



2015-2016

**We the People Competition Regional Coordinator
Request for Proposals**

Do you enjoy planning events?

Become an Arizona Bar Foundation **Competition Regional Coordinator**

This is an exciting opportunity to:

- ✧ Exercise your planning skills
- ✧ Impact hundreds of youth by planning an academic competition
- ✧ Earn a \$600 stipend for doing something for which you have a passion

Competition Regional Coordinator Role:

The Competition Coordinator will serve as a liaison between the Arizona Bar Foundation and the school/district in designated region for the purpose of planning the Regional Competition. Competition Coordinators will work closely with the Arizona Bar Foundation to effectively plan and administer a regional competition in Arizona. Competition Coordinators will serve in this capacity from September 2015 – May 2016.

As a Competition Regional Coordinator, you will...

- ✓ Serve as a **Liaison** between the Foundation and the educators participating in the competition.
- ✓ **Plan/Implement/Host** an academic competition/showcase in your designated region.

Requirements to serve in this capacity:

- ✓ Effective Organization Skills
- ✓ Logistical Planning Skills
- ✓ Effective Communication Skills

**Per our Competition Policies – “An individual may serve as a district coordinator and a teacher coach but cannot coordinate their district competition. Another individual will be appointed by the Foundation to serve in that capacity.”*

**District Coordinator is equivalent to Regional Coordinator.*

Completing a proposal:

Please complete (type) the attached form and email to Susan.Nusall@azflse.org.

Proposal Due Date: September 8, 2015.

For more information, please contact:

Susan Nusall, Director of Volunteers

Arizona Foundation for Legal Services & Education

4201 N. 24th Street, Suite 210

Phoenix, AZ 85016

Susan.Nusall@azflse.org

602-340-7361



**2015-2016 We the People Competition Regional Coordinator
Proposal**

Name: _____

Current Occupation: _____

School/District/LEA (if applicable): _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____

E-mail Address: _____

In-state travel within your region is a requirement.

Select your preference with an 'a' next to your first choice and a 'b' next to your second choice (if applicable). It is suggested to choose region(s) in which you live or work. See list of regions below.

Region 1 _____ Region 2 _____ Region 3 _____ Region 4 _____

Region 5 _____ Region 6 _____ Region 7 _____ Region 8 _____

Region 9 _____

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We the People Competition Regional Coordinator
Scope of Work

Scope of Professional Services: The Competition Regional Coordinator will serve as a liaison between the Arizona Bar Foundation and school/district participating in regional competitions.

We the People Showcase/Competition (Required*)

The We the People Showcase/Competition is a culminating activity that provides students from each group the opportunity to demonstrate their knowledge and understanding before a panel of community representatives (judges), while providing teachers with an excellent means of assessing performance. The primary role of the Competition Coordinator is to coordinate and host a regional showcase/competition and encourage participation from teachers within their designated region. The following are the responsibilities relative to this goal:

- Communicate and coordinate participation in competition/showcase from schools within the designated region
- Coordinate and host region wide competition/showcase with a minimum of two teams
- Communicate and coordinate services with designated event facility/location
- Recruit, communicate with and coordinate participation from volunteers (from within the community)
- Develop and prepare all necessary competition/showcase materials
- Provide direct communication and technical assistance to participating teams and/or team representatives
- Assure that the competition/showcase meets the standards for academic competitions as set by the Foundation.
- Provide necessary documentation/supporting information to the Foundation and as needed for grant reporting purposes.

Documentation/Reporting (Required)

Submit the following documentation due within 30 days of completion of the competition (templates provided by the Foundation):

- End year report
- Regional Competition Advance Form and Receipts for the expenses related to the advance
- Regional Competition Evaluations:
 - Judges Evaluations
 - Student Evaluations
 - Teacher Evaluations
 - Competition Pictures
- Alert the Foundation's Chief Administrative Officer, immediately and no longer than 24 hours about emergency situations requiring Foundation attention within designated district.

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We the People Competition Regional Coordinator
Payment Matrix

Regional Competition Planner Payment Matrix	
Activity	Payment
We The People Regional Competition/Showcase as listed in the Scope of Work <ul style="list-style-type: none"> • Minimum TWO teams participating 	\$600

Travel allowance, not included in the payment matrix, is available in some cases for specific travel associated with the competitions. **Prior authorization** regarding travel expenditures is required.

Stipend does not include the cost of materials associated with the event. Competition Coordinator funding will be provided for each district competition and is based on participating student totals. Copies and printing are available upon **pre-approval** from the Arizona Bar Foundation.

Payment

Payment will be made upon:

- Completion of the objectives in the scope of work and necessary documentation associated with each event. Separate invoices may be submitted throughout the year for each of the following:
 - Implementation of the Regional Competition/Showcase and submission of:
 - Showcase/Competition Evaluations (teacher, judges, volunteers, etc.)
 - Showcase/Competition Receipts from advanced funds
- Submission of an invoice for services provided during the period in accordance with the terms of payment.
- Availability of funding from grantors.

Payment Dispute Terms

If the Sub-Contractor has a dispute with the Foundation regarding payment or obligations set forth in this contract that has not been resolved after communication efforts have been exhausted with the Foundation's 1) Community Resource Manager and 2) Chief Administrative Officer the Sub-Contractor may contact the Executive Director/CEO in writing to state their concern, attempts made to reach the resolution and desired resolution not reached.

2015-2016 REGIONAL COMPETITION MAP

