

**CABE 2016 Estimated Number of  
Volunteers per Committee**

| <b>Committee</b>                                              | <b>Co Chair</b>                   | <b>Estimated #</b> | <b>Comments/Notes</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|---------------------------------------------------------------|-----------------------------------|--------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Administrative Leadership Symposium                           | San Rafael City Schools           | 2                  | You will need to have a person to escort/host the event and someone to facilitate.                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Audio Visual/Technology                                       | San Rafael City Schools           | 4                  | Will need minimum two people per day for the duration of the Conference                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Author/Literature and Book signing                            | Hayward USD                       | 3 per day          | Will need to help with the Booksigning and special events (Author's Corner).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| College Campus Visits                                         | Alameda COE/Mt Diablo USD         | 6                  | Bus monitor and guide for each university.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Conference Information Boot                                   | Salinas City Elementary SD        | 2 per day          | Will need minimum two people per day for the duration of the Conference                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Decorations/Meal Functions                                    | Salinas City Elementary 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) | Santa Clara COE                   | 6 per day          | Need to deliver and/or pick up the evaluations from selected workshops                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Exhibits & Career Fair                                        | Napa Valley USD                   | 2 per day          | Need one - two people at all times a the exhibit information booth during exhibit hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| High School Community Service                                 | San Francisco USD                 | 15-20 per day      | Student volunteers will assist workshop presiders, and other specified areas.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Parent Center                                                 | Napa Valley USD/Mt Diablo USD     | 4 per day          | Will need to a minimum of four volunteers per day helping through the conference                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Protocol                                                      | Santa Clara COE                   | 1 per day          | Need to have at least one person close by Registration to escort VIP's, if needed                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Publicity                                                     | Mt Diablo USD                     | 1 per day          | Need to have at least one person per day located close by Registration to escort Publicity personel or other VIPs, if need                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Registration/Tote bags                                        | Redwood City SD                   | 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)                         | Redwood City SD/San Francisco USD | 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                                               | Morgan Hill USD                   | 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                                         | Santa Clara COE                   | 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                                       | Salinas City Elementary 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                                    | San Francisco USD                 | 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                                            | Redwood City SD                   | 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 insititute 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                                             | Loyola Marymount University       | 1-2 per day        | Someone will need to be present at the University Credit Booth located with registration at all time to dissimenatd information and instructions.                                                                                                                                                                                                                                                                                                                                                                                                              |
| Volunteers                                                    | San Francisco USD                 | 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 assigment(s). Other volunteers should be recruited for other areas/commitee.                                                                                                                                                                                                                                                                                         |
| Workshop Presiders                                            | Redwood City SD                   | 20-25 per day      | Approx. 15 people will be needed at the Hilton San Francisco Union Square, 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 if presenter shows up, if room is full and check if need assistance with a/v .                                                                                                                                           |