

CABE 2019 Estimated Number of Volunteers per Committee

Committee	Co-Chair	Estimated #	Comments/Notes
Administrative Leadership Symposium	Jan CABE STAFF	4	A volunteer will be designated to escort VIPS and 3 others to assist with check-in as well assisting with facilitation of event.
Audio Visual/Technology	Corona-Norco	5	A minimum of 4 volunteers requested per day for the duration of the conference for audio visual needs as needed from 8:00am – 5:00pm, Wednesday – Friday
Author/Literature and Book Signing	SBCSS	3-5 per day	Volunteers assist with Booksigning(s) and special events, Wed – Fri
Conference Information Booth	Claudia Tomas	2 per day	A minimum of 2 volunteers per day for the duration of the conference to provide info to attendees as needed.
Decorations/Meal Functions	Rosa Armstrong	5-6 per day	Volunteers assist in placement of centerpieces, reservation signs for honored guest, sponsor and in the decoration of the plaza, stage. Volunteers also monitor/host at the door for the award luncheon & dinner banquet events.
Evaluations (Eval Distribution only - CABE email overall)	Claudia Mercado	1 pre/post conf	A volunteer will assist with creation/edit of evaluations and tabulation of information.
Exhibits & Career Fair	Mirna Miranda-Welsh	2 per day	A minimum of 2 volunteers needed for exhibit hall info booth during exhibit hall hours.
High School Community Service	Amy Pendray	15-20 per day	Student volunteers will assist workshop presiders, and other specified areas as requested.
Parent Center	Alberto Mendoza SBCSS	4 per day	A minimum of 4 volunteers per day to assist in the parent center during the conference
Protocol	Melanie Lopez	1-2 per day	A minimum of 1 volunteer to escort VIP's from registration area, as needed/requested and one to assist inside general sessions and meal events.
Publicity	Araceli Chavez	1 per day	A minimum of 1 volunteer per day to escort publicity personnel or other VIPs from Registration area, as need/requested
Registration/Tote Bags	Yesenia Navarro	4-6 per day	Minimum of 6 volunteers will be needed Wed & Thurs. At least 3 people in the tote bag area at all times during non-peak hours. Tote Bag set up (11am – 7pm), the kids usually come between 11-1pm and work until completion but no later than 7pm. The adults tote bag volunteers could begin as early as 11am; Regular schedule is usually from 7:00am-4:30pm (Reg area), Wed-Friday, 7:30am-10:00am
School Site Visits (SD provide buses)	Martha Ensminger	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	Jessie Kroll-Yoas Oxnard SD	4-5	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	Tarcio Lara	2 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	Rosa Armstrong	12 pre conference	A minimum of 12 volunteers will be recruited to review submissions prior to the conference. There are four grade levels and 3 volunteers per grade level required. You may want to have an add'l. volunteer for day of event (Friday night) to assist in escorting VIPs.
Translation/Interpretation	Cesar Vargas	6-8 per day	The total number of volunteers will depend on how many different languages are requested. CABE staff provides these details as conference approaches.
Two-Day Institutes	Lourdes Hale	5-10 per day	The volunteers will check in the registered attendees, act as a liaison between CABE staff and presenters from 9:00am – 4:30pm, Wed-Thurs. Volunteers assist presenter if needed, hand out flyers and evaluations as requested. They are to inform CABE staff of any A/V assistance or needs. If institute is not full to capacity the volunteer can provide authorization slip to any attendees requesting participation of institute and have not pre-registered. They will also post door signs if presentation is full. The same attendees on day 2 of institute and work load is lighter.
University Campus Visits	Rene Rosas	4-6	Volunteers are to check in attendees, monitor buses and chaperone each campus visit.
University Credit	Angel Rodriguez	1-2 per day	The University Credit Booth located with registration area will need 1-2 volunteers at all time to disseminated information and instructions.
Volunteers	Meg Jimenez	2 per day	The Volunteer Booth located within registration area will need 1-2 volunteers at all times for check in/out, instructions, as well as badge printing upon completion of the assignment(s). Other volunteers should be recruited and scheduled for other areas/committees as requested.
Workshop Presiders		18-22 per day	Approx. 18 people will be needed at the conference venues, along with Student Volunteers from 12:30pm-4:00pm, Wed; 9:30am– 5:30pm, Thur and Fri; 8:30am-11:30am, Sat. The most volunteers will be needed on Thursday and Friday. In addition to the LBCC, coverage will also be needed at the Hyatt, Renaissance and Westin hotels. The W/S Presiders will be monitoring the needs of the presenter, get an accurate count of how many attendees are in the room(s); will check to see if if presenter shows up, if room is full and if assistance is
CABE Store	Liz Samaniego (CABE STAFF)	4-5 at all times	Set Up: Tuesday 1:00pm-6:00pm Store Hours: Wed-Friday 8:30 am– 5:30pm, Saturday 7:30am-12:30pm