

Administrative Leadership Symposium Committee

Timeline at a Glance

<p style="text-align: center;">July</p> <ul style="list-style-type: none"> • Promote CABE 2016 	<p style="text-align: center;">August</p> <ul style="list-style-type: none"> • Promote CABE 2016 • Recruit volunteers • Plan Symposium • Contact Speakers 	<p style="text-align: center;">September</p> <ul style="list-style-type: none"> • Promote CABE 2016 • Recruit volunteers • Plan Symposium • Contact Speakers
<p style="text-align: center;">October</p> <ul style="list-style-type: none"> • Promote CABE 2016 • Recruit volunteers • Confirm speakers • Create invitation 	<p style="text-align: center;">November</p> <ul style="list-style-type: none"> • Promote CABE 2016 • Recruit volunteers • Confirm speakers • Send personal invitations to selected districts 	<p style="text-align: center;">December</p> <ul style="list-style-type: none"> • Promote CABE 2016 • Finalize symposium organization/ agenda • Confirm speakers
<p style="text-align: center;">January</p> <ul style="list-style-type: none"> • Promote CABE 2016 • Schedule volunteers 	<p style="text-align: center;">February</p> <ul style="list-style-type: none"> • Promote CABE 2016 • Schedule volunteers 	<p style="text-align: center;">March CABE 2016 March 23-26, 2016</p> <ul style="list-style-type: none"> • Greet speakers and other VIP's • Facilitate symposium • Put up signage • Set-up for Symposium • Register Symposium attendees

Audio Visual Committee

Timeline at a Glance

<p style="text-align: center;">July</p> <ul style="list-style-type: none"> • Promote CABE 2016 	<p style="text-align: center;">August</p> <ul style="list-style-type: none"> • Promote CABE 2016 	<p style="text-align: center;">September</p> <ul style="list-style-type: none"> • Promote CABE 2016
<p style="text-align: center;">October</p> <ul style="list-style-type: none"> • Promote CABE 2016 	<p style="text-align: center;">November</p> <ul style="list-style-type: none"> • Promote CABE 2016 • Recruit Volunteers 	<p style="text-align: center;">December</p> <ul style="list-style-type: none"> • Recruit volunteers
<p style="text-align: center;">January</p> <ul style="list-style-type: none"> • Recruit volunteers • Confirm all volunteers 	<p style="text-align: center;">February</p> <ul style="list-style-type: none"> • Schedule volunteers 	<p style="text-align: center;">March CABE 2016 March 23-26, 2016</p> <ul style="list-style-type: none"> • Meet with CABE Staff • Review A/V orders • Review radio etiquette with CABE staff • Meet with volunteers go over A/V Policy for presenters and assign work areas

Author/Literature Committee

Timeline at a Glance

<p style="text-align: center;">July</p> <ul style="list-style-type: none"> • Promote CABE 2016 	<p style="text-align: center;">August</p> <ul style="list-style-type: none"> • Promote CABE 2016 • Recruit volunteers • Recruit/Contact Authors • Contact Speakers 	<p style="text-align: center;">September</p> <ul style="list-style-type: none"> • Promote CABE 2016 • Recruit volunteers • Recruit/Contact Authors • Send Letters to Authors
<p style="text-align: center;">October</p> <ul style="list-style-type: none"> • Promote CABE 2016 • Recruit volunteers • Confirm Authors and contact information • Create Flyer for program, if needed 	<p style="text-align: center;">November</p> <ul style="list-style-type: none"> • Promote CABE 2016 • Recruit volunteers • Send personal reminders of participation to authors 	<p style="text-align: center;">December</p> <ul style="list-style-type: none"> • Promote CABE 2016 • Finalize Author/Literature Strand • Confirm Author
<p style="text-align: center;">January</p> <ul style="list-style-type: none"> • Promote CABE 2016 • Schedule volunteers 	<p style="text-align: center;">February</p> <ul style="list-style-type: none"> • Promote CABE 2016 • Schedule volunteers • Reminder letters for author 	<p style="text-align: center;">March CABE 2016 March 23-26, 2016</p> <ul style="list-style-type: none"> • Greet Authors • Facilitate strand • Escort author to area • Have volunteers available for strand needs • Assist with book sales

Conference Information Booth Committee

Timeline at a Glance

<p style="text-align: center;">July</p> <ul style="list-style-type: none"> • Promote CABE 2016 	<p style="text-align: center;">August</p> <ul style="list-style-type: none"> • Promote CABE 2016 • Recruit volunteers 	<p style="text-align: center;">September</p> <ul style="list-style-type: none"> • Promote CABE 2016 • Recruit volunteers
<p style="text-align: center;">October</p> <ul style="list-style-type: none"> • Promote CABE 2016 • Recruit volunteers 	<p style="text-align: center;">November</p> <ul style="list-style-type: none"> • Promote CABE 2016 • Recruit volunteers 	<p style="text-align: center;">December</p> <ul style="list-style-type: none"> • Promote CABE 2016 • Tour CABE 2016 Venue • Set up a daily schedule for volunteers to cover the booth throughout the conference
<p style="text-align: center;">January</p> <ul style="list-style-type: none"> • Promote CABE 2016 • Continue to schedule volunteers to cover the information booth • Assist CABE with developing booth information, if needed 	<p style="text-align: center;">February</p> <ul style="list-style-type: none"> • Promote CABE 2016 • Confirm schedule with volunteers • Assist CABE with developing booth information, if needed 	<p style="text-align: center;">March CABE 2016 March 23-26, 2016</p> <ul style="list-style-type: none"> • Ensure the Booth is covered by a volunteer during the full conference • Assist conference participants with any questions they may have

College Campus Visits Committee

Timeline at a Glance

<p style="text-align: center;">June/July</p> <ul style="list-style-type: none"> • Promote CABE 2016 • Seek and review a variety of campuses available 	<p style="text-align: center;">August</p> <ul style="list-style-type: none"> • Promote CABE 2016 • Gather schools to visit 	<p style="text-align: center;">September</p> <ul style="list-style-type: none"> • Promote CABE 2016 • Gather schools to visit • Provide CABE with list and descriptions of programs to CABE
<p style="text-align: center;">October</p> <ul style="list-style-type: none"> • Promote CABE 2016 • Solicit college campuses to visit • Visit possible sites • Recruit buses 	<p style="text-align: center;">November</p> <ul style="list-style-type: none"> • Promote CABE 2016 • Finalize college campuses to visit • Recruit buses • Recruit volunteers to assist with buses and visits 	<p style="text-align: center;">December</p> <ul style="list-style-type: none"> • Promote CABE 2016 • Give CABE a list for checks • Recruit volunteer to assist with buses • Confirm schools to be visited
<p style="text-align: center;">January</p> <ul style="list-style-type: none"> • Promote CABE 2016 • Send confirmation letters • Assign attendees to site • Assign attendees to buses 	<p style="text-align: center;">February</p> <ul style="list-style-type: none"> • Send confirmation letters • Schedule volunteers 	<p style="text-align: center;">March CABE 2016 March 23-26, 2016</p> <ul style="list-style-type: none"> • Check-in college campus visit participants • Assign volunteers to buses and sites • Monitor check-in process

Decorations and Meal Functions Committee

Timeline at a Glance

<p style="text-align: center;">July</p> <ul style="list-style-type: none"> • Promote CABE 2016 	<p style="text-align: center;">August</p> <ul style="list-style-type: none"> • Promote CABE 2016 	<p style="text-align: center;">September</p> <ul style="list-style-type: none"> • Promote CABE 2016 • Recruit Volunteers and submit names to volunteer committee
<p style="text-align: center;">October</p> <ul style="list-style-type: none"> • Promote CABE 2016 • Recruit Volunteers and submit names to volunteer committee 	<p style="text-align: center;">November</p> <ul style="list-style-type: none"> • Promote CABE 2016 • Recruit Volunteers and submit names to volunteer committee • Submit ideas for decorations that incorporate the conference theme/colors. 	<p style="text-align: center;">December</p> <ul style="list-style-type: none"> • Promote CABE 2016 • Recruit Volunteers and submit names to volunteers' committee
<p style="text-align: center;">January</p> <ul style="list-style-type: none"> • Promote CABE 2016 • Recruit Volunteers and submit names to volunteers' committee 	<p style="text-align: center;">February</p> <ul style="list-style-type: none"> • Promote CABE 2016 • Schedule volunteers for meal events (hosts/ hostess) • Recruit Volunteers and submit names to volunteers' committee • Order/create decorations 	<p style="text-align: center;">March CABE 2016 March 23-26, 2016</p> <ul style="list-style-type: none"> • Deliver decorations to conference venue • Place decorations at general session and meal events (center pieces) • Meet with CABE's executive assistant to get reserved table names listing

Evaluations Committee

Timeline at a Glance

<p style="text-align: center;">July</p> <ul style="list-style-type: none"> • Promote CABE 2016 	<p style="text-align: center;">August</p> <ul style="list-style-type: none"> • Promote CABE 2016 • Recruit Volunteers and submit names to volunteer committee 	<p style="text-align: center;">September</p> <ul style="list-style-type: none"> • Promote CABE 2016 • Recruit Volunteers and submit names to volunteer committee • Review evaluation forms from other conferences
<p style="text-align: center;">October</p> <ul style="list-style-type: none"> • Promote CABE 2016 • Recruit Volunteers and submit names to volunteer committee • Create 3 sample evaluation forms one for general conference, institutes (work with committee) and presentations and share with committee 	<p style="text-align: center;">November</p> <ul style="list-style-type: none"> • Promote CABE 2016 • Recruit Volunteers and submit names to volunteer committee 	<p style="text-align: center;">December</p> <ul style="list-style-type: none"> • Promote CABE 2016 • Provide a final evaluation and share with committee • Recruit Volunteers and submit names to volunteer committee
<p style="text-align: center;">January</p> <ul style="list-style-type: none"> • Create a system for tabulation of evaluations • Design collecting bins for attendees to deposit evaluations at the conference 	<p style="text-align: center;">February</p> <ul style="list-style-type: none"> • Submit the final evaluation forms to CABE for review • Duplicate approved evaluation form 	<p style="text-align: center;">March CABE 2016 March 23-26, 2016</p> <ul style="list-style-type: none"> • Be available to distribute and collect evaluation forms throughout the convention center and/or hotels • Tabulate evaluations

		<ul style="list-style-type: none"> • Submit report at debriefing meeting of all evaluation
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Exhibits and Career Fair Committee

Timeline at a Glance

<p style="text-align: center;">July</p> <ul style="list-style-type: none"> • Promote CABE 2016 	<p style="text-align: center;">August</p> <ul style="list-style-type: none"> • Promote CABE 2016 	<p style="text-align: center;">September</p> <ul style="list-style-type: none"> • Promote CABE 2016 • Recruit volunteers • Recruit Exhibitors/ Career Fair
<p style="text-align: center;">October</p> <ul style="list-style-type: none"> • Promote CABE 2016 • Recruit volunteers • Recruit Exhibitors/ Career Fair 	<p style="text-align: center;">November</p> <ul style="list-style-type: none"> • Promote CABE 2016 • Recruit Volunteers and submit names to volunteer committee • Recruit Exhibitors/ Career Fair 	<p style="text-align: center;">December</p> <ul style="list-style-type: none"> • Promote CABE 2016 • Recruit Volunteers and submit names to volunteer committee • Recruit Exhibitors/ Career Fair

January	February	March CABE 2016
<ul style="list-style-type: none"> • Confirm all volunteers • Recruit Exhibitors/ Career Fair • Schedule volunteers 	<ul style="list-style-type: none"> • Schedule volunteers • Confirm Schedule of volunteers 	<p>March 23-26, 2016</p> <ul style="list-style-type: none"> • Meet with CABE staff to go over check-in process for exhibitors • Assist with check-in • Maintain Exhibitor Info Booth • Close Exhibits Hall each day

**High School Community Service Committee
Timeline at a Glance**

July	August	September
<ul style="list-style-type: none"> Promote CABE 2016 	<ul style="list-style-type: none"> Promote CABE 2016 	<ul style="list-style-type: none"> Promote CABE 2016 Recruit volunteers
October	November	December
<ul style="list-style-type: none"> Promote CABE 2016 Recruit volunteers 	<ul style="list-style-type: none"> Promote CABE 2016 Recruit volunteers and submit names to volunteer committee Recruit students for community service 	<ul style="list-style-type: none"> Promote CABE 2016 Recruit students for community service Schedule students for community service Create parent permission form to complete prior to conference Set-up transportation, parking and bag lunches for students
January	February	March CABE 2016
<ul style="list-style-type: none"> Confirm all volunteers Schedule volunteers Recruit students for community service Schedule students for community service Prepare daily agenda 	<ul style="list-style-type: none"> Schedule volunteers Confirm Schedule of volunteers Confirm schedule for community service hours Have a list of all students prior to conference 	<p>March 23-26, 2016</p> <ul style="list-style-type: none"> Check-in students during the conference Make sure all students have completed permission forms Monitor students throughout scheduled times Ensure students receive lunch

Parent Center Committee

Timeline at a Glance

<p style="text-align: center;">July</p> <ul style="list-style-type: none"> • Promote CABE 2016 	<p style="text-align: center;">August</p> <ul style="list-style-type: none"> • Promote CABE 2016 • Recruit parent volunteers 	<p style="text-align: center;">September</p> <ul style="list-style-type: none"> • Promote CABE 2016 • Recruit parent volunteers
<p style="text-align: center;">October</p> <ul style="list-style-type: none"> • Promote CABE 2016 • Recruit parent volunteers to work in Parent Center • Solicit donations for door prizes • Solicit presenters for Parents/Hospitality Room 	<p style="text-align: center;">November</p> <ul style="list-style-type: none"> • Promote CABE 2016 • Recruit parent volunteers • Recruit presenters for Parent Center • Solicit donations for door prizes 	<p style="text-align: center;">December</p> <ul style="list-style-type: none"> • Promote CABE 2016 • Recruit parent volunteers • Schedule Parent Center presentations
<p style="text-align: center;">January</p> <ul style="list-style-type: none"> • Promote CABE 2016 • Recruit parent volunteers • Identify presentations from conference program to highlight for parents 	<p style="text-align: center;">February</p> <ul style="list-style-type: none"> • Promote CABE 2016 • Set up daily schedule for volunteers to assist parents • Schedule and confirm volunteers 	<p style="text-align: center;">March CABE 2016 March 23-26, 2016</p> <ul style="list-style-type: none"> • Staff and support Parent/Hospitality Room • Assist with Parent of the Year awards luncheon, if needed • Meet/greet presenters for Parent Center



16033 E. San Bernardino Road, Covina, CA 91722-3900 Tel (626) 814-4441 Fax (626) 814-4640 info@bilingualeducation.org www.bilingualeducation.org

Protocol Committee

Timeline at a Glance

<p style="text-align: center;">July</p> <ul style="list-style-type: none"> • Promote CABE 2016 	<p style="text-align: center;">August</p> <ul style="list-style-type: none"> • Promote CABE 2016 	<p style="text-align: center;">September</p> <ul style="list-style-type: none"> • Promote CABE 2016 • Recruit volunteers
<p style="text-align: center;">October</p> <ul style="list-style-type: none"> • Promote CABE 2016 • Recruit volunteers 	<p style="text-align: center;">November</p> <ul style="list-style-type: none"> • Promote CABE 2016 • Recruit volunteers 	<p style="text-align: center;">December</p> <ul style="list-style-type: none"> • Promote CABE 2016 • Recruit volunteers • Review list of Keynote and featured speakers and other VIP's
<p style="text-align: center;">January</p> <ul style="list-style-type: none"> • Recruit volunteers • Create procedure to meet VIP's and guests 	<p style="text-align: center;">February</p> <ul style="list-style-type: none"> • Assign volunteers to meet greet and escort guest to destination • Review script to determine award placements 	<p style="text-align: center;">March CABE 2016 March 23-26, 2016</p> <ul style="list-style-type: none"> • Obtain updated list of guests • Review meet/greet/escort procedures with volunteers • Place awards at intended events

Publicity Committee

Timeline at a Glance

<p style="text-align: center;">July</p> <ul style="list-style-type: none"> • Promote CABE 2016 	<p style="text-align: center;">August</p> <ul style="list-style-type: none"> • Promote CABE 2016 	<p style="text-align: center;">September</p> <ul style="list-style-type: none"> • Promote CABE 2016
<p style="text-align: center;">October</p> <ul style="list-style-type: none"> • Promote CABE 2016 	<p style="text-align: center;">November</p> <ul style="list-style-type: none"> • Create template for Press Releases to be used to announce CABE Award winners 	<p style="text-align: center;">December</p> <ul style="list-style-type: none"> • Present template for Press Releases to be used to announce CABE Award winners • Get names of Award winners from committees • Contact legislators to notify them of Award winners and solicit resolutions • Contact local news agencies and other media to air press releases
<p style="text-align: center;">January</p> <ul style="list-style-type: none"> • Procure any legislative or other recognitions to be given to Award winners • Contact local news and other media to air press releases • Provide CABE Headquarters with any media list 	<p style="text-align: center;">February</p> <ul style="list-style-type: none"> • Contact local news and other media to air press releases • Provide CABE Headquarters with any media list 	<p style="text-align: center;">March CABE 2016 March 23-26, 2016</p> <ul style="list-style-type: none"> • Ensure placement of Recognitions at various Award ceremony sites • Assist the CABE Board with the Media Room • Provide CABE Headquarters with any media list

Registration/Tote Bags Committee

Timeline at a Glance

<p style="text-align: center;">July</p> <ul style="list-style-type: none"> Promote CABE 2016 	<p style="text-align: center;">August</p> <ul style="list-style-type: none"> Promote CABE 2016 Recruit volunteers 	<p style="text-align: center;">September</p> <ul style="list-style-type: none"> Promote CABE 2016 Recruit volunteers
<p style="text-align: center;">October</p> <ul style="list-style-type: none"> Promote CABE 2016 Recruit volunteers 	<p style="text-align: center;">November</p> <ul style="list-style-type: none"> Promote CABE 2016 Recruit volunteers to stuff tote bags, manage registration lines and assist behind counters 	<p style="text-align: center;">December</p> <ul style="list-style-type: none"> Recruit volunteers Schedule time for tote bag stuffing Begin to schedule volunteers for tote bag stuffing
<p style="text-align: center;">January</p> <ul style="list-style-type: none"> Schedule volunteers for tote bag stuffing 	<p style="text-align: center;">February</p> <ul style="list-style-type: none"> Get a count for tote bag volunteers for snacks to report to CABE 	<p style="text-align: center;">March CABE 2016 March 23-26, 2016</p> <ul style="list-style-type: none"> Make sure all tote bags are stuffed prior to conference Monitor daily tote bag distribution Monitor registration lines and assist behind counters

School Site Visits Committee

Timeline at a Glance

<p style="text-align: center;">June/July</p> <ul style="list-style-type: none"> • Promote CABE 2016 • Seek and review a variety of programs available • Provide CABE with list of description of SSV for program 	<p style="text-align: center;">August</p> <ul style="list-style-type: none"> • Promote CABE 2016 • Gather schools to visit 	<p style="text-align: center;">September</p> <ul style="list-style-type: none"> • Promote CABE 2016 • Gather schools to visit • Visit possible sites
<p style="text-align: center;">October</p> <ul style="list-style-type: none"> • Promote CABE 2016 • Solicit schools to visit • Visit possible sites • Recruit buses from school districts 	<p style="text-align: center;">November</p> <ul style="list-style-type: none"> • Promote CABE 2016 • Finalize schools to visit • Recruit buses from school districts • Recruit volunteer to assist with buses and visits 	<p style="text-align: center;">December</p> <ul style="list-style-type: none"> • Promote CABE 2016 • Give CABE a list for checks • Recruit volunteer to assist with buses • Confirm schools to be visited
<p style="text-align: center;">January</p> <ul style="list-style-type: none"> • Promote CABE 2016 • Send confirmation letters • Assign attendees to site • Assign attendees to buses 	<p style="text-align: center;">February</p> <ul style="list-style-type: none"> • Send confirmation letters • Schedule volunteers 	<p style="text-align: center;">March CABE 2016 March 23-26, 2016</p> <ul style="list-style-type: none"> • Check-in school site visits participants • Assign volunteers to buses and sites • Monitor check-in process

Student Artwork Committee

Timeline at a Glance

<p style="text-align: center;">July</p> <ul style="list-style-type: none"> • Promote CABE 2016 	<p style="text-align: center;">August</p> <ul style="list-style-type: none"> • Promote CABE 2016 • Recruit volunteers to review artwork 	<p style="text-align: center;">September</p> <ul style="list-style-type: none"> • Recruit volunteers • Collect student artwork
<p style="text-align: center;">October</p> <ul style="list-style-type: none"> • Recruit volunteers • Solicit student artwork from other districts/counties 	<p style="text-align: center;">November</p> <ul style="list-style-type: none"> • Recruit volunteers • Solicit student artwork from other districts/counties 	<p style="text-align: center;">December</p> <ul style="list-style-type: none"> • Select art to be displayed
<p style="text-align: center;">January</p> <ul style="list-style-type: none"> • Select art to be displayed • Create identification cards • Collect additional artwork if needed • Give CABE Staff a count of how many artwork collected 	<p style="text-align: center;">February</p> <ul style="list-style-type: none"> • Collect additional artwork if needed • Develop procedure for returning artwork 	<p style="text-align: center;">March CABE 2016 March 23-26, 2016</p> <ul style="list-style-type: none"> • Set up art displays • Monitor art displays • Implement procedure for returning artwork



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Student Entertainment Committee

Timeline at a Glance

<p style="text-align: center;">July</p> <ul style="list-style-type: none"> • Promote CABE 2016 	<p style="text-align: center;">August</p> <ul style="list-style-type: none"> • Promote CABE 2016 • Recruit student entertainment 	<p style="text-align: center;">September</p> <ul style="list-style-type: none"> • Promote CABE 2016 • Recruit Student entertainment • Recruit Volunteers • Send out letter inviting schools to perform at CABE 2016
<p style="text-align: center;">October</p> <ul style="list-style-type: none"> • Promote CABE 2016 • Recruit volunteers • Send out letter inviting schools to perform at CABE 2016 	<p style="text-align: center;">November</p> <ul style="list-style-type: none"> • Promote CABE 2016 • Confirm all performers • Schedule performances • Give list of group names & director names to CABE to publish in program 	<p style="text-align: center;">December</p> <ul style="list-style-type: none"> • Tour CABE 2016 venues for stage locations
<p style="text-align: center;">January</p> <ul style="list-style-type: none"> • Confirm locations with performers • Staging & A/V needs submitted to CABE • Confirm travel arrangements with performers • Schedule Volunteers 	<p style="text-align: center;">February</p> <ul style="list-style-type: none"> • Schedule Volunteers • Confirm Volunteers 	<p style="text-align: center;">March CABE 2016 March 23-26, 2016</p> <ul style="list-style-type: none"> • Check-in performers • Schedule volunteers to assist with performance needs

Student Writing Committee

Timeline at a Glance

<p style="text-align: center;">July</p> <ul style="list-style-type: none"> Promote CABE 2016 	<p style="text-align: center;">August</p> <ul style="list-style-type: none"> Recruit readers to review the various essays Promote the CABE Student Writing Contest 	<p style="text-align: center;">September</p> <ul style="list-style-type: none"> Continue to recruit readers to review the various essays Promote the CABE Student Writing Contest
<p style="text-align: center;">October</p> <ul style="list-style-type: none"> Finish recruiting all readers to review the various essays. Meet with readers to go over guidelines for reviewing essays 	<p style="text-align: center;">November</p> <ul style="list-style-type: none"> Begin review of essays 	<p style="text-align: center;">December</p> <ul style="list-style-type: none"> Select winners Provide CABE with all information regarding the Honorees, including final essays, and b/w photos of each awardees Notify awardees Provide typed essays for program via email Confirm honorees attendance to CABE 2016
<p style="text-align: center;">January</p> <ul style="list-style-type: none"> Provide CABE with travel needs for honoree and family/teacher Go over the process for check-in during the conference with each winner Select a meeting place to meet all winners 	<p style="text-align: center;">February</p> <ul style="list-style-type: none"> Send confirmation letter from committee 	<p style="text-align: center;">March CABE 2016 March 23-26, 2016</p> <ul style="list-style-type: none"> Meet and greet all winners at the designated place Walk over to the hall and sit winners at the designated table Review the process for getting on stage

Translation/Interpretation Committee

Timeline at a Glance

<p style="text-align: center;">July</p> <ul style="list-style-type: none"> • Promote CABE 2016 	<p style="text-align: center;">August</p> <ul style="list-style-type: none"> • Promote CABE 2016 • Recruit Interpreters 	<p style="text-align: center;">September</p> <ul style="list-style-type: none"> • Promote CABE 2016 • Recruit Interpreters
<p style="text-align: center;">October</p> <ul style="list-style-type: none"> • Promote CABE 2016 • Recruit Interpreters 	<p style="text-align: center;">November</p> <ul style="list-style-type: none"> • Promote CABE 2016 • Recruit Interpreters 	<p style="text-align: center;">December</p> <ul style="list-style-type: none"> • Promote CABE 2016 • Recruit Interpreters
<p style="text-align: center;">January</p> <ul style="list-style-type: none"> • Obtain a list of needed languages from CABE • Schedule the interpreters • Confirm interpreters 	<p style="text-align: center;">February</p> <ul style="list-style-type: none"> • Schedule the interpreters • Confirm interpreters 	<p style="text-align: center;">March CABE 2016 March 23-26, 2016</p> <ul style="list-style-type: none"> • Monitor interpreters during conference • Make sure we have interpreters during all general sessions and meal events • Collaborate with translation company • Make sure translation

		equipment is returned
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Two-Day Institute Committee

Timeline at a Glance

<p style="text-align: center;">July</p> <ul style="list-style-type: none"> • Promote CABE 2016 	<p style="text-align: center;">August</p> <ul style="list-style-type: none"> • Promote CABE 2016 • Recruit volunteers 	<p style="text-align: center;">September</p> <ul style="list-style-type: none"> • Promote CABE 2016 • Recruit volunteers
<p style="text-align: center;">October</p> <ul style="list-style-type: none"> • Promote CABE 2016 • Recruit volunteers 	<p style="text-align: center;">November</p> <ul style="list-style-type: none"> • Promote CABE 2016 • Recruit volunteers 	<p style="text-align: center;">December</p> <ul style="list-style-type: none"> • Promote CABE 2016 • Tour CABE 2016 Venue • Schedule volunteers for each institute
<p style="text-align: center;">January</p> <ul style="list-style-type: none"> • Promote CABE 2016 • Schedule volunteers for each institute 	<p style="text-align: center;">February</p> <ul style="list-style-type: none"> • Promote CABE 2016 	<p style="text-align: center;">March CABE 2016 March 23-26, 2016</p> <ul style="list-style-type: none"> • Monitor each institute daily • Pick up packages for each institute • Sign in attendees • Take attendance • Collect evaluations on 2nd day

University Credit Committee

Timeline at a Glance

<p style="text-align: center;">July</p> <ul style="list-style-type: none"> • Promote CABE 2016 	<p style="text-align: center;">August</p> <ul style="list-style-type: none"> • Promote CABE 2016 • Recruit volunteers • Confirm University and provide information to CABE for inclusion in pre-reg brochure 	<p style="text-align: center;">September</p> <ul style="list-style-type: none"> • Promote CABE 2016 • Recruit volunteers
<p style="text-align: center;">October</p> <ul style="list-style-type: none"> • Promote CABE 2016 • Recruit volunteers 	<p style="text-align: center;">November</p> <ul style="list-style-type: none"> • Promote CABE 2016 • Recruit volunteers 	<p style="text-align: center;">December</p> <ul style="list-style-type: none"> • Promote CABE 2016 • Recruit volunteers • Design University Credit Brochure to insert in tote bag
<p style="text-align: center;">January</p> <ul style="list-style-type: none"> • Promote CABE 2016 • Recruit volunteers 	<p style="text-align: center;">February</p> <ul style="list-style-type: none"> • Promote CABE 2016 • Schedule Volunteers 	<p style="text-align: center;">March CABE 2016 March 23-26, 2016</p> <ul style="list-style-type: none"> • Report to University Credit Booth to provide assistance to participants registering for University Credit on-site

Volunteer Committee

Timeline at a Glance

<p style="text-align: center;">July</p> <ul style="list-style-type: none"> Promote CABE 2016 	<p style="text-align: center;">August</p> <ul style="list-style-type: none"> Promote CABE 2016 Recruit volunteers Create volunteer form 	<p style="text-align: center;">September</p> <ul style="list-style-type: none"> Promote CABE 2016 Recruit volunteers Collaborate with CABE staff in development of database and forms Enter volunteer info on database
<p style="text-align: center;">October</p> <ul style="list-style-type: none"> Promote CABE 2016 Recruit volunteers Enter volunteer info on database (this is ongoing until the conference dates) 	<p style="text-align: center;">November</p> <ul style="list-style-type: none"> Promote CABE 2016 Assign volunteers to various committees Contact committee chairs to determine volunteer needs 	<p style="text-align: center;">December</p> <ul style="list-style-type: none"> Recruit volunteers Assign and schedule volunteers
<p style="text-align: center;">January</p> <ul style="list-style-type: none"> Recruit volunteers Assign and schedule volunteers Contact volunteers with assignments 	<p style="text-align: center;">February</p> <ul style="list-style-type: none"> Confirm all volunteer placements Contact volunteers with assignments 	<p style="text-align: center;">March CABE 2016 March 23-26, 2016</p> <ul style="list-style-type: none"> Staff volunteer check-in booth throughout conference Monitor volunteer assignments Facilitate volunteer orientation meeting

Workshop Presiders Committee

Timeline at a Glance

<p style="text-align: center;">July</p> <ul style="list-style-type: none"> • Promote CABE 2016 • Recruit Volunteers 	<p style="text-align: center;">August</p> <ul style="list-style-type: none"> • Promote CABE 2016 • Recruit volunteers 	<p style="text-align: center;">September</p> <ul style="list-style-type: none"> • Promote CABE 2016 • Recruit volunteers
<p style="text-align: center;">October</p> <ul style="list-style-type: none"> • Promote CABE 2016 • Recruit volunteers 	<p style="text-align: center;">November</p> <ul style="list-style-type: none"> • Promote CABE 2016 • Recruit volunteers 	<p style="text-align: center;">December</p> <ul style="list-style-type: none"> • Promote CABE 2016 • Recruit volunteers • Tour CABE 2016 venues
<p style="text-align: center;">January</p> <ul style="list-style-type: none"> • Promote CABE 2016 • Recruit volunteers • Schedule Volunteers as Workshop Presiders for each area of the venue 	<p style="text-align: center;">February</p> <ul style="list-style-type: none"> • Promote CABE 2016 • Review instructions and areas with assigned Presiders 	<p style="text-align: center;">March CABE 2016 March 23-26, 2016</p> <ul style="list-style-type: none"> • Facilitate daily orientation meetings with “Presiders-of-the-day” • Monitor daily schedules • Monitor workshops and institutes • Monitor presenters’ needs