ACUI I-LEAD®

Institute for Leadership Education and Development

2024

Request for Proposals

I-LEAD®

The Institute for Leadership Education and Development (I-LEAD®) is ACUI's premier student program, designed to emphasize the key concept areas of leadership, community development, and change. Over the course of this six-day living learning institute, I-LEAD® offers an opportunity for the college students to focus on personal growth and other issues facing our world. The institute prepares students to develop skills that will serve them as leaders in any situation, regardless of role, organization, or environment.

ABOUT ACUI

Founded in 1914, ACUI is a nonprofit (501C 3) educational organization that brings together college union and student activities professionals from hundreds of schools in seven countries. ACUI is the professional home to thousands of campus community builders around the world. Primarily focused on the work of those within the college unions and student activities field, the Association strives to provide an inclusive, welcoming community for all those who choose to belong.

Association Contact Information:

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Proposed Dates:

On-Site Duration: July 13–July 18, 2024
- Facilitation training: July 13–14
- Program dates: July 15–18

On-Site Duration: July 20–July 25, 2024
- Facilitation training: July 20-21
- Program dates: July 22-25

Target Audience:

This institute is targeted at undergraduate student leaders involved in student organizations and/or the college union on their campus—whether through programming, governance, employment, marketing, finance, etc. College student leaders from residence life, orientation, and fraternal life also regularly participate in the program. Multiple scholarship opportunities are available, as students and/or their institutions are responsible for registration and travel to the institute. Registration is a non-selective process open for the first 150 students to sign up (number varies based on host site availability). Sessions can consist of one large group, or two large groups mirroring each other's activity, and involve up to 150-155 student participants and a facilitation team consisting of up to four professional lead facilitators, 22-24 professional small group facilitators, three student interns, two ACUI staff event coordinators, and one volunteer host coordinator from the hosting institution.

Intended Outcomes:

Overall, the key intended outcome of students participating in I-LEAD® is that they will be able to relate the meaning of community and its importance to the role of the college union and student activities back to their leadership experiences beyond the institute. It is also intended that participants will leave I-LEAD® with a sense of excitement, energy, and urgency to be innovative leaders in their own lives and on their campuses.

It is expected that programming content will include information from all of ACUI's Core Competencies.

HOSTING REQUIREMENTS

One of the most critical components of the I-LEAD® curriculum is its living-learning environment. The host site should have space exclusively reserved for the institute for large group activities, small group meetings, outdoor activities, and meals and sleeping rooms. We use painter's tape inside and outside of rooms, in residence hall, and meeting spaces. We also use dry erase markers on whiteboards and windows, post-its flipchart paper on walls & doors, etc. Please give advice about decorating rules and regulations. Finally, accessibility to spaces from 7am until 10pm is crucial, though night-time meetings can occur in residence halls spaces if available.

Lodging Requirements:

Date & Time	# of Rooms	Capacity	Personnel	Details
On-Site Duration	5	1 person/ room	Staff	Single living spaces
On-Site Duration	15-16	2 person/ room	Facilitators	Double rooms
Sunday-Friday	40 quads; or 80 doubles	Total: 150	Students	Sleeping and living spaces with the option for clear divisions between men, women, and gender non-conforming (i.e. between showers, in different 'wings or floors', etc.)
On-Site Duration				Showers and toilets for regular use. There should be the option for clear distinctions between men's, women's, and all gender facilities.

- Please provide basics like soap, trash cans, pillows, and blankets
- Laundry facilities will be used
- Common spaces will be used
- Air conditioning
- No TV's in rooms
- Cleaning each day in common space is appreciated
- Refrigerator for facilitator use
- Registration will occur in residence hall; arrival day is very active and should not occur in noise sensitive areas
- Early arrival/ late departures are likely
- Please confirm check-out procedures for all residents

Space Requirements:

Accessibility to spaces from 7am until 10pm is crucial, though night-time meetings can occur in residence halls spaces.

Date & Time	Meeting	# of Rms	Capacity	Furniture	A/V	Notes/Details
On-Site Duration	Staff	1	10	10 Chairs 8 seminar tables	Access to outlets Access to Wifi/network	Office space, all hours access
Saturday-Monday	Staff	1	30-35	35 chairs 10 seminars 2 catering buffets	Presentation ability	Facilitator training
Program Duration (Monday-Thursday)	All Group	1	180			Large, outdoor space dedicated to the institute with back up rain space if possible for group activities (a Quad near the meeting space works well)
Program Duration (Monday-Thursday)	All Group	1	180	Tables Chairs		Large indoor space for all group. Can also be used as a group A's large group space.
Program Duration (Monday-Thursday)	Large Group	1	90	Tables Chairs		When the group breaks into two large groups, this would serve as group B's space
Program Duration (Monday-Thursday)	All Group	1	180	Tables Chairs		Meal space. Can be used as all or large group space as well.
Program Duration (Monday-Thursday)	Small Group	12	15	15 Chairs 1 table		Smaller, indoor spaces that can be decorated and not have through traffic patterns. These rooms remain set from and cannot be switched out with other functions or groups. 7am-12am access. Often, residence hall lounges work well for these.
On-Site Duration (Monday-Thursday)	Staff	1	15	Soft furniture		Storage workspace with comfortable seating (approx. 750 sq. ft.)
On-Site Duration (Monday-Thursday)	All	1	65			Medium-sized, indoor common "living room" area for informal gatherings. Available all hours.

The host facility must meet ADA Standards for Accessible Design to accommodate participants with disabilities. Venues must be able to provide an all-gender restroom option as part of providing an inclusive environment.

A/V Technology Requirements:
- Wifi access for all spaces
- Network access in office space, training room, and check-in area
- Presentation availability (screen, projector, audio, and laptop hookups) in training room and All Group rooms
- Access to power outlets in office space, training room, and check-in area
- Microphones available for large and all group rooms

Please make sure to include if A/V is built into the space, requires additional labor costs, and any minimum fees for staff support or A/V rental.

Meal Requirements:
Saturday – Dinner (Catered)
Sunday – Breakfast, Lunch, & Dinner (Dining Hall)
Monday – Breakfast, Lunch, & Dinner (Dining Hall)
Tuesday – Breakfast & Dinner (Dining Hall)
Tuesday – Lunch (Boxed – Off Campus)
Wednesday – Breakfast, Lunch, & Dinner (Dining Hall)
Wednesday – Evening Social Activity (From Off Campus)
Thursday – Breakfast (Dining Hall or Catered)

Ideally, meals will be held on-campus in an area that will allow for networking to occur among those in attendance. The host coordinator should work with their dining service or other local contacts to get the most beneficial cost for program meals. Please provide your food service provider and a sample meal budget or price per person (based on 180 participants) of different meal options.

A food service provider should be able to accommodate special dietary needs for attendees as provided through the conference registration process.

Logistical Requirements:

In addition, institutions interested hosting a session of I-LEAD® will ideally meet the following logistical characteristics:
- The host site should be accessible/walkable to local health services, dining and shopping options, office supply stores, printing services, shipping services, and public transportation services.
- The host site should be within close proximity to campus amenities and services.
- The host site should be within a 60-minute driving distance from an international airport.
- Transportation between the airport and the host site must be either provided by the host institution or be easily arranged by the individual via affordable ground transportation shuttle service.
- On-site parking for those within driving distance.
- Recreational facilities available on campus (free or minimal charge).
- Up to two 15-passenger vans must be available from the time the facilitators arrive until the institute is over. ACUI staff and facilitators should be eligible drivers. If this is not possible, please have a dedicated driver for the vehicle to be accessible at all times.
  - Additionally, there are two occasions where transportation arrangements will need to be made for all 85-180 participants: one morning to service project sites and one evening to a social activity (unless these are hosted onsite).
- Community service takes place with all 180 participants. This usually involves between two and four service sites and should be within 15 minutes of campus. We ask that the host team identify, coordinate, and help us execute the program on that day. Descriptions of the proposed sites should be included in the bid along with the estimated number of participants each site can hold. Please include the staff members' information and the office they represent as a reference. Lunch will be delivered to the site for participants and provide

a break in the day. The service provider is welcome to join and can give more information during this break about the agency.

- On the morning of the service project, there will be approximately 25 group pictures taken. This takes approximately 30-45 minutes. If you have a photographer that can assist with the taking of photos and then share them electronically with us by that afternoon that would be great. If not, please advise so that we may prepare to do that.

Financial Guidelines:

All financial components of the institute can be negotiated with ACUI and the host through the bid process. Program materials, staff travel, Association.

The Association seeks to make the program as cost-effective as possible to provide access to campus professionals. Through relationships with local and campus vendors, the host institution will be able to utilize networks to help develop the program. While expenses are negotiable, higher costs increase the registration fee for participants. Likewise, the host institution should be prepared to support the program.

Schedule Sample:

Saturday
- Facilitation Team Arrival
- Office Setup
- Facilitation Team training begins

Sunday
- All-Day Facilitation Team training
- Tour of facilities & meet with host
- Early Arrivals for Students

Monday
- Morning Facilitation Team training
- 11 a.m. Registration
- 3 p.m. Program Start (All Group)

Tuesday and Wednesday
- Full days of program activities

Thursday
- 12 p.m. - Program End & Departures

Friday
- Late Departures

SUBMISSION INFORMATION

The following information outlines ACUI's submission process for host bids. Additional program specific information and details may be required as outlined in this Request for Proposal. Please visit our website for the most up to date information outlined below. http://www.acui.org/host

Institutions interested in hosting should submit the following through our ACUI online submission process:
- You will be asked to submit a quote for the following areas that may be at cost to the association to host the program on your campus (e.g., lodging, meals, venue space, and A/V)
- A proposal for dates of hosting the institute (in addition to preferred dates listed)
- A proposal of facilities available including local overnight accommodations as specified and meeting spaces. Itemized pricing information and confirmation of ADA accessibility is required. Photos of facilities are preferred.
- A proposal of meal options (Provide pricing as applicable to program)
- A proposal of logistical requirements (as outlined in the RFP). Itemized pricing information is required.
- Designated contact and possible host coordinator(s)
- The phone number and email address of the director of the submitting office/department, to confirm the level of institutional support for hosting
- Potential service organizations with which to partner for preconference community service
- Airport and airport transportation providers

Submission Process:

Host bids for programs will be accepted for priority review by September 11, which must include:

1. Name, institution, and contact information of the primary contact for the program.

2. A summary of the host location, addressing:

   Evidence that the host meets the criteria identified for the specific program, and any additional program specific requirements and questions being asked. You can utilize sections of the RFP to breakdown areas of need.

3. Quotes for additional costs to host (specifically, breakdown of estimated cost for meals, space, A/V, and lodging as outlined in program RFP)

4. Any additional supporting documentation for the program, which could include photos of venue, catering menus, space diagrams, local tourism, supporting information, testimonials, etc.

Submission Criteria:

The review process includes, but is not limited to, an assessment of the criteria listed below. Due to the wide variety of programs that can be considered, a program does not need to meet every criterion.
- Ability to successfully host the program and its needs
- Financial cost to host the program
- Venue Space
- Travel & Transportation
- Lodging & Accommodation Options
- Past Program Location (to consider access to different regions over course of time)
- Laws and Policies in State (See ACUI Nondiscrimination & Inclusion)
- Support from Institution

Selection Process:

Electronic notification will be sent to confirm submissions have been received. The program manager and applicable volunteers will review materials to make the selection. One recipient will be chosen, unless otherwise noted for the specific program.

Bid Timeline:
September 29, 2023: RFP Priority Deadline
October 20, 2023: Contact finalist bid and confirm host agreement
October 27, 2023: All hosts will be notified of selection outcome
November 2023: Official announcements begins

ACUI Nondiscrimination & Inclusion:
ACUI is committed to non-discrimination, including non-discrimination on the basis of race, religion, color, sex, sexual orientation, gender identity, pregnancy, parental status, national origin, age, disability, veteran status, family medical condition or genetic information, political affiliation, or any other illegal discrimination, and the host warranties that the services and facilities being made available by and within the host are offered on such a non-discriminatory basis. Each subcontractor, service provider and/or supplier subsequently uses is expected to abide by these same tenets. The host agrees to promptly and sufficiently address any complaints arising out of this provision. Such assurance of nondiscrimination demonstrates a commitment to ACUI's core values of unconditional human worth and diversity.

When planning any program, the end goal is to select a site that will create an outstanding experience for attendees. Before selecting a host location, an analysis is first conducted to determine viable airport locations, cost to attendees, past sites, and area membership support. Regions and other program planners consider similar factors after receiving proposals from interested member institutions to host the conference.

Final determination of a site location must be in alignment with our associations' core values.

Hotel/venue contracts will be negotiated to include a clause that enables ACUI to terminate the agreement without penalty due to new conflicting laws that are enacted. Such an action would be determined after careful consideration of the program directors, or Board of Trustees, as applicable. When a cancellation is not contractually possible or desirable, ACUI will provide education about the implications of the laws, encourage advocacy around equity and access, and ensure that local members affected by such broader external factors are supported.

All ACUI bylaws, policies, and procedures apply to hosting a program, including that minimum registration numbers must be met and logistical and budgeting guidelines must be followed.