



## Tips for Submitting a Successful Call for Proposals

1. AOCC is seeking advanced content from seasoned and experienced counselors and leaders. The strongest presenter should be listed as the lead.
2. Review the *AOCC Scoring Rubric* to know how all proposals will be evaluated.
3. Review the list of topics for which both organizations are seeking proposals. This is not an exclusive list, but topics of strong importance that will be considered for the next AOCC.

### OSCA

- Student anxiety
- Mindfulness in Schools
- Trauma Informed Care
- School Safety
- School Counselor Advocacy
- PBIS/RTI
- Suicide Prevention
- Working with Gifted Students
- Bullying
- College and Career Readiness (all levels)
- Current State Initiatives (i.e. CCP, testing)
- Topics Specific to Elementary and Middle Level Counseling

### OCA

- Clinical Mental Health
- Individual Trauma Counseling
- Ethics
- Creativity in Counseling
- Child & Adolescent Counseling
- Diagnosis & Treatment
- Evidence Based Practices
- Addiction, Offenders & Correctional Counseling
- Couples, Marriage & Family Counseling
- Suicide Assessment
- Technology & Social Media Counseling
- Psychopharmacology

4. OSCA and OCA read the proposals submitted for their respective audiences, each having an equal number of sessions to select for presentation at the conference. Make sure you select “school counselors” for OSCA review and “clinical/mental health counselors” for OCA review.
5. Take time to consider the practicality of your session and identify at least three items participants may implement immediately.
6. If you’re a company that offers a relevant product or service to counselors, consider how you can partner with active counselor clients who can speak to their story, the challenges they’ve faced, and what changes they were able to make by implementing the product or service. Make sure to discuss alternate resources or support if participants can’t currently utilize the product or service (due to funding, access, etc.). Sessions with a strong focus on marketing of a product/service may be given extra scrutiny.
7. Don’t just say your session will be engaging or interactive. For it to be considered as such, you must explain how it will involve discussion, self-reflection, personal success sharing, or other activities.
8. Open the call for proposals and copy all of the questions into a word document. Work on your responses in that document and then load them into the registration system once complete. This will permit you to work on the proposal without having to complete it at one time.
9. Proof your work or ask a co-presenter or colleague to review it before submitting.