



California Association for Bilingual Education 2020 CABE Chapter of the Year Recognition Nomination Process

Dear Chapter Leaders,

It is now time to nominate a chapter that meets the criteria and is deserving of this special recognition. A CABE chapter which best exemplifies CABE's vision of "Biliteracy and Educational Equity for All" will be honored at the **Annual Conference in San Francisco, California during the Membership Reception on Wednesday, April 8, 2020.**

The chapter that best meets and/or exceeds all the criteria from December 2018 to December 2019 will be selected as **CABE 2020 Chapter of the Year (COTY)**. The requirements for chapter nomination are based on a set of 5 criteria. Percentages next to each criterion indicate weighted importance.

- 1) Chapter Structure—10%
- 2) Membership Growth—20%
- 3) Parent Involvement—30%
- 4) Advocacy/Leadership—30%
- 5) Vision—10%



These are the detailed criteria that will be used to score each category:

Chapter Structure:

- 1) The chapter has an active and fully staffed Chapter Officers Board (CABE HQ must have an up-to-date officer roster on file.)
- 2) Chapter holds membership meetings on a regular basis. Meetings are scheduled, announced, and convened throughout the year in a consistent time frame. (Indicate how often meetings are held, how members are notified, how many members attend, what takes place during the meetings. Please submit proof of attendance or sign-in roster.)
- 3) There is regular, on-going communication from the chapter to its members and its Regional Representative. (Please describe communication, i.e., Facebook, chapter website, CABE website, etc.)
- 4) Chapter utilizes Chapter Rebates to conduct chapter activities. (Indicate how chapter has used Chapter Rebate monies in the last 12 months.)

Membership Growth:

- 1) All chapter officers and members are current CABE members at the appropriate level. (required)
- 2) Chapter has at least met pre-set membership growth goals (Indicate what the goal was, when it was set, and whether it was reached or exceeded, and how.)
- 3) Chapter actively engages in recruiting new members (Provide examples and descriptions of outreach activities.)

Parent Involvement:

- 1) Chapter has active parent members. (Indicate how many parents and the extent of their involvement in chapter activities.)
- 2) Chapter has conducted at least one parent-focused activity in the last 12 months. (Describe activity and its impact on parents.)

Advocacy and Leadership:

- 1) Chapter or individual members actively engage in advocating for the rights of English Learners, their families, and educators. (For example, members monitor that districts honor parent waivers; members visit or contact their legislators; members sit on school district board, ELAC, DELAC, etc. and advocate in their role for ELs; chapter organizes new parents in the district, etc.)
- 2) Chapter members participate in CABE statewide advocacy campaigns. (i.e., write letters; advocate for initiatives, such as Prop 58; call and/or visit policy makers when requested.)
- 3) Chapter sends at least one representative to JDA to learn new skills, strategies, and information, which are then shared with chapter membership.

Vision:

- 1) Chapter promotes CABE and its activities within the local community.
- 2) Chapter engages non-CABE members in their community through collaborations with schools and other community-based organizations.
- 3) Chapter engages in any other type of activity that moves forward CABE's vision of "Biliteracy and Education Equity for All".

SUBMISSION PROCESS

Submit your nomination packet online via the link below by the new, extended deadline: **January 20, 2020, no later than 5:00 pm PST.**

Link to submission form on FormSite: https://fs3.formsite.com/cabeforms/cfpefdrfty/form_login.html

You will be prompted to create a new user account with a username, password and email address.

Please provide a narrative for each of the criteria below: (required). You may either 1) type the narrative directly into the online form or 2) type it into the sections below or on a separate document, and then cut and paste the text into the corresponding section of the online form. Each section of the online form will have an area where photos, flyers, and other supporting documentation for that section may be uploaded. Applicants must adhere to the word count and file size limits specified in the online submission form.

CHAPTER NAME AND NUMBER:
NUMBER OF OFFICIAL CABA MEMBERS:
PRESIDENT NAME AND CONTACT INFO:
VICE PRESIDENT NAME AND CONTACT INFO:
CHAPTER STRUCTURE:
MEMBERSHIP GROWTH:
PARENT INVOLVEMENT:
ADVOCACY/LEADERSHIP:
VISION:

SELECTION PROCESS: The Chapter of the Year (COTY) committee members will read the uploaded applications and evaluate them based on how well the chapter meets each set of criteria. The committee will then hold a conference call to discuss their individual choices and select one winner.

AWARD: The selected chapter will receive two complimentary registration certificates for the CABA 2020 annual conference in San Francisco and a banner that reads, "CABA CHAPTER OF THE YEAR, 2020"

IMPORTANT DATES TO REMEMBER

*January 20, 2020
(New extended Deadline)

Applications submitted online no later than 5:00 pm PST at:
https://fs3.formsite.com/cabeforms/cfpefdrfty/form_login.html

You will be prompted to create a new user account with a username, password and email address.

*January 20 to February 11, 2020

Submissions reviewed for selection of top candidates, discussion, and FINAL selection.

*February 21, 2020

Chapter selected for the CABA COTY 2020 award notified.

*CABA 2020, April 8-11, 2020

Winning chapter awarded COTY 2020 at CABA 2020 during the Membership Reception.

Please feel free to reach out to your Regional Representative for assistance with the application:

Dr. Annie BichLoan Duong	region1@gocabe.org
Esabel Cervantes	region2@gocabe.org
Dr. Carolina Serna	region3@gocabe.org
Mary Helen Ybarra	region4@gocabe.org
Elena Esquer	region5@gocabe.org



Questions? Contact your Region Rep. above, Dr. Annie Rodriguez at vp@gocabe.org, or Laurie Nesralla at laurie@gocabe.org.