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CHEROKEE NATION[®]
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Office of the Chief

Chuck Hoskin Jr.
Principal Chief

Bryan Warner
Deputy Principal Chief

Call for Workshop Session Proposals

2020 T.O.S.S. Institute June 3-4, Chota Center, Cherokee Casino Tahlequah

The Teachers Of Successful Students (TOSS) Institute will be held in the Chota Conference Center at Cherokee Casino Tahlequah on June 3-4, 2020. We invite you to propose sessions that will be of interest to your colleagues in Cherokee Nation. **Deadline for proposal submission is February 21, 2020.**

Proposal Evaluation

Session proposals will be reviewed and selected by the Education Services staff based on the strength of the application, the abstract/outline, the diversity of the topic, the experience of the speaker, and the completeness of the proposal. Session proposals should incorporate one or more of the following in the STEM areas, Reading, Cherokee Language, History and/or Culture, Truancy or special interests:

- Education initiatives, curriculum, and practice
- Hands-on activities, lessons or curriculum
- Practices that have proven successful in the classroom
- Technologies or technical devices that are used to augment the delivery of integrated reading and/or STEM education at the elementary or secondary levels

Session Formats

The sessions will be 60 minutes in length, unless more time is requested by the presenter. Sessions should consist of information delivery, hands-on activity, and a comment and discussion period. These sessions should provide attendees with activities, lessons, or curriculum that can be used in their home schools. Presenters should prepare for up to 25 per session.

Session Proposal Submission Procedure

Individuals or teams interested in submitting a TOSS session proposal should complete the Session Proposal Worksheet packet and submit to Eva VanWinkle at eva-vanwinkle@cherokee.org by February 21, 2020. All session proposals will be reviewed by Education Services staff and all applicants will be notified by e-mail by March 6, regarding acceptance. All presenters should also complete a conference registration form found at <https://www.cherokee.org/all-services/education-services/cultural-resource-center> and are encouraged to attend the remainder of the conference. Presenters may submit proposals for more than one session.

Compensation for Workshops

Each presenter will be required to sign a service agreement (contract) PRIOR to the start of the conference. The contract will list the maximum compensation available, however, payment will be based on actual number of presentations and material reimbursements.

Presenters will receive \$150 per workshop session, maximum of three (3). Presenters may be asked to present workshops more than once. Co-presenters or teams must share this fee. Presenters are responsible for providing their own materials, however, may be reimbursed up to \$400 for materials, taxes will not be reimbursed. Presenters must submit an invoice at the conclusion of the event detailing the number of sessions and amount of materials to be reimbursed (copies of receipts must be attached).

Presenters are also eligible for free housing at NSU if needed, two meals per day, and are eligible to apply for a Creative Teaching Grant of \$1,000 if all requirements are met. If requested, presenters will also receive a letter verifying their work at a national conference. Please keep a copy of your proposal for your personal records.

Required Documents

1. Session Proposal Worksheet
2. Conference Registration Form
3. Authorization for Release of Information
4. Child Care Questionnaire
5. Youth Declaration for Contracts
6. Substitute W-9 Form

Cherokee Nation T.O.S.S. 2020
Session Proposal Worksheet

Name _____

School District _____

Home Address _____

Home/Cell _____ Fax _____

School e-mail _____

Summer e-mail _____

Title of Proposed Session _____

Session Description (a short explanation of what the participant can expect from the session)

Session Outline /Lesson Plan (a detailed plan that could be used in a classroom)

Presenter Bio (a bio for each presenter must be submitted with proposal---100 words or less. Describe experience, background in education, and any other information you wish to share with attendees.)

Set-up/Technology

Each workshop room will have narrow rectangle tables for attendees, a digital projector and laptop, and a table for the presenter.

_____Special request: Please explain your need for a special set-up arrangement or additional technology.

DEADLINE: FEBRUARY 21, 2020

Cherokee Nation Education Services

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Tahlequah, OK 74465

Eva VanWinkle

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