



NATIONAL ASSOCIATION
FOR THE EDUCATION OF
HOMELESS CHILDREN
AND YOUTH

Request for Proposal to Host Annual National Conference

Over the years, the National Association for the Education of Homeless Children and Youth (NAEH CY) has established itself as the only national organization dedicated to homeless education. As the premier event addressing this issue, the annual conference offers professional and personal growth to state coordinators, homeless liaisons, service providers, educators, community leaders, parents, advocates, and legislators. You are invited to submit a proposal to host this important event. All parties interested in hosting must submit a proposal.

Name of Lead Organization: _____

Describe the organization's history and previous experience in homeless education and conducting major conferences.

Contact Information

Name of contact person: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____

E-mail Address: _____

What year are you proposing to host the NAEH CY Conference? _____

NAEH CY will provide conference registration and coordination, conference marketing, contracts with the hotel, and preparation of participant materials.

The role of the host organization is that of local arrangements committee (LAC) to provide that important knowledge of the area and local flavor, which enhances the conference.

Provide a narrative to describe how you plan to meet the following LAC responsibilities:

1. Identify and form an on-site committee to plan and carry out conference tasks, including:
 - a. On-site assistance with stuffing participant bags,
 - b. On-site conference check-in, welcoming participants, and “Ask Me” direction providers
 - c. Facilitators for concurrent sessions (welcoming audience and presenter, distributing and collecting session evaluations)
2. Identify a conference chair or co-chairs to manage conference responsibilities and act as a liaison with the NAEHCY Board.
 - a. Attend or provide report to NAEHCY Board at bi-monthly conference call meetings
 - b. Participate on NAEHCY Program Committee to:
 - i. Identify entertainment, especially school-age children and youth for general sessions
 - ii. Assist in obtaining welcomes from state officials during general sessions
 - iii. Assist in the selection of keynote and concurrent session speakers
 - iv. Coordinate vendors. (If the local arrangement committee fulfills this responsibility, a separate letter of agreement will be completed and proceeds will be shared by the LAC and NAEHCY.)
3. Discuss transportation, including ease of airline access to location and distance to airport.
4. Discuss willingness of state and local school district(s), government(s), and businesses to support the conference. This would include regional advertising of the event to supplement national efforts, providing staff to complete LAC duties, and/or sponsorship. (Any financial agreements will be finalized directly with NAEHCY.)
5. Discuss any unique sponsored events, special grants, or other revenue-enhancing activities, including a service project for NAEHCY to complete during our time in your community.
6. Describe any unique advantages of your location or organization for hosting the proposed conference.
7. Identify potential hotel facilities for NAEHCY to explore.
8. Other duties, as discussed and agreed to include in a memorandum of understanding.

Completed proposals may be submitted in the following manner:

By E-Mail:	info@naehcy.org
By Fax:	763-545-9499
By regular mail:	NAEHCY P. O. Box 26274 Minneapolis, MN 55426