

# 2025 SCMAF INSTITUTE SESSION PROPOSAL FORM

Thursday, October 2, 2025  
Rialto Community Center

## GENERAL SESSION INFORMATION

- Length of session shall be no longer than one hour (60 minutes).
- Presentation time includes introduction, presentation, Q & A and completion of evaluation forms.
- Session title should accurately describe the session content.

Session Title \_\_\_\_\_

Session Description \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Audience Tracks (Please check which tracks your session will serve the most)

- Recreation Leaders/Part-Time Staff** – Including but not limited to: Leadership, interviewing tips and techniques, professionalism, programming 101, emotional intelligence, customer service, and moving up through the ranks.
- Coordinators/Supervisors** – Including but not limited to: Building your team (supervising teams, team building, etc.), interacting with Commissions and Boards, obtaining sponsorships and grants, managing multi-generational staff, techniques for making presentations at Council and Commission meetings.
- Sports Programming** – All things sports, including but not limited to: handling parents, recruiting coaches, officials training, and youth and adult sports roundtables.

## Session Presenter(s) Information

1) Name: \_\_\_\_\_ Title: \_\_\_\_\_

Agency/Company: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

2) Name: \_\_\_\_\_ Title: \_\_\_\_\_

Agency/Company: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

3) Name: \_\_\_\_\_ Title: \_\_\_\_\_

Agency/Company: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

## Audio/Visual Equipment

The SCMAF Institute Planning Committee will provide screens and projectors for every room with HDMI connections. Presenters need to bring their own laptop and any adapters for equipment connections other than HDMI. Session presenters are responsible to provide all other forms of equipment. If you are bringing equipment other than a laptop or need additional equipment, please list here:

\_\_\_\_\_

SESSION PROPOSALS ARE DUE NO LATER THAN SEPTEMBER 5, 2025

Please return this form to:

Bill Bant  
billbant@scmaf.org