



CDHEA Host School Responsibilities

- (1) Submit ideas for session topics and speakers to the CDHEA Executive Board one year prior to the event.
Please submit at the CDHEA Annual Event prior to the Host School year.
- (2) Coordinate and promote “Fill the Cassette – Pam Hughes Professionalism Scholarship Donations” during the event.
CDHEA will provide the cassette.
- (3) Identify a “Team Leader” to coordinate consistent registration table presence.
 - A minimum of four host school members need to be present to facilitate the registration process.
 - Operate all registration duties beginning on Friday afternoon through the conclusion of the conference on Sunday.
 - The host school must manage the registration table during the Saturday-Sunday event. It is best for host members to take turns, once the event has begun until the first break.
 - Time ranges host school is needed to manage the registration table.
 - Friday: 1:30-5:30 pm
 - Saturday: 7:00-10:30 am
 - Sunday: 7:00-9:00 am
 - No registration table needed after 9:00 am Sunday
- (4) CDHEA will provide all supplies for registration.
- (5) Share experiences with the CDHEA’s Executive Board to assist next year’s host school. (Ex. what worked well, what didn't.)
A survey will be emailed to your team shortly after the event.

On behalf of the CDHEA Executive Board, we thank-you for your time and effort in making our annual event successful.

CDHEA Executive Board



CDHEA Tentative Schedule of Host Schools

<i>Northern Schools</i>		<i>Southern Schools</i>	
CARRINGTON COLLEGE / SACRAMENTO	2024	CONCORDE CAREER / GARDEN GROVE	2025
CHABOT COLLEGE	2026	CONCORDE CAREER / SAN BERNARDINO	2027
DIABLO VALLEY COLLEGE	2028	CYPRESS COLLEGE	2029
FOOTHILL COLLEGE	2030	LOMA LINDA UNIVERSITY	2031
FRESNO CITY COLLEGE	TBD	MORENO VALLEY RIVERSIDE	TBD
SACRAMENTO CITY	TBD	OXNARD	TBD
SAN JOAQUIN VALLEY / VISALIA	TBD	PASADENA CITY	TBD
SANTA ROSA JUNIOR COLLEGE	TBD	SAN JOAQUIN VALLEY / ONTARIO	TBD
SHASTA COLLEGE	TBD	SOUTHWESTERN COLLEGE	TBD
TRUCKEE MEADOWS COMMUNITY	TBD	TAFT COLLEGE	TBD
UNIVERSITY OF THE PACIFIC	TBD	WEST COAST UNIVERSITY	TBD
CABRILLO COLLEGE	TBD	WEST LOS ANGELES	TBD
CARRINGTON COLLEGE / SAN JOSE	TBD	CERRITOS COLLEGE	TBD
		CONCORDE CAREER / SAN DIEGO	TBD

