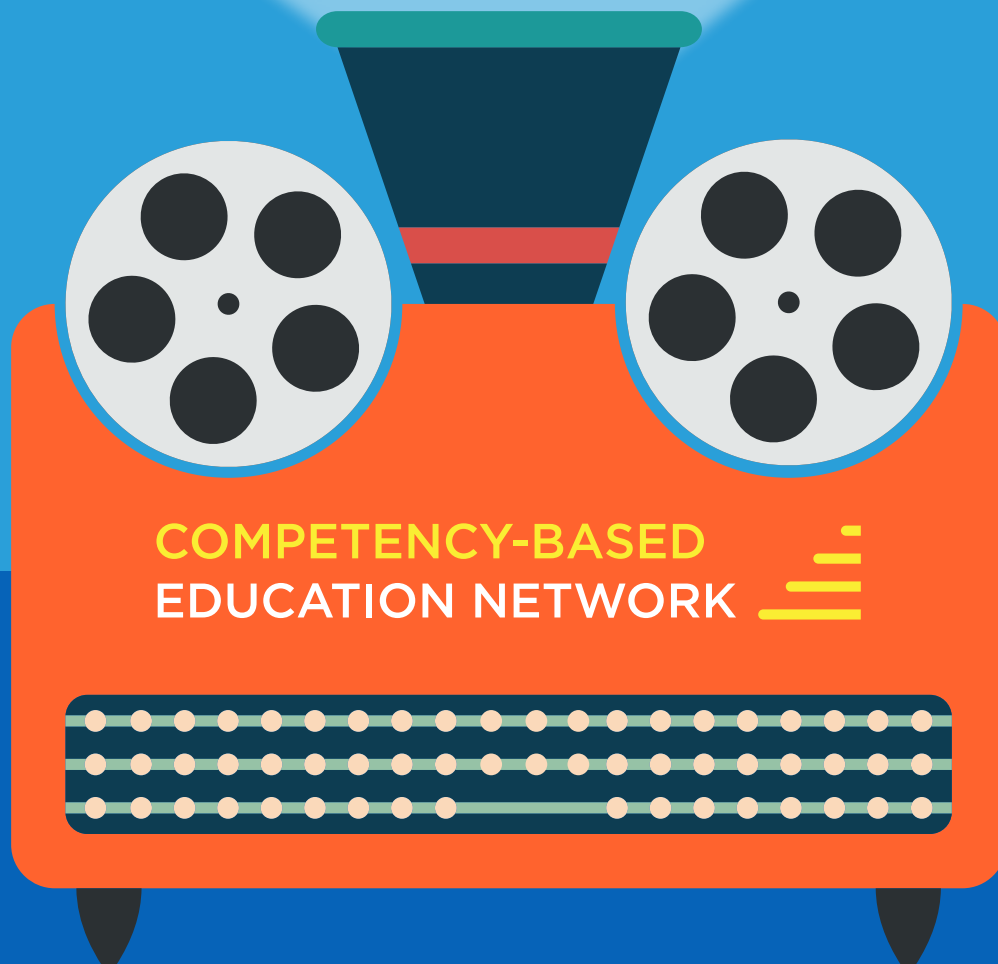


Story Bank Operations



Grow Demand • Build Capacity • Remove Barriers
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Story Bank Operations

Educators who work in competency-based education (CBE) often cite the transformative and innovative nature of CBE. Many of us have seen first-hand the ways CBE has impacted our students' lives—enabling them to fulfill lifetime goals and pursue new opportunities. While those of us who run or teach in CBE get to see these stories unfold daily, our colleagues often don't. To help others see the power of CBE, we need to share the stories of our students and our faculty. We invite your contributions to the C-BEN Storytelling Repository.

1. Protocols and Procedures:

- **Submission guidelines**
 - We are looking for stories that are explicitly connected to competency-based education, including:
 - Student, faculty, administrator, employer stories, special population stories (military students, first-generation learners, minority students, English language learners, etc.)
 - **Member-only** stories include, but are not limited to, stories relating to faculty buy-in, overcoming institutional barriers, institution-specific setbacks, position stories, any stories deemed by the screening committee as controversial or provocative.
 - General CBE stories/global impact stories should be open to the public. Please be mindful of privacy considerations and use non-identifying information and fictitious names for students and/or employers unless you obtain a release.
 - We are NOT looking for:
 - Marketing messages/pitches
- **Story submission process:**
 - Submitters are encouraged to refer to the C-BEN [Storytelling Toolkit](#) as a reference to Share Your Vision, Communicate Your Results, Change the Conversation.
 - Stories should be submitted through the C-BEN storytelling website. Submitters are required to complete the web-based [submission form](#) and upload their story files.
 - A synopsis of the story that will be included on the website if your video is selected that states how the story connects to the [C-BEN's Storytelling Toolkit](#), [C-BEN's Quality Framework](#), the [C-BEN Design Planner](#), or other [C-BEN resource](#) (100-word maximum).
 - Information about video creator/team.
 - When submitting a story, the submission will need to indicate whether it is for C-BEN member-only or open to the public. The submitter must indicate their preference. During the screening process, the screening committee may in its discretion determine otherwise, and will attempt to consult in advance with the submitter, who has the ultimate decision.
 - Submission questions should be sent to yedid@c-ben.org.
- **Story length and format:**
 - Written text: 400-1,000 words preferred, 5,000 words maximum length accepted, 12-point font, one-inch margin, double-spaced, author's name and contact information on the first page.
 - Multimedia presentation: format consumable by average user determined by the web designers commissioned by C-BEN and documented on the storytelling web pages.
 - Video:
 - 2-6 minutes preferred, 15 minutes maximum length accepted (divided into three 5-minute segments.)
 - .mp4 files (no URL.)

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2. Screening of Submissions:

- **The makeup of the Screening Committee shall be no less than:**
 - 1 C-BEN staff member
 - 1 C-BEN board member
 - 3 C-BEN member representatives that are not affiliated with submitter
 - No two committee members from the same institution
 - The total number of members on the Screening Committee shall be an odd number to prevent deadlocks (ties)
 - Committee members shall serve a term of 1 year minimum
 - Committee membership adjustments may be made quarterly as required
- **File format for video or text (.mp4 file)**
 - File formats for text, audio and video shall be determined by the web designers commissioned by C-BEN and documented on the storytelling web pages.
- **Story submission timing**
 - Stories can be submitted at any time, but must be submitted 4 weeks in advance of a quarterly release date.
 - Submissions will be acknowledged within 5 business days.
 - Incorrect submissions will be returned for corrections.
 - Submissions will be reviewed by the screening committee and authors will be notified of acceptance/denial/rework within 21 business days.
 - Quarterly release: January 15, April 15, July 15, October 15. Submissions accepted no later than 4 weeks before these release dates. If submitted after a deadline, the submission will roll over to the next submission date, if under 3 weeks from the release date.
 - If the story submission is not used, the story will remain in the selection pool. Stories need only be submitted once. Once submitted, a story remains in the selection pool and will be reconsidered for selection at a later date.

3. Submission Legalese:

- Participants shall fill out a [submission form](#) releasing video/content to C-BEN to use in any manner it wishes (see [Video Release Statement](#).)
- Limited release - Authors may request removal of their accepted story in writing sent to yedid@c-ben.org (see [Video Release Statement](#).)