



REQUEST FOR PROPOSALS

17th Annual National AfterSchool Association Conference
February 24 – February 26, 2005 • San Antonio, Texas
Co-hosted by the Texas Afterschool Association

The National AfterSchool Association (formerly the National School-Age Care Alliance) is seeking workshop proposals for its 17th Annual Conference. The conference draws more than 2,000 professionals in the after-school and out-of-school-time field.

Please follow the guidelines carefully in writing your proposal. The review committee receives many more proposals than it

can accept; providing complete information in the requested format will greatly increase the chances of your workshop being accepted.

NAA provides complimentary overhead projectors. Any additional AV equipment is the responsibility of the presenter. In addition, presenters provide their own handouts.

GUIDELINES FOR PREPARING YOUR PROPOSAL

DEADLINE AUGUST 1, 2004

These guidelines are on www.nsaca.org under “Conference.”

Please provide the following items in the following order:

- Main presenter’s name, title, organization, street address, city, state, zip code, phone and fax numbers, and e-mail address.
- Workshop focus (please choose one from the following list of NAA Standards for Quality School-Age Care):
 - Activities
 - Administration
 - Human Relationships
 - Indoor Environment
 - Outdoor Environment
 - Safety, Health, and Nutrition
- Workshop title (*seven* words or less)
- Short description for program (30 words or less)
- Longer description for selection committee – one page or less to include:
 - Topics you will cover
 - Format of presentation
 - How your presentation will help participants develop, support, or promote quality after-school programming
 - How your presentation is appropriate for a national audience

- Target audience – please choose from the following list:

Administrators/Directors
Training and Support Services
Staff working with children under 5
Staff working with 5 – 9 year-olds
Staff working with 10 – 14 year-olds
Staff working with older youth
All

- All rooms will be set in theater style unless otherwise requested. Please plan accordingly — although we will do our best to accommodate your requests, we are not able to guarantee special room set ups.
- Special AV equipment required (NAA provides overhead projectors; any additional AV equipment is the responsibility of the presenter).

Please note: The emphasis in NAA workshops is on the exchange of ideas among presenters and participants. NAA recommends that you provide written handouts and use an overhead projector to support your presentation. Because NAA’s Conference is a national conference, you should be prepared to accommodate more than 100 participants.

- Main presenter’s background – please include:
 - A BRIEF bio
 - Professional resume related to after-school
 - Specific local, regional, and/or national experience as a speaker or presenter

E-mail your proposal and background information by **August 1, 2004** to phowe@nsaca.org.
Mailed, faxed, or handwritten proposals will **NOT** be accepted.