

**CABE 2017 Estimated Number of  
Volunteers per Committee**

<b>Committee</b>	<b>Co Chair</b>	<b>Estimated #</b>	<b>Comments/Notes</b>
Administrative Leadership Symposium	SBCSS	2	You will need to have a person to escort/host the event and someone to facilitate.
Audio Visual/Technology	SBCSS	4	Will need minimum two people per day for the duration of the Conference
Author/Literature and Book signing	SBCSS	3 per day	Will need to help with the Booksigning and special events (Author's Corner).
College Campus Visits	Garden Grove USD	6	Bus monitor and guide for each university.
Conference Information Booth	Saddleback Valley USD	2 per day	Will need minimum two people per day for the duration of the Conference
Decorations/Meal Functions	Palmdale SD	5-6 per day	Need to have people help you with decoration of the plaza, stage, placing centerpieces, reservation signs for honored guest, sponsors as well as be host at the door for the award luncheon & dinner banquet events.
Evaluations (W/S Eval Distribution only - CABE email overall)	Westminster SD	6 per day	Need to deliver and/or pick up the evaluations from selected workshops
Exhibits & Career Fair		2 per day	Need one - two people at all times at the exhibit information booth during exhibit hours
High School Community Service	Anaheim Union HSD	15-20 per day	Student volunteers will assist workshop presiders, and other specified areas.
Parent Center	Anaheim Union HSD Anaheim Elem. SD	4 per day	Will need to a minimum of four volunteers per day helping through the conference
Protocol	Palmdale SD	1 per day	Need to have at least one person close by Registration to escort VIP's, if needed
Publicity	Westminster SD	1 per day	Need to have at least one person per day located close by Registration to escort Publicity person or other VIPs, if need
Registration/Tote bags	Long Beach USD	4-6 per day	Six people will be needed on Wed - Thursday and at least 3 people in the tote bag area at all times during non-peak hours.
School Site Visits (SD provide buses)	Long Beach USD Orange DOE	6-8	Six people will be needed on Wed to sign-in registrants and then have bus monitors at least one per site for Wed. only.
Student Artwork	LAUSD	5-7	People will be needed to help with setting up and taking down in designated area for student art gallery. At least one person is needed to monitor the artwork at all times.
Student Entertainment	OCDE Garden Grove USD	2-3 per day	A person is needed at the sign in table and a another person to escort entertainers to designated areas to perform and/or get dressed.
Student Writing Contest	Palmdale SD	8 pre conf.	At least six people will be needed to review application before conference because there is four levels. Suggest to get at least two per grade level required. You might want to have yourself and add'l. person the day of the event.
Translation/Interpretation	Saddleback Valley USD Anaheim Union HSD	6-8 per day	The total number of volunteers will depend on how many different languages that are requested. CABE will have that number as it get closer to the conference.
Two-Day Institutes	LAUSD	10 per day	The volunteers will need to sign in the registered attendee, act as a liaison between CABE staff and presenters. Assist presenter if they need any help, possibly pass out flyers, evaluations and inform staff of any A/V assistance or needs. If institute is not full to capacity the volunteer will give authorization slip to any attendees who desire to attend two day institute who have not pre-register. They will also note on door if presentation is full. The same people attend both days so second days should be lighter in terms of duties.
University Credit	LMU	1-2 per day	Someone will need to be present at the University Credit Booth located with registration at all time to disseminate information and instructions.
Volunteers	Anaheim Elem SD	2 per day	Someone will need to be present at the Volunteer Booth located with registration area at all time to check in/out and give instructions, as well as print the badges on completion of the assignment(s). Other volunteers should be recruited for other areas/committee.
Workshop Presiders		20-25 per day	Approx. 15 people will be needed at the Anaheim Marriott, along with Student volunteers. The W/S Presiders will be monitoring the needs of the presenter, make sure that the individuals tap in to the presentation in order to get an accurate count of how many attendees are in the room(s); will check to see if presenter shows up, if room is full and check if need assistance with a/v .