up. For poster applicants, a table with cloth will be provided. For additional needs such as easels and/or power, please include requests in this section.