



## **Position Title: Branch Coordinator for Tech Trek**

### **Work Location:**

Home and middle school campuses

### **Purpose of the Position:**

The Tech Trek Branch Coordinator is expected to supervise fundraising for sponsorships and the selection and registration of the branch's Tech Trek girls.

### **Responsibilities and Duties:**

You will act as liaison between your AAUW branch and the director(s) of your local Tech Trek camp(s). This includes reporting the number of girls you wish to send, amending as necessary, sending in funds in a timely manner and making sure you have a good understanding of the camp procedures.

Hold fundraisers and/or approach local businesses and individuals for donations to fund the scholarships your branch will award.

Be aware of the AAUW financial policies concerning donations, especially the correct way for donors to write checks (made payable to AAUW) in order to claim an IRS deduction.

Make sure all funds for Tech Trek are sent to the camp treasurer in a timely manner and that the camp treasurer knows how to properly submit checks for deposit.

Work with local public schools and teachers in the selection process, distribute Tech Trek material, making sure teachers are aware of the qualities of a successful camper.

Work with a committee of branch members to review camper applications and essays, interview students and select the appropriate number to attend Tech Trek.

Submit the spreadsheet of the selected campers to the camp director by April 15.

Make sure your branch's Tech Trekkers are prepared for camp. This includes confirming they have transportation to the camp site.

Keep in touch with former campers (i.e. contact information, high school and college careers).

### **Qualifications:**

Be an AAUW member.

Be willing to read the branch packet, to meet deadlines and work with schools, committee members, students and their families.

Have the necessary computer skills to maintain records, report donations to the camp treasurer and fill out forms online. All documentation will come in MS Word, Excel, or PDF format.



### **Commitment Expected:**

Branch reservations are due mid-October.  
Intermittent duties continue from January through camp.

### **Timeline:**

The period of most activity is between January, when schools are contacted, through April 15, when camper names are due to camp directors.

### **Training:**

A branch packet is mailed to you in late November. Materials in the packet provide all of the information needed to perform your job.

The camp director(s) will email you a copy of the materials sent to your campers so you can assist them in filling out forms and answering their questions. This also provides you with information about the camp schedule and curriculum.

State Project Coordinators are more than willing to offer training and support in person, by phone, by email as well as through the carefully prepared branch packet. Branch coordinators are encouraged to consult them over any question.

### **Benefits:**

While being Tech Trek coordinator for your branch can occasionally be time consuming, it is also rewarding. You work with branch members to raise funds and, most importantly, you get to meet so many wonderful 7<sup>th</sup> graders and their teachers. And, you'll get to keep in touch with your past campers – which many branch coordinators find hugely enjoyable.

### **To Volunteer:**

Contact your branch president. If you have questions, contact Tech Trek Project Coordinators at: [techtrek@aauw-ca.org](mailto:techtrek@aauw-ca.org)