

CABE COMPASS PROJECT WORKPLAN JUNE 2016



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CABE Membership Consultant

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Submitted by Stanley A. Lucero, CABE Membership Consultant

Cardinal Point #3: Engaging Our Community for Success

Claim/Goal #3.5. Membership: Provide advocacy-oriented leadership to more fully engage and expand our membership

Project Title Cardinal Point #3: Engaging Our Community for Success		Claim Claim/Goal #3.5. Membership: Provide advocacy-oriented leadership to more fully engage and expand our membership		Project Manager Stanley A. Lucero	
Timeline		Action Steps	Milestones/Deliverables		Lead
Start	Complete		Milestone (Deliverable)	Target Date	

3.5.1 Promote web-based membership support, services, and resources.

September 2014	Ongoing	<p>3.5.1 Promote web-based membership support, services, and resources.</p> <p>a. Conduct an analysis of the gap between existing member services & resources and potential optimal services & resources needed for full CABE COMPASS membership engagement.</p> <p>b. Outline a multi-phase - expansion plan.</p> <p>c. Identify technology partners to assist with expansion efforts and develop a plan to enlist</p>	<p>December 2014. CABE Chapter and Affiliate Leaders Basecamp Project.</p> <p>*This project is for the CABE Chapter and Affiliate Leaders, the 5 CABE Regional Representatives. the Vice President, and staff to use to communicate and collaborate on projects.</p> <p>*Chapter and Affiliates are encouraged to have two or more CABE members represent them on basecamp.</p> <p>*Invitations to join are sent to requested chapter and affiliate CABE members</p> <p>*Basecamp includes a calendar of events, discussions, To-Do Lists, uploaded Files, and Text Documents.</p> <p>*July 2015. Suggested committees and descriptions</p>	<p>July 2016. Encourage chapters and affiliates to set up displays at local and state CABE conferences</p> <p>July 2016. Organize training sessions for CABE Chapter and Affiliate Officers in each region.</p> <p>June 2017. Organize at least one regional CABE</p>	<p>Stanley Lucero</p> <p>With support from:</p> <p>CABE staff</p> <p>CABE Consultants</p> <p>CABE Regional Representatives</p> <p>Chapter Officers</p> <p>Affiliate Officers</p>
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	<p>their assistance.</p> <p>d. Document membership impact.</p> <p>e. Provide regions, chapters and affiliates with webpage access to post and update information on their respective webpage on the CABE website.</p> <p>f. Set up region, chapter, and affiliate displays at major CABE events</p> <p>g. Select documents, reports, links, webinars, videos, etc. to be accessed by CABE members who establish a CABE account with a user name and password.</p> <p>h. Provide webpage access rights based on CABE duties: Staff; Board, Region Reps, Affiliate Officers, Chapter Officers, etc.</p>	<p>*June 2016. More than 80 CABE officers, staff, and CABE Leaders are on this basecamp.</p> <p>January 2015. CABE Regional Representative Basecamp Project.</p> <p>*This Basecamp is for the 5 Region Representatives, the CABE VP and selected staff.</p> <p>*Basecamp includes a calendar of events, discussions, To-Do Lists, uploaded Files, and Text Documents.</p> <p>*13 CABE members are in this basecamp.</p> <p>February 2015. CABE Documents</p> <p>*Become a CABE Member power point</p> <p>*CABE Basecamp Project power point</p> <p>*Organize a CABE Chapter power point</p> <p>March 2015. CABE Membership Booth</p> <p>*To be displayed at statewide conference, regional conferences, and other conferences as selected.</p> <p>*CABE Membership brochures and applications March 2015</p> <p>*Chapter and Affiliate flyers March 2016</p> <p>*CABE posters</p> <p>*CABE Membership tablecloth April 2016</p> <p>*Laptops to loop CABE power points March 2015</p> <p>*CABE Buttons handed out at CABE 2016</p> <p>2015-2016. CABE Membership Consultant at conferences</p>	<p>conference in each of the five state regions.</p> <p>June 2017. Log in to CABE website with user name and password for member only resources</p> <p>June 2017. Provide each chapter and affiliate a webpage on CABE website</p> <p>June 2017. Provide CABE membership and scholarship rebates to as many chapters and affiliates as possible.</p> <p>June 2017. Streamline the process to reactivate chapters.</p>	
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			<ul style="list-style-type: none"> *CABE 2015 Conference: CABE Membership Booth * CABE 2016 Conference: CABE Membership Booth *Workshop: Sea parte de la familia de CABE *Workshop: Be a Part of the CABE Family *Workshop: La importancia de su herencia cultural *JDA Presentation at San Francisco Conference *Workshops and Membership Booth at San Francisco, Riverside, Alhambra, Stockton *Attended CABE Board Meetings at Long Beach, San Francisco, Baldwin Park <p>2015-2016 CABE Membership Receptions</p> <ul style="list-style-type: none"> *Anaheim April 2016 *Bakersfied October 2015 *Monterey April 2015 *Riverside May 2015; May 2016 *Stockton November 2015 <p>March 2016. Palm Springs Chapter Training</p> <ul style="list-style-type: none"> *At request of Chapter Officers *Accompanied Sally Fox *Format: Question and Answer *Reviewed chapter and state CABE bylaws 		
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3.5.2 Develop a portfolio of social media communication strategies to expand support for CABE and the CABE COMPASS.

September 2014	Ongoing	3.5.2 Develop a portfolio of social media communication strategies to	<p>June 2016. CABE Facebook groups</p> <ul style="list-style-type: none"> *Antelope Valley #58 Region 5 *Californian Association for Bilingual Education 	July 2016. Support EDGE initiative through chapters	Stanley Lucero With support
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		<p>expand support for CABE and the CABE COMPASS.</p> <p>a. With the assistance of communications expert, identify targeted social media and communication strategies.</p> <p>b. Identify Potential supporters/Funders.</p> <p>c. Launch the new strategies.</p> <p>d. Document use and impact of the strategies</p>	<p>[statewide]</p> <p>*CABE YoloWoodland #76 Region 1 – November 2015</p> <p>*CABE Mandarin #38 Region 3 -April 2016</p> <p>*CABE Members – All Regions [statewide] -October 2014</p> <p>*CABEMember at large out of state – October 2015</p> <p>*CABE Paraprofessionals [statewide]- October 2015</p> <p>*CABE Sacramento #07 Region 1 – May 2015</p> <p>*CABE Student Members [statewide] -September 2015</p> <p>*Greater Riverside Area #06 Region 4</p> <p>*Implementing the CABE Compass [statewide] - November 2013</p> <p>*Long Beach #62 Region 3 -March 2013</p> <p>*MCDL Madera County Dual Language Region 2 [Madera] – May 2016</p> <p>*North Orange County #73 Region 3 – March 2013</p> <p>*Projecto 2 Inspire [statewide] – February 2015</p> <p>*Tri-KABE #02 Region 2 – March 2015</p> <p>*Whittier #40 Region 3 – June 2015</p> <p>June 2016. CABE Webpage sites</p> <p>*CABE [statewide]</p> <p>*CABE Corner [statewide]</p> <p>*CABE Mandarin #38 Region 3</p> <p>*CABE ZeeMap [statewide]</p> <p>*CABTE #100 [statewide]</p> <p>*Fresno Madera #41 Region 2</p> <p>*Palm Springs #91 Region 4</p> <p>*Pepperdine #3 Region 3</p>	<p>and affiliates</p> <p>June 2017. Increase CABE presence online</p> <p>June 2017. Provide support for all CABE members through active chapters and affiliates.</p> <p>June 2017. Provide additional support to CABE chapters and affiliates from CABE Headquarters.</p>	<p>from:</p> <p>CABE staff</p> <p>CABE Regional Representatives</p> <p>Chapter Officers</p> <p>Affiliate Officers</p>
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3.5.3 Establish a network of CABE high school and university clubs to support increased student self-advocacy and leadership.

September 2014	Ongoing	<p>3.5.3 Establish a network of CABE high school and university clubs to support increased student self-advocacy and leadership.</p>	<p>September 2015. CABE Student Members Facebook group</p> <p>*Facebook public group with 15 members</p>	<p>July 2016. Ask chapters to promote pathways to the Seal of Biliteracy from</p>	<p>Stanley Lucero</p> <p>CABTE Officers</p>
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		<p>a. Work with at least one district in each CABE region to secure support for establishing two high school and two university clubs per district.</p> <p>b. Write up sample bylaws for student clubs</p> <p>c. For high school clubs start with Seal of Biliteracy candidates and future bilingual teachers</p> <p>d. For University clubs start with Seal of Biliteracy recipients, CABE scholarship recipients, and future bilingual teachers.</p> <p>e. Long term goal: Organize a student club aligned with each CABE chapter.</p> <p>f. Partner with statewide student associations to enlist their support for the establishment of the clubs.</p> <p>g. Seek funding to support the new clubs.</p> <p>h. Ask each student club to select a representative for the statewide CABE Clubs.</p> <p>i. Seek approval to establish a</p>	<p>*This group is for CABE student members, students who have received CABE scholarships, and individuals interested in mentoring students. Our long range goal is to form a CABE Student Affiliate to represent all CABE students to the CABE Board of Directors. If you join this group, we strongly request that you become a CABE member at \$30 per year [students only]. You will then be eligible to apply for CABE chapter and statewide scholarships.</p> <p>First Draft March 2015. Sample Bylaws for CABE chapters, affiliates, and clubs on Google drive and also on CABE website on Chapter Leaders page</p> <p>*Template with space to write in name of chapter, club or affiliate.</p> <p>*Signature lines for CABE officers and CABE members at end of document</p> <p>*Updated to include the most important sections of the state CABE Bylaws</p> <p>*CABE Headquarters will accept clubs as CABE chapters.</p> <p>June 2016. CABE University Chapters</p> <p>*CSU Stanislaus #97 Region 1 [might be inactive]</p> <p>*Pepperdine University #3 Region 3</p> <p>June 2016 Current CABE Student Members</p> <p>*56 current CABE Student Members</p> <p>*Assigned to their nearest active chapter</p>	<p>preschool through 8th grade.</p> <p>June 2016. Continue to work with the University Seal of Biliteracy Committee</p> <p>July 2016. Ask chapters to designate scholarships for students who receive the Seal of Biliteracy.</p> <p>June 2017. Organize one student CABE club in each region.</p> <p>June 2017. Add a CABE student representative to the CABE Executive Board.</p>	<p>Chapter Officers</p> <p>University Seal of Biliteracy Committee</p> <p>Chapter Officers</p>
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		student member position on the CABE board and once approved, facilitate the election process from the membership of the clubs			
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3.5.4 Assess & reorganize chapter, affiliate and membership lists and update the process for membership.

September 2014	Ongoing	<p>3.5.4 Assess & reorganize chapter, affiliate and membership lists and update the process for membership.</p> <p>a. Increase CABE membership to 4000</p> <p>b. Assign all CABE members to a chapter with the option to select a different chapter</p> <p>c. Give all CABE members the option to select affiliates</p> <p>d. Establish a virtual chapter for out of state CABE members and geographically isolated CABE members</p>	<p>2014-2015 Annual Financial Report</p> <p>*8 CABE chapters and affiliates submitted their annual reports by the September 2015 Deadline: #23 San Francisco #76 Woodland #8 META #23 Sacramento #62 Long Beach #58 Antelope Valley #48 Ventura, #2 Tri-KABE #84 Two-Way CABE</p> <p>*8 CABE chapter and affiliates received either 20% [chapters] or 10% [affiliates] of the CABE membership rebates. *The 2015-2106 Annual Financial Report was emailed to chapter and affiliate officers on May 30, 2016. *CABE Headquarters is using the google spreadsheet <u>2016 CABE Chapter & Affiliate Officers</u> to send out emails to CABE officers.</p> <p>January 2015. CABE ZeeMap. An interactive California map listing CABE organizations including chapter, affiliates, and CABE services.</p> <p>*Six color coded pins represent CABE Headquarters and the five California regions. *When you click on a pin you see the name of the organization, president and contact information. *If you click on View/Show List, you will see the six regions 0-5 with organization numbers and names.</p>	<p>September 2016. Send a letter from CABE Headquarters each chapter and affiliate that completes their 2015-2016 Chapter and Affiliate Annual Financial Report affirming their status as an organization in good standing with CABE.</p> <p>January 2017. Propose to increase the membership rebates for affiliates to 20% of membership dues</p> <p>June 2017. Set up log in process for Chapter and Affiliate officers to CABE website to access CABE</p>	<p>Stanley Lucero</p> <p>With support from:</p> <p>CABE Regional Representatives</p> <p>Chapter Officers</p> <p>Affiliate Officers</p> <p>CABE staff and consultants</p>
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		<p>February 2015. SMART REG. CABE’s online membership database. *At Large Members are assigned to the nearest active chapter by default. All CABE members have the option to request a different chapter. *CABE members listing a University or College as their employers, or by request, are assigned to #100 CABTE *CABE members are identified as affiliated with dual language programs, or by request, are assigned to #84 Two-Way CABE *March 2016. 2195 Current paid CABE members *June 2016. 2083 Current paid CABE members</p> <p>March 2015. CABE Chapter & Affiliate Files. A google folder with subfolders for each chapter and affiliate. *Alphabetical list of chapters and affiliate with name, number, and region. *View access given to CABE staff and CABE Regional Representatives *Edit access given to individual chapter/affiliate officers to their own folder *Recommended documents to be kept in folders: officer contact information, annual financial reports, scholarship awarded documents, bylaws, minutes, flyers, and any other documents related to the individual chapter/affiliate</p> <p>June 2015. Membership Report to CABE Executive Board</p> <p>October 2015. CABE Member at large out of state Facebook group *8 members to date *Public group * This group is for all CABE members who live outside of the state of California. The purpose of the group is to give you opportunities to collaborate online and</p>	<p>resources including membership lists</p> <p>June 2017. Propose new fields to SmartReg to identify university, college, dual immersion, and two way personnel</p> <p>June 2017. Increase CABE membership to 4000</p> <p>June 2017. Increase and support additional CABE chapters</p> <p>June 2017. Organize a virtual chapter for out of state CABE members</p> <p>June 2017 Update information on CABE Website, CABE ZeeMap, and CABE google folders as needed.</p>	
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			<p>share resources and ideas. We strongly request that you become a CABE member if you decide to join this group</p> <p>November 2015. CABE Membership Consultant Report to Executive Board</p> <p>March 2016. CABE's Website: gocabe.org *MEMBERS page includes benefits and links for English and Spanish CABE information and membership applications. *CHAPTER LEADERS page includes links to a variety of documents, maps, and power points designed specifically for chapter and affiliate leaders. A link is also available for the CABE Statewide Regions map.</p> <p>March 2016 Chapter and Affiliate Information. A google folder containing CABE documents and spreadsheets. *March 2015. 2016 CABE Chapter & Affiliate Officers: Sheet 1 contains officer information. Sheet 2 contains chapter and affiliate information *February 2015. California cities by counties and chapters. Each city with CABE members is assigned to an active chapter. *February 2016. CABE on the Internet: Chapters and Affiliates are listed if they have a webpage, Facebook page, Twitter page. Also included are the CABE Basecamp projects and the CABE YouTube page. *April 2016. Sample Bylaws: Updated to include the most important aspects of the current CABE State Bylaws.</p> <p>June 2016. Presumed Active CABE chapters and CABE affiliates Region 0 [statewide] #84 Two-Way CABE #100 CABTE Region 1</p>		
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