

CABE 2020 Estimated Number of Volunteers per Committee

Committee	Co-Chair	Estimated #	Comments/Notes
Audio Visual/Technology		6	A minimum of 4 volunteers requested per day for the duration of the conference for audio visual needs as needed from 8:00am – 5:30pm, Wednesday – Friday and Saturday 2 volunteers from 8:00am - 12:00 pm
Author/Literature and Book Signing		5 per day	Volunteers assist with Booksigning(s) and special events Wednesday – Friday.
Conference Information Booth		2-3 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		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)		1 pre/post conf	A volunteer will assist with creation/edit of evaluations and tabulation of information.
Exhibits & Career Fair		2-3 per day	A minimum of 2 volunteers needed for exhibit hall info booth during exhibit hall hours. At least 1 volunteer will be a exhibit hall monitor between certain hours.
High School Community Service		15-20 per day	Student volunteers will assist workshop presiders, and other specified areas as requested. Students will be posted in surrounding areas of Hotels.
Parent Center		4 per day	A minimum of 4 volunteers per day to assist in the parent center during the conference
Protocol		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		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		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 students usually arrive between 1-2pm 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 7:00-4:30 (Reg area), Wed-Friday and Saturday 7:30am-10:00am
School Site Visits (SD provide buses)		6-8	Six people will be needed on Wed to assist with Check-in registrants and Bus monitors one person per bus and site for Wednesday only .
Student Artwork		4-5	Volunteers 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		2 per day	A volunteer is needed at the check in table and a another person to escort entertainers to designated areas to perform and/or get dressed.
Student Writing Contest		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 escort Recipient.
Translation/Interpretation		6-8 per day	The total number of volunteers will depend on how many different languages (Spanish #1) are requested. CABE staff languages as needs. We will see close to the conference.
Two-Day Institutes		4-8 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 assistance is usually less.
University Credit		1-2 per day	The University Credit Booth located with registration area will need 1-2 volunteers at all time to disseminate information and instructions.
Volunteers		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 majority of volunteers will be needed on Thursday and Friday. In addition to the Hilton Union Square we will also need coverage at Parc 55 and Hotel Nikko. 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 presenter shows up, monitor room to notify if full and if assistance is needed with A/V .
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