

Policies and Procedures Manual



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COVID-19 Considerations for the 2023 Camp Year

While many campuses and programs have reopened, COVID-19 and other viruses are still a concern. Though none of us can make predictions regarding the status of events happening so far in the future, we offer the following considerations if you are planning for in-person camp:

- **Determine rules, guidelines, costs, and regulations at the host institutions** as soon as possible and seek legal review of the contracts. Enter into agreements with caution, as you may encounter significant financial penalties for cancellation. Please note that AAUW national cannot cover cancellation penalty fees of any kind.
- **Require COVID-19 vaccinations for all campers, staff and volunteers.** Communicate clearly on applications, invitations and other materials that vaccinations are required. Do not hold a camp if your location is prohibited from enforcing a vaccination requirement by applicable state and local law. Investigate options for third-party vaccination verification services.
- **Communicate clearly all in-person camp safety rules and mental health guidelines with staff, volunteers, parents, and campers.** Ensure you are transparent about COVID-19 and other policies and the procedures used to enforce them.
- **Observe all local and state guidelines.** Consider masking and social distancing.
- **Consider a hybrid event** for those not comfortable attending in-person camp. This will broaden access for campers or their families who may be immunocompromised or are unvaccinated.
- **Prepare a back-up plan** and be ready to switch to virtual camps as circumstances change.

We appreciate the amazing camp experiences you provide for Tech Trek participants, and we also recognize that the uniqueness of the COVID-19 pandemic has required us to pivot and change how we all normally do our work. We are counting on you to ensure the safety of campers and their families, staff and volunteers as you plan and prepare for Tech Trek 2023.

More information about COVID-19 and the CDC's recommendations for youth can be found here - <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/recommendations/adolescents.html>.

Please direct any questions to techtrek@aauw.org.

AAUW Tech Trek Stakeholder Responsibilities

The following policies and procedures stipulate the necessary components to plan and execute an AAUW Tech Trek camp. All staff and volunteers associated with AAUW Tech Trek are responsible to fully review, agree, and adhere to all the policies and procedures within this document. See the AAUW Tech Trek SharePoint Drive for additional information, forms and examples of communications.

AAUW Organizing Affiliates and Camp Directors

Organizing Affiliates and Camp Directors will work in close coordination on all aspects of the planning and execution of an AAUW Tech Trek camp. All camps must hold an active membership with the American Camp Association (ACA), with that membership being held either by the camp individually or with the Organizing Affiliate, in order to ensure that camp is aligned with ACA best practices.

These parties are responsible for the following:

Staff and Volunteer Recruitment and Training

- Train all staff on camp protocols and staff expectations consistent with AAUW's Tech Trek Policies and Procedures Manual and the National Diversity & Inclusion Manual.
- Recruit teachers, student counselors, workshop presenters and speakers for the camp and collect necessary commitment and release forms.
- Arrange for background checks of all camp staff and selected volunteers.
- Submit the name of a designated website editor to the AAUW National office. (Permission to edit site website will be given to designee.)
- Compile and store proof that camp directors, staff and volunteers have read the AAUW Tech Trek Policies & Procedures. AAUW National reserves the right to request this documentation at any time.

Fiscal & Legal Responsibility

- Conduct all fundraising through a fiscal sponsor relationship established with a 501(c)(3) AAUW affiliate.
 - Organizing Affiliates must execute a fiscal sponsorship agreement between the Organizing Affiliate and a 501(c)(3) AAUW affiliate, consistent with the fiscal sponsorship agreement template provided by AAUW National. As fiscal sponsor, this AAUW affiliate is responsible for receiving, overseeing and disbursing all funds raised for the Tech Trek program. AAUW National reserves the right to request a copy of the fiscal sponsorship agreement at any time.
 - Contact information for a point of contact for the fiscal sponsor must be submitted to AAUW's Finance Department staff. (All online donations received by the national office will be sent via check to designated point of contact on a monthly basis.)
 - Ensure that all financial documents are up to date and accurate. AAUW National may request financial records and general ledgers at the end of camp season.
- Review and sign all applicable contracts
- Raise all funds necessary to cover entire cost of local AAUW Tech Trek camp.

Retain an appropriate insurance policy for local Tech Trek site that is in compliance with state and university regulations, as well as meets with ACA standards.

Camp Logistics & Curriculum

- Design programmatic goals and measures of success for individual sites.
- Review and approve all curricula in accordance with AAUW standards of operation as laid out in the Staff and Volunteer Manual.
 - Review all curricula proposed by presenters for rigor and age-appropriate content.
 - Confirm that the overall curriculum contains STEM elements in a balanced manner, with a minimum of one computer science and one engineering class in the schedule.
 - Ensure curriculum reflects AAUW's desire to expose attendees to college majors and careers in which women are underrepresented.
- Execute and plan all scheduling of Tech Trek programming.
- Coordinate use of camp facilities with college/university and/or virtual platform.
- Send camp packet to families and camp staff (including release forms).
- Submit post-camp report.
- Store student and parent contact information.
- Allow national AAUW staff to observe camp, if requested.
- Implement evaluation of students, camp staff, planning committee and other volunteers and submit results to national office in fall 2023 (specific date to be determined by AAUW staff).
- Use the AAUW National Tech Trek logo and all national funder logos (if applicable) on all camp materials.

Camper Application Process and Registration

Handle and coordinate all aspects of the camper recruitment, application, and registration processes, including:

- Gather review committee for camper applications and selection.
- Send selection notification to parents/families.
- Collect permission, release, medical history and core curriculum forms from families of selected students.

AAUW Tech Trek Leadership Team

The AAUW Tech Trek Leadership Team is a critical team of volunteers that will develop and plan all aspects of the Tech Trek program. Organizing Affiliates and Camp Directors are tasked with training all staff and volunteers, as well as managing the deadlines for the group and providing resources and information.

In general, we recommend that each camp has a leadership team that consists of:

- Director/Co-Director
- Assistant Director
- Camp Treasurer
- Curriculum Coordinator
- Fundraising Coordinator
- Marketing Coordinator
- Student and Family Coordinator
- Social Media Coordinator
- Volunteer Coordinator

- Branch Coordinator
- Background Check Coordinator
- Tech Trek Financial Liaison

This is not an exhaustive list of leadership positions for your camp. What is important is that you have enough volunteers and support to plan all the aspects of your camp. For general descriptions of positions, see the documents in SharePoint.

AAUW National

AAUW National will work with both Organizing Affiliates and Camp Directors to ensure the smooth planning and execution of each Camp, including:

Staff and Volunteer Recruitment and Training

- Offering training support and resources through webinars, office hours, and relevant research and articles.
- Maintain the AAUW Tech Trek Policies & Procedures and Staff & Volunteer Manual on the AAUW Tech Trek SharePoint Drive.

Camp Logistics

- Host Site Resources websites and provide technical assistance to a designated website editor.
- Assist with online donations and distribute funds.
- Maintain relationship with a background check vendor.

Camp Evaluation

- Provide evaluations for camp impact.
- Compile and disperse data to each camp and Tech Trek sites collectively.
- Provide independent evaluator report and distribute to all camps and funders.

Fiscal & Legal Responsibility

Camps are responsible for raising all necessary monies to execute a Tech Trek camp; as well as retain proper insurance and sign all necessary contracts.

Fiscal Responsibilities

All AAUW Tech Trek camps/organizing affiliates are responsible for obtaining a fiscal sponsor and executing a fiscal sponsorship agreement with a 501(c)(3) AAUW affiliate, consistent with the fiscal sponsorship agreement template provided by AAUW National. All fiscal sponsors must be a 501(c)(3) AAUW affiliate. Fiscal sponsorship agreements between the Organizing Affiliate and fiscal sponsor are required. A local point of contact for the fiscal sponsor should be established and contact information must be submitted to AAUW's Finance Department to ensure timely disbursement of donations and other monies. AAUW National also reserves the right to request financial records and general ledgers.

Camper Registration Fee

For the 2023 camps, each Organizing Affiliate may decide whether to charge a fee for camp. If a fee is charged, it must be consistent across all camps managed by the Organizing Affiliate. If the family cannot afford the fee, an AAUW branch may elect to absorb the fee. All camp fees are NOT tax deductible.

Donation Submission

Donations to your Tech Trek camp should be sent directly to your fiscal sponsor. AAUW National will continue to assist with online donations for camps that will be transferred to the fiscal sponsor each month. All other donations are to be sent to your fiscal sponsor.

Legal Responsibilities

- All camps must hold general liability insurance for the duration of the camp.
- All camps must be in compliance with their state liability laws.
- All camps must review their host campus' insurance policy. Generally, the insurance of the college or university will only be used if someone at camp is injured due to campus equipment, or other negligence etc.
- Whenever a situation arises during camp where insurance will be required to cover damage, loss or injury contact a national office staff member immediately and keep a written record of the occurrence.

Staff and Volunteer Recruitment and Training

Organizing Affiliates should work closely with members and branches in developing their volunteer leadership teams. Any member involved in Tech Trek will need to be trained on AAUW National and local Tech Trek policies and procedures. Organizing Affiliates and Camp Directors should train staff and volunteers, as well as managing the deadlines for the group and provide resources and information.

All policies and training guidelines mentioned in this document and related documents are AAUW's protocols and must be adhered to by all camps. Camps may expand upon training guidelines, but may not establish any rules, guidelines, policies, or protocols that contradict anything in this document.

Staff and Volunteer Guidelines

Ensuring the safety of AAUW National Tech Trek Program campers is the most important responsibility of camp staff. The best way to prevent abuse of campers is conducting thorough staff background checks that are performed before each camp, staff interviews and basic training. All staff and volunteers are responsible for ensuring the safety of Tech Trek campers.

The following set of policies endeavor to protect camp attendees as well as staff during the preparation and execution of all AAUW National Tech Trek Programs.

All volunteers must review and act in accordance with the Tech Trek Policies and Procedures Manual and Diversity and Inclusion Manual and complete training in anti-bullying and sexual assault.

Definitions

- **On-Site volunteers** (or “Tech Trek staff”)
 - AAUW National Tech Trek Program volunteers who attend camp events
 - Paid staff, including, but not limited to:
 - Dorm monitors
 - Teachers
 - Student counselors
 - Camp directors
 - Co/Assistant directors
 - Nurses/Health aides
 - Anyone else staying in the dorms with Tech Trek campers.
- **Off-site volunteers**
 - School district and teacher liaisons
 - Application reviewers/interviewers
 - Financial/fundraising liaisons
 - Any other AAUW members involved in Tech Trek planning, regardless of official title
- **Short-term volunteers**
 - Workshop presenters
 - Virtual session moderators
 - Speakers at Professional Women’s Night.

Hiring Standards

All Tech Trek staff must be screened and selected utilizing the following:

- A standard application completed by the applicant that includes an authorization for the release of information to conduct background checks.
- Individual interview with the applicant.
- Reference checks.
- Driving or motor vehicle records check if the person may be transporting campers.
- Proof of insurance if person may be transporting campers in a personal vehicle.
- Successful completion of a background check.

All Tech Trek staff are required to sign the Code of Conduct and Abuse Policies For Protection of Tech Trek Campers. (Located in SharePoint)

To the extent possible, no person is permitted to supervise an immediate family member while volunteering at Tech Trek. For this policy, immediate family member is defined as spouse, partner, child, parent, sister, brother, similar in-law relationship, stepchild, stepparent, stepsibling, grandparent, or co-habitant. Further, no persons are permitted to volunteer at a Tech Trek where they are legal guardian/parent or family member to a camper in residence.

Paid teachers are independent contractors hired by camp directors.

Background Checks and Fingerprinting

Camp Director must ensure that all Tech Trek staff 18 years or older undergo an annual federal background check as required by the camp's insurance policy. Confirm what coverage your insurance carrier requires.

OneSource

OneSource is the company that AAUW National has contracted with to perform background checks that do not require fingerprints. To sign up to use OneSource camp directors should submit a request to AAUW National staff. Your contact information will be given to OneSource and they will contact you with the paperwork you need to use their system.

OneSource fees begin at \$15. Contact OneSource to request an online application entry link for a \$1 fee. Every search performed incurs an additional cost. Searching more than one last name or address adds to the cost of the search. Some counties also have additional costs for searching their database.

LiveScan (Tech Trek in California Only)

All volunteers and staff in California shall be fingerprinted using LiveScan. Those guests not fingerprinted will be escorted by someone who has successfully completed the Live Scan process through Tech Trek. The Live Scan coordinator will provide current forms and instructions to the camp directors. Instructions include specifics on copy distribution. It is most important to start the process as early as possible. It sometimes takes two or more months for volunteers to be notified of unclear prints.

Background Check Results

It is recommended that you check with your insurance carrier regarding the hiring of staff with adverse entries on a background check. In the event that your insurer covers all background check results, an adult staff member who has undergone a successful background check must be in the room with campers at all times.

Student/Junior/Senior Counselors

Unless a student is a former Tech Trek camper, they may not be under the age of 16. If a former Tech Trek camper, youth counselors must be a minimum age of 14. Student counselors should not settle disputes between campers and are not there to answer questions about rules and policies. Dorm monitors are the main staff responsible for enforcing rules.

Removing Personnel

In the event Tech Trek personnel fail to follow policy or meet expected requirements, the following procedure shall be followed:

1. The staff member's supervisor and/or the Tech Trek State Coordinator and/or AAUW STEM staff explains the reason for disciplinary action.
2. A plan of action to remedy the behavior is outlined, including consequences.
3. The staff member either agrees to the plan or is dismissed immediately.
4. If the staff member fails to meet standards agreed upon within the timeline established, the staff member's supervisor has the authority to remove her immediately.

Education and Training Requirements

Camp Directors

All 50 states require that professionals who work with children report reasonable suspicions of child abuse. Some states require that anyone with suspicions report it. Information about each state's requirements is available at the Child Welfare Information Gateway, www.childwelfare.gov. **It is mandatory that camp directors be aware of the requirements in their state.**

Review the following child abuse resources:

- <http://www.acacamps.org/child-health-safety/child-abuse>
- <http://www.nsvrc.org/projects/child-sexual-assault-prevention/preventing-child-sexual-abuse-resources>
- <https://www.childwelfare.gov/topics/preventing/prevention-programs/sexualabuse/>

Camp Staff

All Tech Trek staff (including camp directors) must take the following pre-approved sexual abuse awareness training before the first day of the camp at which they volunteer:

<https://www.d2l.org/education/5-steps/>.

This is a five-step training from the award-winning nonprofit organization Darkness to Light, whose mission is to stop child sexual abuse. This basic training will give Tech Trek camp staff information about abuse, how to identify it and how to report it so it does not happen again.

All Tech Trek staff (including camp directors) must also review the anti-bullying toolkit on the American Camp Association website: <https://www.acacamps.org/resources/bullying-prevention-resources>

All camp staff must sign the staff conduct agreement indicating that they have completed these trainings.

Monitoring and Supervision

Compliance with established ratios for adults and children must be followed at all times, including activities that occur off premises. (Pre- or post-camp activities, such as the family meet and greet or branch visits, are included.) The ratio for Tech Trek is 1 adult per 10 campers (or others under the age of 18).

Tech Trek staff are prohibited from being alone with a camper or multiple campers where other adults cannot easily observe them.

Tech Trek staff over the age of 21 must directly supervise Tech Trek staff under the age of 18 and be physically present during all activities.

Short term volunteers should never be alone with any campers without a trained Tech Trek staff/volunteer present.

Code of Conduct for the Protection of Tech Trek Campers

The following guidelines are intended to assist Tech Trek staff in monitoring and supervising behaviors and interactions with campers to identify and stop those that may be inherently harmful, that are the type used by child molesters to groom children, youth, and their parents, or that may create the conditions where abuse can occur more easily. They are not designed or intended to address interactions within families. When exceptions to these guidelines must be made, they should be reported to the Tech Trek camp director as soon as possible.

1. All Tech Trek staff must agree to comply with the AAUW National Tech Trek Program Guidelines for Appropriate Affection.
2. Tech Trek attendees are to be released only to their parents or legal guardians or those designated by them.
3. Tech Trek staff are prohibited from the use, possession, distribution, or being under the influence of alcohol, illegal drugs, or the misuse of legal drugs while participating in or assisting with Tech Trek.
4. Tech Trek staff will respond to campers and each other with respect, consideration, and equal treatment, regardless of sex, race, religion, national origin, disability, sexual orientation, gender identification, culture or socio-economic status, or any other category prohibited by applicable federal, state and/or local law.
5. Tech Trek staff will portray a positive role model for campers by maintaining an attitude of respect, patience, and maturity.
6. Tech Trek staff will avoid even the appearance of favoritism toward campers.
7. One-to-one counseling with campers will be done in an open or public or other place where private conversations are possible but occur in full view of others.
8. Tech Trek staff are prohibited from dating or becoming romantically involved with campers.
9. Tech Trek staff are prohibited from having sexual contact with campers or each other.
10. Tech Trek staff are prohibited from possessing any sexually oriented materials (magazines, cards, videos, films, clothing etc.) while on campus or while involved in off campus activities during the week of Tech Trek.
11. Tech Trek staff are prohibited from using the Internet to view or download any sexually oriented materials on campus and/or in the presence of campers or other staff.
12. Tech Trek staff are prohibited from discussing their own sexual activities, including dreams and fantasies, or discussing their use of sexually oriented or explicit materials such as pornography, videos or materials on or from the Internet, with campers or other staff.
13. Tech Trek staff are prohibited from sleeping in the same beds, sleeping bags, tents, dorm rooms or other rooms with campers.
14. Tech Trek staff are prohibited from dressing, undressing, bathing, or showering in the presence of campers. When using multi-person dorm/residence hall bathrooms for showering, staff must always be covered with a towel or other clothing unless inside a shower or bathroom stall.
15. Tech Trek staff are prohibited from using physical punishment in any way for behavior management of campers. No form of physical discipline is acceptable. This prohibition includes spanking, slapping, pinching, hitting, or any other physical force. Physical force may only be used to stop a behavior that may cause immediate harm to the individual or to a camper or others.

16. Tech Trek staff are prohibited from using harsh language, degrading punishment, or mechanical restraint such as rope or tape for behavior management.
17. Tech Trek staff are prohibited from participating in or allowing others to conduct any hazing activities related to Tech Trek.

Guidelines for Appropriate Affection

AAUW is committed to creating and promoting a positive, nurturing environment that protect campers from abuse, and Tech Trek staff from misunderstandings. When creating safe boundaries for campers, it is important to establish what types of affection are appropriate and inappropriate, otherwise that decision is left to each individual. Stating which behaviors are appropriate and inappropriate allows Tech Trek staff to feel comfortable showing positive affection, and yet identify individuals who are not maintaining safe boundaries. These guidelines are based, in large part, on avoiding behaviors known to be used by child molesters to groom children and their parents for future abuse. The following guidelines are to be carefully followed by all Tech Trek staff.

1. Affection and positive reinforcement are part of Tech Trek. There are many ways to demonstrate affection while maintaining positive and safe boundaries with children. Some positive and appropriate forms of affection are listed below:
 - Brief hugs;
 - Pats on the shoulder or back;
 - Handshakes;
 - "High-fives" and hand slapping;
 - Verbal praise;
 - Sitting beside campers.

2. The following forms of affection are considered inappropriate:
 - Inappropriate or lengthy embraces;
 - Kisses on the mouth;
 - Holding campers in the lap;
 - Touching bottoms, chests or genital areas;
 - Showing affection in isolated areas such as bedrooms, closets, staff only areas or other private rooms;
 - Occupying a bed with a camper;
 - Touching knees or legs of campers;
 - Wrestling with campers;
 - Tickling campers;
 - Piggyback rides;
 - Any type of massage given by a camper to an adult or an adult to a camper;
 - Any form of unwanted affection;
 - Comments or compliments (spoken, written, or electronic) that relate to physique or body development; (Examples: "You sure are developing," or "You look really hot in those jeans.")

- Snapping bras, giving wedgies or similar touch of underwear whether or not it is covered by other clothing;
- Giving gifts or money to individual children;
- Private meals with individual children (outside of the campus cafeteria or the nurse's dorm room if a campers is not feeling well).

Reporting Inappropriate Behaviors, Policy Violations or Abuse of Campers

When Tech Trek staff observe any inappropriate behaviors, behaviors that are inconsistent with the AAUW National Tech Trek Guidelines for Appropriate Affection, abuse of campers, or other behaviors which may violate any provision of these policies the for protection of Tech Trek campers, they must immediately report their observations to the Tech Trek camp director or national AAUW staff and where appropriate or required by law, to local law enforcement.

Examples of inappropriate behaviors or policy violations include seeking private time with campers, taking campers on over-night trips without other adults, swearing or making suggestive comments to campers, and the other inappropriate forms of affection listed above.

Such inappropriate behaviors, possible policy violations or abuse should be reported in one of the following ways:

- A telephone call or meeting with the camp director
- A telephone call or meeting with AAUW national staff (Leshell Hatley, hatleyl@auw.org or 202.785.7778.
- Submit a Notice of Concern (located in SharePoint), signed or unsigned, to the camp director or national staff.

All reports of inappropriate behavior, policy violations, or abuse will be taken seriously.

Where appropriate or required by law, the camp director will notify local law enforcement. AAUW and Tech Trek staff will fully cooperate with any investigation by local law enforcement.

Camp Rules

The rules below apply to campers, staff, and volunteers as appropriate.

1. Lanyard with ID and room key must be worn at all times.
2. Campers must never be alone outside of the dorm. Unless given permission otherwise, all campers must stay with their dorm group and be supervised by their dorm monitor.
3. Respect the personal property of others at camp.
4. Be respectful of university property and inform a staff member if anything is damaged. You will be held responsible for any damage to university property.
5. Use of tobacco, alcohol, or illegal substances will not be tolerated, any items found will be confiscated and the camper will be sent home.
6. Possession of firearms or other weapons will not be tolerated, any items found will be confiscated and the camper will be sent home.
7. Observe the camp schedule, including mealtimes and other activities.
8. Obey all campus rules for summer program attendees.
9. Cooperate with chaperones, teachers, and group leaders at all times.
10. Participate in all classes and activities.
11. Stay safe and always lock the dorm room when leaving.
12. Be polite and respectful to everyone.

Safety

Girls will live in secure dormitories and eat in the dining hall. Dorm/room keys and a dining card should be worn at all times, attached to a highly visible lanyard. This lanyard functions as an ID badge and allows others to see that the students are part of Tech Trek. It also guarantees access to the dormitory and meals. This is a very important rule – make sure that campers know from the first day that they are always expected to wear the lanyard.

Girls must be told to never, ever go off alone. Occasionally there is some free time for a walk or tour on campus – they must go in a group with a dorm monitor. The girls' safety is our primary concern. If a girl refuses to follow these simple rules, call parents to take her home immediately.

It is helpful to use a buddy system, often girls are asked to use their roommate in this capacity and make note of where they are during group outings.

Privacy

Personnel should take every precaution to protect campers from inappropriate or unpermitted use of their name, personal information or photographic image in social media.

Photographs or videos may be taken during Tech Trek educational or recreational activities. This may be done as a group or individual photo during camp or as part of a media story, and may appear on a Tech Trek website or Facebook page, news stories or reports on the camp. No camper will ever be identified by her full name, and photos of campers in bathing suits must not be displayed publicly.

Roommates

Roommates are assigned at Tech Trek so girls are not staying with someone from the same school. This allows the girls to get to know someone new and hopefully make a friend for life!

Sometimes girls are not a good match as roommates. If this is the case, switch girls if there is someone else who has agreed to room with them. If there is a more serious problem, girls may need to stay in their own room. See the "Problem Campers" section for more information.

Supervision

There is a minimum 1:10 ratio of adults to minors at all Tech Trek camps (adults include teachers, dorm monitors, junior/student counselors over 18 and camp director(s)). This ratio shall be maintained at all times, including on field trips.

If junior counselors are under the age of 18 they should be assigned a staff supervisor.

Each group of 7-12 girls is assigned to one Dorm Monitor, depending on the total number of campers. The Dorm Monitor should be assigned a room in the same dorm area as her girls so she is available if problems arise, to answer questions and just to be there as needed. The Dorm Monitor's main activity is making sure the girls know where they are supposed to be and when, and that they are safe and happy.

All staff members and teachers must undergo and be cleared through a background check (see above). When campers are with anyone who has not undergone a background check approved through Tech Trek, an adult staff member must be in the room or vehicle at all times.

Neither Tech Trek staff, nor campers, are allowed to let anyone in the dorms that are not part of Tech Trek.

Number of Campers

We recommend that no camp exceeds 100 campers. You should always consult your insurance policy regarding stipulations pertaining to camp size.

Medical Care

The Tech Trek nurse/health aide should be available 24 hours a day. The nurse will handle mostly routine issues, such as distributing medication that has been approved by parents, cuts, scrapes, and menstrual issues. The most common issue for girls is homesickness, the nurse should be prepared to handle this.

If a serious medical problem arises, the nurse should contact and consult parents before acting. Each child's medical care information and insurance card will be available should an emergency arise.

Parents are to disclose any medical conditions and medical equipment required by camper BEFORE arriving on campus in compliance with the Tech Trek ADA Accommodation Policy. See the Diversity and Inclusion Manual for more information.

Camp Logistics and Curriculum

Camp Directors are responsible for all logistical aspects of running the camp, including the hiring of staff and recruiting of volunteers, designing the camp's learning outcomes and evaluative measures, creating the camp schedule, and hosting a supportive and nurturing virtual learning environment for campers and staff alike. They are responsible for keeping parents informed about the camp schedule, tracking all permission documents, and adhering to all medical requirements. Camp Directors also need to keep AAUW National abreast of camp curriculum and evaluations, any camper or staff concerns, and any other potential legal liability issues.

While Tech Trek camps are welcome to create their own logos and use them, **all Tech Trek materials must also use the AAUW National Tech Trek logo (and all national funder logos when applicable) on all camp materials.**

The current AAUW Tech Trek logo, is available in SharePoint and should appear on items given or sent to campers, including but not limited to:

- t-shirts
- backpacks
- lanyards
- water bottles
- materials such as binders and worksheets

If you would also like access to the AAUW National logo request it through staff, please note what it will be used for.

Curriculum Requirements

- Teachers and workshop presenters must provide learning objectives for each piece of curriculum.
- Each camp must have at least one teacher as a backup for camp, able to teach either a core class or a workshop in case of emergency.
- Camp must have at least one curricular offering in each of the following: science, technology, and engineering.

Running a Virtual or Hybrid Camp

If you are running a virtual or hybrid camp, we encourage review of resources available on the ACA website:

Guidelines for Virtual Youth Programs:

<https://acacamps.app.box.com/s/mrwj9vg8li644lznprkmaqfpl8y65eer/file/662105740791>

Webinar: COVID-19 Can't Cancel Inclusion: <https://vimeo.com/407637185>

Privacy and Security for Online Programs:

<https://acacamps.app.box.com/s/jc8gra12tmcym0648mwccndryk56jl72>

Camper Application Process and Registration

Planning volunteers are in charge of the camper recruitment, application, and registration processes. They should be in communication with Camp Directors about these processes to make sure they understand the learning objectives of the camp, how to portray the camp to campers and their families, and alert Camp Directors to any concerns they might have with an applicant or registered camper.

Camper Application Process

AAUW National requires only the following regarding camper selection:

- Teacher nomination
- Camper written application

AAUW does not require or encourage interviews of campers or their families. Please consider if the questions posed in an interview can be similarly answered via an application or the submission of an additional recommendation letter (could be a different teacher or someone else who can attest to the student's abilities and interest in STEM, like a Girl Scout leader or athletic coach).

For those camps that continue to conduct interviews, the following is required:

- Volunteers conducting interviews must follow the guidelines set forth in the Diversity and Inclusion manual.
- All volunteers must use the same set of interview questions developed by their Organizing Affiliate and/or Camp Directors. These questions must be submitted and approved in advance by National.
- All interviews must take place via conference video or in a public setting and interviews are to be conducted by a minimum of two volunteers.

Student/Alternate Selection

The committee should select alternates to attend Tech Trek if any selected girls cannot attend. If a student cannot attend Tech Trek an alternate and their parents/guardian should be notified immediately so that families can receive the appropriate paperwork and pay the fee, if any, as soon as possible.

If families want to know more about why a girl was not selected or was selected as an alternate, do not share the answers from the girl's application. Inform family members that a committee chose the girls based on their overall assessment of the total application process, including the nomination comments, application, and essay, and their decision is not one based on the individual girl, but on a group of girls who were all in the running to attend.

Tracking Former Campers

It is the responsibility of each state to determine the tracking process for their campers. This information may be requested by AAUW National to compile longitudinal studies.

Diversity and Inclusion Policy

The following are AAUW rules and regulations. For more information on any of these topics, consult the Diversity and Inclusion Manual in SharePoint.

AAUW Inclusion Policy

In principle and in practice, AAUW values and seeks an inclusive membership, workforce, leadership team, and board of directors. There shall be no barriers to full participation in this organization or any of its programming on the basis of age, disability, ethnicity, gender, gender identity, geographical location, national origin, race, religious beliefs, sexual orientation, and socioeconomic status.

According to the Americans with Disabilities Act (ADA), a disability is a physical or mental impairment that substantially limits one or more major life activities, such as seeing, hearing, speaking, walking, working, learning, breathing, performing manual tasks, and caring for oneself.

Medical Conditions and Developmental Disorders

In accordance with our inclusion policy, no Tech Trek camp shall deny the acceptance of a camper based on a developmental disorder or medical status. It is the responsibility of the camp director, nominating the teacher and parent or guardian of the camper to work collectively on a case-by-case basis to assess the student's needs, and if reasonable accommodations are able to be provided for the camper. All camps agree to adhere to the regulations outlined in the Diversity and Inclusion Manual.

Anti-Bullying Policy

AAUW Tech Trek is committed to providing a safe learning and physical environment for all campers, staff and volunteers. Bullying of any kind, from any individual, will not be tolerated. Bullying shall be defined as any repeated behavior from an individual or a group with the intention to hurt another/others.

If bullying is occurring at a Tech Trek camp, AAUW National staff must be notified immediately. All staff and volunteers must complete anti-bullying training to be eligible to participate in the planning or execution of a Tech Trek camp. All camps must agree to the regulations outlined in the Diversity and Inclusion Manual.

Transgender Campers

AAUW Tech Trek does not discriminate based on gender identity, and our priority is that all campers have a positive, educational and fun experience at Tech Trek.

- A family and child's privacy are the first and foremost priority.
- It is the responsibility of camp staff to keep the transgender child's gender identity private.
- Parents of a transgender camper are in no way required to notify camp directors, staff, AAUW members, branch coordinators, or anyone else associated with Tech Trek, that their child is transgender before they arrive at camp.

If a parent of another camper wants to speak with you about the transgender student, it is important to communicate the following:

- Tech Trek has a diversity and inclusion policy that welcomes all people who identify as female
- Staff cannot talk about any campers' personal private situations
- It is illegal to ask students whether they have female or male anatomy
- Parents should trust camp staff are handling any situation with respect and care, just like they would if the parent's child had a situation that was private

For additional resources, visit the Diversity and Inclusion Manual in SharePoint or contact techtrek@aauw.org.