

CAMP OUTDOORS

WORKSHOP PROPOSAL FORM

Please use the template below to help design and develop a workshop based on a theme of leadership development, activism & community organizing, outdoor education, gender identity, self-esteem, LGBTQ history, creative writing, or a topic of your choice that you feel would resonate with our campers. We ask that you submit your proposal, along with any additional materials, via email (in .doc or .docx format) to the Camp OUTdoors management team (dani@onenten.org).

Step One: Please submit the following forms for approval.

<i>Workshop Instructor Information</i>	
Name	Please write your full name.
Organization/Affiliation	Please list any organization, affiliation, or credentials.
Phone	What phone number should we call to contact you?
Email	Please list your email address.
Facilitator's Background	Please provide an explanation of relevant past experience in organizing workshops and/or speaking on the subject matter you have selected:

<i>Workshop Information Overview</i>	
Workshop Title	Please suggest a concise, attention getting title for your workshop.
Length	How long will the workshop take (All workshops are 90 mins long)
Proposed Date	When would you like to host this workshop? (Trans & Non-Binary Youth Retreat: May 1-May 3 // Session 1: June 29-July 4 // Session 2: July 27-Aug 1)

Workshop Description	Please write a short description of your workshop for the selection committee, which is no more than 250 words in length. Answer the following questions. <ul style="list-style-type: none"> • What is your workshop’s main goal? • Who is your intended audience? • What form will this workshop take? • What activities will be involved?
Handouts, Materials, Supplies	Please list any materials you may use for the workshop, as well as any items that participants should bring with them. Camp OUTdoors has little to no internet access and minimal technology, please plan accordingly.

Detailed Workshop Plan

Schedule	Please break down the workshop into specific activities with an estimation of time needed for each to fit within your workshop timeframe. For example: <p style="margin-left: 40px;">Part I: Making Choices for Short Proposals</p> <p style="margin-left: 40px;">10 min Introductions</p> <p style="margin-left: 40px;">20 min Discussion of grant types (Short Proposals and Full Proposals)</p> <p style="margin-left: 40px;">15 min Short Proposals</p> <p style="margin-left: 40px;">10 min Types of Grant Support</p> <p style="margin-left: 40px;">30 min Short Proposals: Basics</p> <p style="margin-left: 40px;">15 min Before and After You Write</p> <p style="margin-left: 40px;">05 min Resources</p> <p style="margin-left: 40px;">15 min questions</p> <p style="margin-left: 40px;">Part II: Drafting Workshop</p> <p style="margin-left: 40px;">20 min Each participant discusses goals for his/her proposal</p> <p style="margin-left: 40px;">1:20 min participants work in teams to help each other draft their proposals</p> <p style="margin-left: 40px;">20 min Wrap-up with participant reports</p> <p>All workshops must have participant interaction.</p>
List of Handouts	Provide a list of all handouts: <ul style="list-style-type: none"> • i.e. List of short proposal opportunities
Evaluation Form	Provide an evaluation form for your workshop based on the following attached model.