

1964 - 2014



SPECIAL EVENT!
See page 2 for details

"50 Years of Changing Lives: Next Generation"

Who Benefits:

Board Members • CEOs • Directors
Administrators • Managers • Supervisors
Coordinators • Counselors • Planners
Fundraisers • Social Workers • Case Managers
Drivers • Accounting and Human Resources
Teachers • Aides • Direct Service Workers
Parents • Volunteers, etc.

Participating State-wide Networks:

Social /Human Services, Faith-Based,
Community Action Agencies, Homeless
Shelters, Head Start, Weatherization,
Utility Assistance, Transitional & Permanent
Housing, Food Pantries/Services, Transportation,
Childcare, Non-profits, Governmental,
Housing & Community Development, etc.



MARYLAND COMMUNITY ACTION PARTNERSHIP
Annual Partnership Conference
May 12-14, 2014
at Turf Valley in Ellicott City, Maryland

ABOUT THE CONFERENCE

Reach decision makers in Community Action, OHEP, Head Start, DHR, DHCD, Housing, Shelters, and Food Pantries at the **largest gathering of the State's anti-poverty network**, make plans now to be in Ellicott City, Maryland. The Head Start programs within the Community Action Agencies are designed to help break the cycle of poverty by providing preschool children of low-income families with a comprehensive program to meet their emotional, social, health, nutritional, and psychological needs. The Community Action Agencies' focus is to assist those people living in poverty to become more self-sufficient.

**Join us in Ellicott City for the 2014 Annual Conference
May 12-14, 2014 at Turf Valley.**

This year we are expecting conference guests from:

- Community Action
- OHEP
- Community Services Block Grant
- Energy Assistance (MEAP, EUSP)
- Home Weatherization
- Head Start/Early Head Start
- Food Pantries/Food Services
- Board of Directors
- Housing and Community Development
- Emergency/Transitional Shelters
- Program Management/Supervisory
- Finance/Human Resources
- Other Supporters

Make sure you are part of this commemorative event.

Community Action 2014

The 2014 Conference highlights the legacy, achievements, and the very best of Community Action as we move toward the next 50 years and beyond. Join your colleagues, friends, supporters, and the pioneers who have helped to make this the strongest network ever! As we gather in Ellicott City, MD we will be together to learn, share, plan, and reflect on the unparalleled accomplishments of our great Network of Agencies that work in concert with the Community Action Network and the incredible people – each one of you – who have helped to shape it. We are at the table with more partners than ever before and our Network is in the forefront of program and community development. During this Conference we will come together to showcase our strengths, strategies and achievements and share our very best practices in all these areas and more. There is change ahead of us that will make us better as all of our Communities in Action evolve, reinvent, and innovate.

SPECIAL EVENT!

2014 Maryland Gubernatorial Forum: Housing and Community Development

MCAP has partnered with a state-wide Host Committee lead by the Community Development Network of Maryland to host an exciting event, a nonpartisan Housing and Community Development Forum with Maryland's Gubernatorial Candidates on May 12, 2014 from 3-5 pm in the Cameo Ballroom at Turf Valley. All candidates listed on the Maryland State Board of Elections website were invited to participate. A Meet and Greet the Candidates Reception will immediately follow. Seats for the forum are free to the public.

The goal of the forum is to educate the audience on the views each candidate has regarding various topics related to community development, which could include, but are not limited to, poverty, affordable housing, homelessness, "mainstreets", how community development creates jobs and opportunities, the state's role in community development, and others.

Other host committee members include:

- Enterprise Community Partners, Inc.
- Maryland Affordable Housing Coalition
- HAND – Housing Association of Nonprofit Developers (DC Region)
- Homeless Person's Representation Project
- Anne Arundel Affordable Housing Coalition (Anne Arundel County)
- CPHA – Citizens Planning and Housing Association (Baltimore Region)
- TRF- The Reinvestment Fund

Please Register Online at:

<http://events.r20.constantcontact.com/register/event?oeidk=a07e951qmwk2c5cbc8e&llr=hleylicab>

Registration Deadline: April 25, 2014

**For more information please contact Odette Ramos
at 443-801-8137 or oramos@strategicmgmt.net**

ABOUT THE CONFERENCE

Workshops and Breakout Sessions

The 40 to 45 educational sessions will cover all aspects of agency program and management operations. Please check our website for session updates and descriptions beginning in a few weeks.

Our tracks include:

- **Early Childhood Education** highlighting Mental Health for children and adults, CLASS, Early Childhood Child Care
- **MCAP** – to include Human Resources and Fiscal and Data Management, Leadership, Administrative Policy and Procedures sessions
- **Family Development**
- **Direct Services** to include Management Policies, procedures for Shelters and Food Pantries
- **Weatherization Assistance Program (WAP)**
- **Office of Home Energy Programs (OHEP)**

Conference Banquet/Gala

Dress up, bring your memories and your enthusiasm and join us on Tuesday, May 14, for a very special event, featuring remarks from pioneers of Community Action, fine cuisine, DJ and dancing. We look forward to having many of our partners and supporters join us for the evening. As we take the time to celebrate our past achievements and honor some special people, we will also be looking ahead to continuing to live the Promise of Community Action.

Conference Exhibits

The exhibits will provide the conference guest with an opportunity to view a wide range of products and services in one convenient location. Take advantage of the program breaks to discuss your agency needs with the exhibitors. Whether you are interested in Community Action specialty items or management solutions to help you run your agency more efficiently, the vendors are there to help.

Connect With Friends & Meet New Colleagues

Enjoy the Conference and Turf Valley in Ellicott City– in the company of friends, long-time and just met! Attend the sessions, share remembrances with colleagues, especially during this 50th year, and enjoy two days of learning, networking, and coming together to renew friendships. Also, take time before or after the conference to create partnerships and groups that will allow you to form a strong alliance to help more people in our communities.



Turf Valley

2700 Turf Valley Road, Ellicott City, MD 21042

There is no better place in one of the State's oldest areas to hold this year's Conference. In addition to all the activities and excitement generated by our conference, Ellicott City, Md. is so full of history, beauty and fun that you can easily fill your time here.

In Historic Ellicott City, Maryland, and the surrounding area of Ellicott City, MD, there is a large selection of antique and specialty shops, mouthwatering restaurants, and cafes, wine tastings. There are many local attractions to choose from for the entire family, such as the B&O Railway Museum. For great deals on antiques rugs consider visiting Main Street Oriental Rugs on Upper Main Street and so much more will tempt you from our Conference's convenient location at the Turf Valley Resort.

CONFERENCE SCHEDULE

PRELIMINARY

“50 Years of Changing Lives: Next Generation”

MONDAY, MAY 12

- 8:00 am - 12:00 pm Conference Registration Desk/Exhibits open
8:00 am - 4:00 pm **Workshop - Family Development**
 12:00 pm - 2:00 pm *Lunch on Your Own*
3:00 pm - 5:00 pm **2014 Maryland Gubernatorial Forum –**
 Focus: **“Housing and Community Development”** - Cameo Ballroom and Lobby
 5:00 pm - 9:00 pm Networking Reception

TUESDAY, MAY 13

- 8:00 am - 5:00 pm Registration /Exhibits open
8:00 am - 11:30 am **Conference Training Workshops:**
Early Childhood Education - Head Start Program and Analyzing the Data, C.L.A.S.S. Parts I & II;
MCAP - Md. Cash Campaign/CSBG - Administration, Social Media and Marketing Concepts, New Performance Standards for State and Federal staff;
Family Development (Self-contained track), Direct Service: Shelter workshops that may include: HMIS: ways to get free technologies, Case Management and best practices,
WAP (Self-Contained Track), OHEP (Self Contained Track)
 11:30 am - 1:30 pm Lunch on Your Own
1:30 pm - 5:00 pm **Conference Training Workshops:**
Early Childhood Education - Mental Health for Adults and Children, Overview on Healthy Beginnings;
MCAP - Fiscal Management/Administrative Trends, Board Governance;
Family Development (Self-contained track),
Direct Service: Shelter workshops that may include: Emergency Solution Grant (ESG) rules and regulations
WAP (Self-Contained Track),
OHEP (Self Contained Track)
6:00 pm - 6:55 pm **Photo Session for Awards Ceremonies** – Cameo Lobby: Agency CEO’s accompany their awardees for a private photo session.
7:00 pm- 11:00 pm **50TH ANNIVERSARY AWARDS BANQUET/GALA - Cameo Ballroom**

WEDNESDAY, MAY 14

- 8:00 am - 5:00 pm Registration /Exhibits open
8:00 am - 11:30 am **Conference Training Workshops:**
Early Childhood Education - Mental Health for Children and adults Parts I & II;
MCAP - Fundraising, Board Governance, Leadership, Administrative Policy and Procedures sessions;
Family Development (Self-contained track),
Direct Service Food Pantry workshops that may include: handling food safely,
WAP (Self-Contained Track),
OHEP (Self Contained Track)
 11:30 am - 1:30 pm Conference Luncheon (Wedgewood Ballroom)
1:30 pm - 4:30 pm **Conference Training Workshops :**
Early Childhood Education: Healthy Beginnings;
MCAP - Transportation Trends, rules and regulations, Leadership and Management sessions,
Family Development (Self-contained track),
Direct Service Food Pantry workshops that may include: Managing a Food Pantry effectively;
WAP (Self-Contained Track)
OHEP (Self Contained Track)
 4:30 pm - 6:00 pm Conference Committee Wrap-up and Review

2014 REGISTRATION FORM

ATTENDEE INFORMATION				
Last Name	First Name	MI	<input type="radio"/> Mr. <input type="radio"/> Miss	
			<input type="radio"/> Mrs. <input checked="" type="radio"/> 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,
 420 Chinquapin Round Road,
 Suite 2 - I,
 Annapolis, Maryland 20401.
 or
 Fax this form to: 443-482-5104

CONFERENCE FEE SCHEDULE					
Conference/Activity Type: (Please make your selections below)	What major Program Track are you requesting?	Registration Deadlines		Fee	Subtotals
<input checked="" type="radio"/> Full Registration: (Includes May 12 Reception; May 13 Banquet; May 14 Luncheon)	<input type="radio"/> MCAP <input type="radio"/> Shelter <input type="radio"/> WAP <input type="radio"/> Food Pantry <input type="radio"/> Other <input type="radio"/> Family Development	Early	By April 15	\$325.00	
		Regular	By April 29	\$350.00	
		Late	By May 09	\$399.00	
		Onsite		\$499.00	
<input type="radio"/> 1-Day Conference (choose only one): <input type="radio"/> Tuesday May 13 <input type="radio"/> Wednesday May 14	<input type="checkbox"/> MCAP <input type="checkbox"/> WAP <input type="checkbox"/> Food Pantry <input type="checkbox"/> Shelter <input type="checkbox"/> Other	Early	By April 15	\$100.00	
		Regular	By April 29	\$125.00	
		Late	By May 09	\$150.00	
		Onsite		\$200.00	
<input type="checkbox"/> Awards Banquet/Gala - May 13		<input type="checkbox"/> YES <input type="checkbox"/> NO		\$75.00	
<input type="checkbox"/> Partnership Luncheon - May 14		<input type="checkbox"/> YES <input type="checkbox"/> NO		\$50.00	
Gubernatorial Forum - Reception - May 12 - Register online at: http://events.r20.constantcontact.com/register/event?oeidk=a07e951qmwk2c5cbc8e&llr=hleylicab For more information please contact Odette Ramos at 443-801-8137 or oramos@strategicmgmt.net		By April 25		NO CHARGE	
I will be staying at the hotel <input type="radio"/> YES <input checked="" type="radio"/> NO	I will need a room on the day(s) checked* <input type="checkbox"/> Monday (5/12) <input type="checkbox"/> Tuesday (5/13) <input type="checkbox"/> Wednesday (5/14)	*For hotel reservations contact: Turf Valley at 410-465-1500 or www.turfvalley.com and reference MCAP SPRING CONFERENCE Group Code: 27W00E Reservation Deadline: 4/18/2014		0	

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

Card Number _____ 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). Please submit a separate form for each participant. Cancellations must be submitted in writing to Mr. Michael Young by April 15, 2014. 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.

Person Completing This Form: _____ Date: _____

Email Address of the Person Completing This Form: _____

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?:

* These answers are required

FISCAL ACCOUNTING INFORMATION (Check One Please)

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Charge: Visa MasterCard Discover American Express

Card Number _____ Exp. 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, 2014.

VENDOR FEES

- 1 Table\$250
- 1 Table with Electric\$300
- 2 Tables\$475

Exhibit Signup Deadline: 4/30/14

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

Ms. Sandra Sims,
Executive Assistant to the Director
Maryland Community Action
Partnership
420 Chinquapin Round Road, Suite 2-I
Annapolis, MD 20401

The deadline for Vendor/Exhibitor table request is April 25, 2014. Payment must accompany this form. For vendor information, questions, special needs or concerns please call:

Ms. Sandra Sims at (443) 482-5168

AD FORM - SOUVENIR BOOK

Agency/Company Name: _____

Address of Agency/Company: _____

Name of Person Requesting Sponsorship: _____

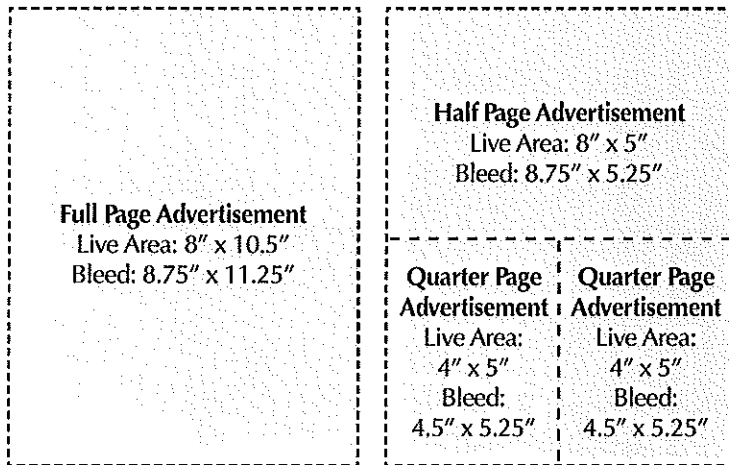
Telephone Number of Person Requesting the Ad: _____

Email Address: _____

Advertising Opportunities

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

- Full Page \$500.00
- Half Page \$300.00
- Quarter Page \$200.00



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- Purchase Order No.** _____
(If using a purchase order, please attach this form.)
- Charge:** Visa MasterCard Discover American Express
- Card Number _____ Exp. Date _____
- Name as listed on Card: _____
- Email Address: _____

Ad Deadline: 4/30/14

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

charles.smallwood@comcast.net
Mr. Charles H. Smallwood
Phones: (410) 535-2154 (Home)
(443) 994-5553 (Cell)

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. Sandra Sims, Executive Assistant
Maryland Community Action Partnership
420 Chinquapin Round Road, Suite 2-I
Annapolis, MD 20401

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, 2014.

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.

PRESENTING SPONSOR: \$15,000 - *This level of sponsorship will benefit your company with:*

- 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 and in the conference report
- Souvenir Program: 1 full-page ad
- Meet-and-Greet and photo opportunity at the event with Award Winners
- 2 Reserved Tables for 20 with front-and-center placement

PLATINUM SPONSORS: \$12,000 - *This level of sponsorship will benefit your company with:*

- Company's name and logo displayed in the Souvenir Program: 1 full-page ad
- Acknowledgement on MCAP's website and in the conference report
- Meet-and-Greet and photo opportunity with Conference Award Winners
- 4 full Conference Reservations that includes the Annual Awards Banquet/Gala
- 1 Reserved Table for 10 with front-and-center placement

GOLD SPONSORS: \$8,000 - *Your company will receive the following benefits:*

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

SILVER SPONSORS: \$4,000 - *Your company will receive the following benefits:*

- Company's name displayed in the Banquet/Gala program
- Acknowledgement on MCAP's website and in the conference report
- 1 half-page black & white ad in the Conference Souvenir program booklet
- 2 full Conference Reservations to include the Annual Awards Banquet/Gala

BRONZE SPONSORS: \$3,000

- 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
- 2 full Conference Reservations to include the Annual Awards Banquet/Gala

CRYSTAL 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
- 1 full Conference Reservation to include the Annual Awards Banquet/Gala

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**

Card Number _____ Exp. Date _____

Name as listed on Card: _____

Email Address: _____

Sponsorship Deadline: 4/30/14

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 Mr. Michael E. Young, CEO, MCAP
420 Chinquapin Round Road, Suite 2 - 1
Annapolis, MD 20401
Phone: (443) 482-5168
Fax: (443) 482-5104
myoung@maryland-cap.org

with a copy to:

Ms. Sandra Sims,
Phone: (443) 482-5168
Fax: (443) 482-5104
csims@maryland-cap.org

and

Mr. Charles H. Smallwood
charles.smallwood@comcast.net
(410) 535-2154 or (443) 994-5553 (Cell)

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

For hotel reservations contact:
Turf Valley at 410-465-1500
or www.turfvalley.com
Reference: MCAP SPRING CONFERENCE
Group Code: 27W00E
Reservation Deadline: 4/18/2014

Agency/Company Name _____

Address _____

City, State, Zip _____

Name _____

Telephone Number _____