

2015 Human Services Conference Workshops at a Glance

May 12-14, 2015
at Turf Valley
in Ellicott City, MD



This year's conference features two and half days of training workshops that will satisfy a variety of knowledge levels. Participants have the option of choosing workshops from six different tracks: Administration & Governance, Direct Services, Emergency Assistance Services, Early Childhood Development, WAP and MEAP/EUSP. Maryland Community Action Partnership is partnering with University of Maryland Family Science Department to provide Continuing Educational Units.

Workshops subject to change.

**Visit www.maryland-cap.org
for online registration information**

**To register by mail, please send check
or P.O. and Registration forms for each
registrant to:**

**MCAP, C/O Ms. Sandra Sims, Executive
Assistant, 420 Chinquapin Round Rd., Suite
2 - I, Annapolis, MD 20401**

or Fax this form to: 443-482-5104

Day One: Tuesday, May 12, 2015	
8:00a - 5:00pm	Registration and Information
1:00 - 2:00	Opening Session
2:00 - 4:00	Management & Governance: Roma: Change Theory Part 1 Direct Services: Substance Abuse: Heroin Emergency Assistance: ESG Grantee Administrative Session Early Childhood Development: Mental Health for New Mother
4:15 - 5:30	Management & Governance: Roma: Change Theory Part 2 Direct Services: Mental Health Trauma/ Crisis Intervention Emergency Assistance: Human Information System (HMIS) Early Childhood Development: Fatherhood Initiative
6:00 - 9:00	Networking Reception
Day Two: Wednesday, May 13, 2015	
8:00a - 5:00pm	Registration and Information
8:00 - 9:30	Management & Governance: The Frame Work & Process of Developing a Community Needs Assessments Direct Services: Domestic Violence Emergency Assistance: Rapid Rehousing Early Childhood Development: MD Excels Certification MEAP/EUSP: Special Session Weatherization: Special Session
10:00 - 11:30	Management & Governance: Organizational Standards for Fiscal Accountability Direct Services: Effective Case Management Strategies Emergency Assistance: Homeless Prevention Diversion Early Childhood Development: Intervention Techniques for Extreme Behaviors MEAP/EUSP: Special Session Weatherization: Special Session
11:30 - 1:30	Lunch on Your Own
1:30 - 3:00	Management & Governance: Personnel Policies & Procedures Direct Services: Abuse & Neglect Emergency Assistance: Best Practices: Prevention (Panel) Early Childhood Development: Healthy Beginnings MEAP/EUSP: Special Session Weatherization: Special Session
3:00 - 5:00	Management & Governance: The Critical Elements of Board Bylaws Direct Services: Stress Management Emergency Assistance: Best Practices Homelessness Prevention Early Childhood Development: Car Seat Safety MEAP/EUSP: Special Session Weatherization: Special Session
7:00 - 11:00	Awards Banquet / Gala
Day Three: Thursday, May 14, 2015	
8:00a - 5:00pm	Registration and Information
8:00 - 9:30	Management & Governance: Strategic Planning Direct Services: Conflict Resolution pt1 Emergency Assistance: Supplementing Food Pantry Items Early Childhood Development: Business Training for Childcare Providers MEAP/EUSP: Special Session Weatherization: Special Session
10:00 - 11:30	Management & Governance: Compensation Direct Services: Conflict Resolution pt2 Emergency Assistance: The Impact of Hunger (FP) Early Childhood Development: Supporting Immigrant & Dual language Mothers MEAP/EUSP: Special Session Weatherization: Special Session
11:30 - 1:30	Partnership Luncheon
1:30 - 3:00	Management & Governance: CSBG Grantee Administrative Session with DHCD Direct Services: Working with Diverse Populations Emergency Assistance: Food Management (FP) Early Childhood Development: Strengthening Families Pt 1: Achieving Better Outcomes MEAP/EUSP: Special Session Weatherization: Special Session
3:30 - 4:30	Management & Governance: CSBG Grantee Administrative Session OCS Direct Services: Working with Diverse Populations Emergency Assistance: Maintaining A Healthy Kitchen (FP) Early Childhood Development: Strengthening Families Pt 2: SFW Works in our Community MEAP/EUSP: Special Session Weatherization: Special Session
4:30 - 5:00	Conference Committee - Wrap up

2015 Human Services Conference Registration Form



Attendee Information				
Last Name	First Name	MI	<input type="checkbox"/> Mr. <input type="checkbox"/> Miss <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms.	
Job Title:		Email:		
Agency/Organization Name:				
Street Address:				
P.O. Box: (if Applicable)	City:	State:	ZIP Code:	
Office Phone #	Fax Phone #	Cellular Phone #		

Date: _____

Application # _____

To register by mail,
please send check or P.O.
and Registration forms
for each registrant to:

MCAP, C/O Ms. Sandra Sims,
Executive Assistant
420 Chinguapin Round Rd.,
Suite 2 - I,
Annapolis, Maryland 20401
OR
Fax this form to: 443-482-5104

Visit www.maryland-cap.org
for the full Conference Agenda
and to Register online

Please use the **Additional Attendee Form** for each additional participant.

Full 3-Day Conference	Select Program Track	Registration Deadlines		Fee	Subtotals		
<input type="checkbox"/> Full Registration: Includes: • Days 1, 2, and 3; • Networking Reception - May 12, 2015 • Dinner Gala - May 13, 2015 • Partnership Lunch - May 14, 2015	(Select one): <input type="checkbox"/> Emergency Assistance <input type="checkbox"/> Direct Service/Case Management <input type="checkbox"/> Management/Board Governance <input type="checkbox"/> Early Childhood Education/Development <input type="checkbox"/> Weatherization	Regular	By April 24	\$350.00			
		Late	By May 06	\$399.00			
		Onsite		\$499.00			
One Day Options (Selecting 2 or more days is considered full conference registration.)							
<i>(Attendee will only be able to choose from one of the 3 days).</i> Please note that meals are not included for One Day Conference Registration options; however attendees may purchase meal ticket for the Gala on May 13, 2015 and/or the Partnership Luncheon on May 14, 2015. For Weatherization attendees, please check with the WAP Office for any special meal instructions.	<input type="checkbox"/> 1st Day of Conference May 12, 2015	(Select one): <input type="checkbox"/> Emergency Assistance <input type="checkbox"/> Direct Service/Case Management <input type="checkbox"/> Management/Board Governance <input type="checkbox"/> Early Childhood Education/Development	Regular	By April 24	\$75.00		
			Late	By May 06	\$100.00		
			Onsite		\$200.00		
	<input type="checkbox"/> 2nd Day of Conference May 13, 2015	(Select one): <input type="checkbox"/> Emergency Assistance <input type="checkbox"/> Direct Service/Case Management <input type="checkbox"/> Management/Board Governance <input type="checkbox"/> Early Childhood Education/Development <input type="checkbox"/> Weatherization	(Select one): <input type="checkbox"/> Emergency Assistance <input type="checkbox"/> Direct Service/Case Management <input type="checkbox"/> Management/Board Governance <input type="checkbox"/> Early Childhood Education/Development <input type="checkbox"/> Weatherization	Regular	By April 24	\$125.00	
				Late	By May 06	\$150.00	
				Onsite		\$200.00	
	<input type="checkbox"/> 3rd Day of Conference May 14, 2015	(Select one): <input type="checkbox"/> Emergency Assistance <input type="checkbox"/> Direct Service/Case Management <input type="checkbox"/> Management/Board Governance <input type="checkbox"/> Early Childhood Education/Development <input type="checkbox"/> Weatherization	(Select one): <input type="checkbox"/> Emergency Assistance <input type="checkbox"/> Direct Service/Case Management <input type="checkbox"/> Management/Board Governance <input type="checkbox"/> Early Childhood Education/Development <input type="checkbox"/> Weatherization	Regular	By April 24	\$125.00	
				Late	By May 06	\$150.00	
				Onsite		\$200.00	
<input type="checkbox"/> Networking Reception - May 12, 2015		<input type="checkbox"/> YES <input type="checkbox"/> NO		NO COST			
<input type="checkbox"/> Awards Banquet/Gala - May 13, 2015		<input type="checkbox"/> YES <input type="checkbox"/> NO		\$75.00			
<input type="checkbox"/> Partnership Luncheon - May 14, 2015		<input type="checkbox"/> YES <input type="checkbox"/> NO		\$40.00			
<input type="checkbox"/> Continuing Education Units		<input type="checkbox"/> YES <input type="checkbox"/> NO		\$50.00			
SUBTOTAL		2.5% processing fee for credit card payments		GRAND TOTAL			

I will be staying at the hotel
<input type="checkbox"/> YES <input type="checkbox"/> NO
I will need a room on the day(s) checked*
<input type="checkbox"/> Tuesday (5/12)
<input type="checkbox"/> Wednesday (5/13)
<input type="checkbox"/> Thursday (5/14)

***For hotel reservations contact:**
 Turf Valley
 at 410-465-1500
 and reference
 MCAP Human Service Conference
 Group Code: 27Y350
 or visit
<http://bit.ly/MCAP-OHEP>
Deadline: April 16, 2015

NEW!
 CEU: Conference attendees may obtain up to 1.2 continuing education units (CEUs) for their participation in conference workshops

FISCAL ACCOUNTING INFORMATION (Check One Please)

- Check enclosed.** Please make checks payable to **Maryland Community Action Partnership (MCAP)**
- Purchase Order No.** _____ (If using a purchase order, please attach this form.)
 (2.5% processing fee is required for credit card payments.)

Card Number _____ Security Code: _____ Expiration Date _____

Name as listed on Card: _____

Email Address: _____

Payment Information: Check, purchase order, or credit card information **MUST** accompany this registration form. **Make checks payable to: Maryland Community Action Partnership (MCAP).** Cancellations must be submitted in writing to Mr. Michael Young by April 15, 2015. Substitute registrants are permitted however, **please notify MCAP of any substitutions prior to the registration deadline, IN WRITING.** A handling charge of \$125 per person will apply to all cancellation requests.

2015 Human Services Conference Exhibitor Registration Form



Exhibitor Information

*Agency/Company Name: _____

*Contact Name: _____ Title: _____

*On-Site Person(s): _____

*Street Address: _____

*City, State, Zip: _____

*Phone: _____ Fax: _____

*E-mail: _____

Web Site: _____

***What primary product or service will you exhibit at the conference?:**

VENDOR FEES	
<input type="checkbox"/> 1 Table	\$250
<input type="checkbox"/> 1 Table with Electric	\$300
<input type="checkbox"/> 2 Tables	\$475

Exhibit Signup Deadline: 4/30/15

Mail this completed form along with corresponding fees made payable to MCAP to:

*Ms. Michelle Moaney,
State Training Coordinator
Maryland Community Action Partnership
420 Chinquapin Round Road, Suite 2-1
Annapolis, MD 20401*

The deadline for Vendor/Exhibitor table request is April 25, 2015. Payment must accompany this form. For vendor information, questions, special needs or concerns please call:

Ms. Michelle Moaney at (443) 482-5168

* These answers are required

FISCAL ACCOUNTING INFORMATION (Check One Please)

- Check enclosed.** Please make checks payable to **Maryland Community Action Partnership (MCAP)**
- Purchase Order No.** _____ (If using a purchase order, please attach this form.)
- Charge:** **Visa** **MasterCard** **Discover** **American Express** (2.5% processing fee is required for credit card payments.)
- Card Number _____ Security Code: _____ Expiration Date _____
- Name as listed on Card: _____
- Email Address: _____

Payment Information: Check, purchase order, or credit card information **MUST** accompany this registration form. **Make checks payable to: Maryland Community Action Partnership (MCAP).**

2015 Human Services Conference AD Form-Souvenir Book



Agency/Company Name: _____

Address of Agency/Company: _____

Name of Person Requesting Sponsorship: _____

Telephone Number of Person Requesting the Ad: _____

Email Address: _____

Ad Deadline: 4/30/15

Advertising Opportunities
Please check size of ad you wish to place in the souvenir book.

<input type="checkbox"/> Full Page	\$500.00
<input type="checkbox"/> Half Page	\$300.00
<input type="checkbox"/> Quarter Page	\$200.00

Submit your **CAMERA READY** ads electronically as a:
Word Document, JPEG file or PDF File to:

mmoaney@maryland-cap.org
Ms. Michelle Moaney
Phone: (443) 482-5168

This form may be completed electronically or photocopied and scanned and then submitted.

Please make your check or method of payment payable to MCAP and mail to:

*Ms. Michelle Moaney,
State Training Coordinator
Maryland Community Action Partnership
420 Chinquapin Round Road, Suite 2-I
Annapolis, MD 20401*

<p>Full Page Advertisement Live Area: 8" x 10.5" Bleed: 8.75" x 11.25"</p>	<p>Half Page Advertisement Live Area: 8" x 5" Bleed: 8.75" x 5.25"</p>
<p>Quarter Page Advertisement Live Area: 4" x 5" Bleed: 4.5" x 5.25"</p>	<p>Quarter Page Advertisement Live Area: 4" x 5" Bleed: 4.5" x 5.25"</p>

FISCAL ACCOUNTING INFORMATION (Check One Please)

Check enclosed. Please make checks payable to **Maryland Community Action Partnership (MCAP)**

Purchase Order No. _____ (If using a purchase order, please attach this form.)

Charge: **Visa** **MasterCard** **Discover** **American Express** (2.5% processing fee is required credit card payments.)

Card Number _____ Security Code: _____ Expiration Date _____

Name as listed on Card: _____

Email Address: _____

2015 Human Services Conference Sponsorship Form



Valuable Sponsorship Opportunities

There are a variety of sponsorship options available for this year's Conference. Sponsorships provide added value and greater visibility for promoting your products and services.

Sponsorship Deadline: 4/30/15

Complete this form, attach any **CAMERA READY** artwork electronically as a: Word Document, JPEG or PDF file along with fees made payable to

Maryland Community Action Partnership
c/o Ms. Michelle Moaney
420 Chinquapin Round Road, Suite 2 - I Annapolis, MD 20401
Phone: (443) 482-5168
Fax: 443-482-5104
mmoaney@maryland-cap.org

This form, with sponsorship level indicated must be submitted with the corresponding fees.

For hotel reservations contact:
Turf Valley at 410-465-1500 and reference
MCAP Human Service Conference
Group Code: 27Y350
or visit: <http://bit.ly/MCAP-OHEP>

Agency/Company Name

Address

City, State, Zip

Name

Telephone Number

PLATINUM SPONSORS: \$10,000

- Exclusive Presenting Sponsor for event and recognition by the Master of Ceremonies
- Company's name or logo included on all marketing materials and correspondence
- Acknowledgement as an underwriter.
- Acknowledgement on MCAP's website
- Souvenir Program: 1 full-page ad
- Meet-and-Greet and photo opportunity at the event with Award Winners
- 1 Reserved Table for 10 with front-and-center placement
- Six full Conference Reservations that includes the Networking Reception, Annual Awards Banquet/Gala and the Partnership Luncheon.

EMERALD SPONSORS: \$8,000

- Company's name and logo displayed in the Souvenir Program: 1 full-page ad
- Acknowledgement on MCAP's website
- Meet-and-Greet and photo opportunity with Conference Award Winners
- Six full Conference Reservations that includes the Networking Reception, Annual Awards Banquet/Gala and the Partnership Luncheon.

GOLD SPONSORS: \$6,000

- Company's name and logo displayed in prominent locations at the Conference.
- Acknowledgement on MCAP's website
- 1 full-page black & white ad in the Souvenir Gala Program
- Reception, the Annual Awards Banquet/Gala and the Partnership Luncheon.
- Five full Conference Reservations to include the Networking Reception, the Annual Awards Banquet/Gala and the Partnership Luncheon.

SILVER SPONSORS: \$5,000

- Company's name displayed in the Banquet/Gala program
- Acknowledgement on MCAP's website
- 1 half-page black & white ad in the Conference Souvenir program booklet
- Four Conference Reservations to include the Networking Reception, the Annual Awards Banquet/Gala and the Partnership Luncheon.

BRONZE SPONSORS: \$3,000

- Name displayed in event program
- Acknowledgement on MCAP's website
- 1 half-page black & white ad in the Conference Souvenir program booklet
- Three Conference Reservations to include the Networking Reception, the Annual Awards Banquet/Gala and the Partnership Luncheon.

RUBY SPONSORS: \$2,500

- Name displayed in event program
- Acknowledgement on MCAP's website and in the conference report
- 1 half-page black & white ad in the Conference Souvenir program booklet
- Two Conference Reservations to include the Networking Reception, the Annual Awards Banquet/Gala and the Partnership Luncheon.

CRYSTAL SPONSORS: \$1,000

- Name displayed in event program
- Acknowledgement on MCAP's website
- 1/4-page black & white ad in the Conference Souvenir program booklet
- One full Conference Reservations to include the Networking Reception, the Annual Awards Banquet/Gala and the Partnership Luncheon.

FISCAL ACCOUNTING INFORMATION (Check One Please)

Check enclosed. Please make checks payable to **Maryland Community Action Partnership (MCAP)**

Purchase Order No. _____ (If using a purchase order, please attach this form.)

Charge: **Visa** **MasterCard** **Discover** **American Express** (2.5% processing fee is required credit card payments.)

Card Number _____ Security Code: _____ Expiration Date _____

Name as listed on Card: _____

Email Address: _____

Payment Information: Check, purchase order, or credit card information **MUST** accompany this registration form. **Make checks payable to: Maryland Community Action Partnership (MCAP).**