



AAUW CALIFORNIA TECH TREK ALUMNAE TOOLKIT





Tech Trek Alumnae Toolkit

AAUW California Branch Tech Trek Alumnae Toolkit

“OK, so now that camp is over, we’re good until next year, right?”

“How can the parents and campers we sponsored stay in touch to hear more about STEM opportunities through their high school years?”

“Am I supposed to follow up with campers afterwards and if yes, how do I get started?”

Most Tech Trek (TT) branch coordinators have heard or uttered one or more of these questions following Tech Trek each summer and this toolkit aims to provide simple answers that work for many branches.

Starting with definitions, this document will guide you through the steps to bring a Tech Trek Alumnae Group to life in your branch(es). It will also provide virtual options to engage alumnae and their families if they cannot participate in local gatherings due to constraints such as distance, time, or branch membership bandwidth.

Starting in 2023, additional focus will be given to increasing Tech Trek alumnae engagement, with special attention to 25-year alumnae who would be well into their STEM careers. With nearly 15,000 alumnae, it is important to continually validate the long-term significance of the Tech Trek experience and to do whatever we can to help increase the odds that campers follow through into STEM fields in college and beyond.

One proven way to do that is through multigenerational communities of practice, where (typically), the more experienced members of the community guide newer or less experienced members in learning what the community is practicing and provide the social support that we have learned is especially relevant for women interested in STEM fields.

For this age group, near-peer support is critical as possible futures are revealed, especially in fields where there are fewer people who look like them, such as engineering and technology.

Your support in this initiative will help us meet our goal of greater alumnae engagement along with discovering how our alumnae are making a difference related to STEM!

We encourage you to take the time to familiarize yourself with the curated recommendations included in the toolkit, as they represent demonstrated processes and protocols that have worked in various locations around the state to assist in creating safe and successful communities for girls interested in STEM.

We look forward to hearing more success stories in the future!

Tech Trek Committee Alumnae Project Group



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I. Definitions

A. Tech Trek Alumnae

Fondly known as Trekkers, alumnae campers who complete the program are eligible for volunteer staff positions at the various camps as counselors, coaches, workshop presenters, and instructors, in addition to leadership roles in the different alumnae communities available locally and virtually. Being a Trekker may even make students eligible for scholarships and strengthens their college applications.

As Tech Trek branch coordinators, it is in your interest to nurture the initial investment your branch made by helping these girls as much as possible along their continuing STEM journey into higher education. It is between the ages of 12 and 15 that girls especially begin to lose interest in math and science and where the support of a like-minded tribe can make all the difference.

The lift from attending the initial camp can only be amplified by sustained recurring engagement with other near-peers under the guidance of knowledgeable volunteer professionals and educators.

B. Tech Trek Alumnae Community (TTAC)

Each year, campers will be invited to join the statewide Tech Trek Alumnae Community (TTAC) during the application process. They can also opt into a local alumnae group, known as Tech Trek Alumnae Group (TTAG) if one exists. If there is no branch TTAG, they will simply be added to a program mailing list and requested at least annually to update records if changes are needed.

It is worth noting that all applicants (and their parents) agreed to be ambassadors for AAUW Tech Trek for five years after camp, but often have forgotten that commitment when we reach out a year or two later and find we have lost contact.

Periodically, TTAC members may be pointed to post-camp STEAM opportunities that may consist of invitations to apply for programs, events, awards, scholarships, college financing, and other activities that are increasingly relevant in high school to both families and students.

The Tech Trek Alumnae Community is led by an advisory board composed of six to twelve appointed leaders who will oversee the proceedings of the community members, determine frequency and nature of convenings, and assist with TTAC program activities as needed, including database tracking. They may be reached at techtrek-ttac@aauw-ca.org.

In support of this initiative, the program will establish and oversee maintenance of a database to track campers' STEM journeys over time, reaching out annually via email for updates through year five, then every five years thereafter to assess their identification with STEM and pursuit of higher education to support that. 2023 marks the 25th year of the program and that will receive special attention.

Branches may request a dataset back to 1998 by sending an email to techtrek-ttac@aauw-ca.org stating name, the branch the data are being requested for, and the years of interest. In return, the branch is requested to assist in updating past records as possible, especially as related to camper personal contact information or known volunteerism back to Tech Trek, locally or otherwise.



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C. Tech Trek Alumnae Group (TTAG)

Tech Trek Alumnae Groups (TTAGs) provide a local community in which Tech Trek Alumnae and AAUW members can receive and provide: mentoring, STEM experiences, and field trip opportunities. The goal of these connections is to help support the campers along their STEM journey.

Tech Trek Alumnae Groups are under the auspices of AAUW branches or Interbranch Councils and may be supported locally or regionally.

D. Tech Trek Alumnae Group Advisors

Adult branch members who work with local TTAG members are TTAG advisors. Every local TTAG needs at least one adult advisor. Periodically, program communications may be sent to TTAG advisors via techtrek-ttag-advisors@aauw-ca.org. Contact techtrek@aauw-ca.org if you wish to be added.

REMEMBER

- Youth protection is paramount. All volunteers involved in Tech Trek camp programs work with minors and must acknowledge Tech Trek's volunteer agreement and releases each year.
- The adoption of a TTAG (Tech Trek Alumnae Group) program enables your branch to ensure that its initial annual investment in campers has the highest return possible by helping branch members stay engaged with their alumnae through high school and college. The real return on your investment will come when they join an AAUW branch as a STEM student or professional.

Now, it's time to take the next step!



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II. Administration

A. Approvals

Just as AAUW California must approve the commitment of additional state resources and funding for various projects, each branch must approve projects which require branch resources (people and money) on a sustained basis.

Every branch is different, but typically establishing a new branch committee such as a TTAG must be formally approved by the branch board and must be added to the board agenda several weeks prior to the meeting.

Branches may require you to submit a motion or prepare a document detailing your plan, often with backup details including many items covered in the following pages, but always requiring the proposer to define the project or committee.

1. Purpose/Mission Statement

Sample mission statement from TTAC state charter:

“The purpose of this TTAG is to build a community to help Tech Trek alumnae continue their STEM journey through high school and set them up for success in the future by hosting opportunities for branch members to interface with alumnae and for alumnae to engage with each other through activities and programs that further AAUW California Tech Trek’s mission of engaging more girls in science, technology, engineering, and mathematics (STEM) study and careers.”

a. Budget

Identify required funding for postage, venue costs, activity costs, field trips, etc.

b. People

Identify how many branch members you expect to be involved (minimum 1 adult to 10 minors) and how many alumnae participants you expect.

1. Request a list of alumnae from the Program Director if you do not have one.
 - a. Most prior to 2016 do not have emails.
 - b. Most do not have cell phones.
 - c. Many emails (and likely addresses) are outdated or blocked.
2. Enlist recent campers and volunteers as your [“First Followers”](#) to build momentum for others to join.

B. Funding

1. Each branch handles TTAG funding differently.
 - a. TTAG funding can be part of the branch TT budget.
 - b. Funding may be solicited from local donors.



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- c. State or national Tech Trek programs may have additional start-up or other funding for special purposes such as milestone celebrations.
 - d. Contact techtrek@aauw-ca.org if you need assistance preparing funding proposals.
 2. Initial investment should include tablecloth or banner or similar marketing collateral for promotional events. The [TTAG Logo](#) is available for use.
 3. Minimize cost.
 - a. Every speaker is a volunteer.
 - b. Branch members donate venues, supplies, snacks, etc.
 4. Giveaways such as t-shirts or other items are typically covered via donor grants. TTAG polo shirts with embroidered logos can also be purchased. Contact techtrek@aauw-ca.org for recommended vendors for giveaway items.



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III. Operations

A. Organization

IDENTIFY YOUR ALUMNAE

1. Review the master list and filter by the year they attended camp.
 - a. Decide which years you are going to focus on for your first contact.
 - i. Questions to consider:
 1. Will they still be in the area?
 2. Are they in high school? College? Working?
 3. What is the best way to communicate with them?
 - a. Use LinkedIn and other sources to research alumnae with obsolete information and update as possible.
 - b. Consider contacting high schools that the girls attend or have attended to request they share notifications with Tech Trek alumnae until you have re-established contact.
 - b. Your TTAG may comprise current and prior year campers.
 - c. Current year campers are added to the database after camp, which is why it is critical they provide emails that do not expire when they enter 9th grade.

IDENTIFY 1-2 ADULT ADVISORS (>21 years of age, branch member)

1. Must complete annual [Tech Trek Volunteer Conduct Agreement](#)
2. Additional requirements are in Section E.

INFRASTRUCTURE

1. Single branch or multi-branch group with advisors from each branch
2. TTAG Board: 2-8 student officers overseeing management of group activities (see Resources for Position Descriptions)
3. TTAG Committee: 5-20 alumnae members actively involved in meetings and planning events
4. TTAG: 25-100+ involved alumnae who are attending events

B. Communications

Speak to girls and parents at Tech Trek orientations and celebrations after camp. Have girls and parents sign up on TTAG recruiting forms at events. See examples in Resources.

Have branch advisors / branch members / TTAG committee members contact TT alumnae listed on Tech Trek spreadsheets and encourage them to join TTAG.

Connect with alumnae at AAUW events.

1. AAUW TT reunion
2. Branch events
3. Meet and greets with alumnae, campers, and parents prior to camps



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Establish a presence on the media platforms that your alumnae use, including Discord, Facebook, Instagram, website, and other social media.

Create and distribute an exploratory interest questionnaire/survey (see Resources). Post information on your website and social media (see Resources).

C. Meetings

Initial meeting (start-Up meeting)

1. Call up one or two other former Tech Trekkers/Junior Counselors etc. to come to your first meeting.
2. Invite an AAUW mentor to attend.
3. Create an agenda for the meeting.
 - a. Establish mission statement (see Resources)
 - b. Identify possible TTAG members (brainstorm list of 6-8 other girls, 3-4 other AAUW women) whom you think would be enthusiastic about this committee.
 - i. Brainstorm possible activities and generate a rough calendar for 6-8 months of possible activities, including maybe 3 events.
 - ii. Set time and place for your first TTAG meeting with the goal of including more members.
 - iii. Assign a recording secretary to take minutes.
4. Send emails after the initial meeting.
 - a. Include minutes of the meeting
 - b. Include action items.

First TTAG meeting

1. Create an agenda and email it to participating or potential members 5-7 days in advance of the meeting.
2. Assign a recording secretary.
3. Refine mission statement of TTAG.
4. Generate a list of ideas for local events to host.
5. Set a realistic calendar for events.
6. Agree upon future meetings (dates, times, and places).
7. Assign roles to TTAG members (president, recording and correspondence secretaries, publicity coordinator, etc)
8. Ask attendees to volunteer to complete tasks to ensure success of the first event.
9. Set time and place for your next TTAG meeting, along with tasks for each member to follow up on (e.g., any planning necessary for upcoming event).
10. Send minutes of meeting to attendees and potential attendees within a week of the meeting.

Future TTAG meetings

1. Agendas; minutes
2. Goals
3. Public events in the community that TTAG could be involved in/ learn from.
4. Publicity for community events, TTAG/TTAC participation, AAUW involvement, etc.



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D. Events

Each new event should have an “Event Chair” from TTAG who is in charge of organizing and overseeing the entire event.

1. The AAUW mentor/advisor will work with this person to make sure everything runs smoothly.
2. The AAUW mentor will also help with contacts and securing venues as necessary.
3. The goal is to plan and deliver program events that support the TTAG members’ interests. Events should be guided by the target audience.

Goals:

1. Develop leadership, teamwork, and collaboration skills.
2. Explore STEM (Science, Technology, Engineering, and Math) fields.
3. Prepare for success in high school, college and beyond.
4. Learn to network.
5. Mentor other alumnae as they prepare for a STEM future.
6. Volunteer to help with branch support such as assisting new students with online camp applications.
7. Apply for scholarships.
8. Have “Just for fun” events!

“Borrow” Ideas from existing TTAG communities. Credit idea source if there is one and do not modify logos without express permission from the owner.

Program ideas:

1. Touring local companies
2. Women in STEM speakers or panel of women in STEM
3. University campus tours
4. College readiness workshops
5. Hands-on STEM workshops
6. Educational community events
 - a. College Prep 101
 - b. Women in STEM Careers forums
 - c. Movie Nights
 - d. Picnics, Pizza Parties, and Potlucks!
 - e. Community charity/service projects- e.g. clothing or food drives for homeless women/families or community college food banks, etc.

Tech Trek affiliated activities may include:

1. Public speaking opportunities such as at AAUW meetings and at community events.
2. Leadership experience opportunities as a participant on a local Tech Trek Alumnae Planning Committee which typically meets monthly.
3. Participate in statewide virtual TTAC advisory board.

E. Youth Protection

AAUW California volunteers in any Tech Trek-affiliated activity, especially leadership, must protect the privacy



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and data related to its members and especially Tech Trek alumnae as minors. Youth protection practices must be followed when interacting with minors under the supervision of an adult AAUW member in service of the AAUW California Tech Trek program, including the following:

1. The minimum recommended adult to minor ratio for in-person events is 1:10.
2. The recommended adult to minor ratio for virtual events is 1:15.
3. If an adult AAUW volunteer expects to spend more than 16 hours per month or 32 hours annually interacting with minors in support of Tech Trek, either in-person or virtually, they must complete the State of California's [Volunteer Mandated Reporter training](#). This must be completed at least once by the volunteer.
4. Minor volunteers are not required to complete the mandated reporter training but may do so to be informed.
5. All volunteers should complete the annual [Tech Trek Volunteer Code of Conduct](#) agreement each calendar year to cover both camp and other Tech Trek program activities.
6. If minors are being transported by an adult Tech Trek volunteer in service to the Tech Trek mission, the driver should have auto bodily injury liability insurance coverage of \$100,000 per person and \$300,000 per accident, and must have had no more than two tickets for traffic violations in the past 36 months. The minor's parent must complete a Transportation Permission form. A sample form is provided in Resources.
7. If AAUW Tech Trek is sponsoring an event or activity for minors where the parent will not be present, written parent permission must be obtained for the minor to attend, including media/photo releases. This applies whether or not they are Tech Trek campers or alumnae.



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IV. Resources

Video	“Keeping in Touch with Your Tech Trekkers”
A. Sample Invitations	<ol style="list-style-type: none"> 1. Sample Letter 2. Sample Recruitment Flyer
B. Sample Recruitment Signup Form	<ol style="list-style-type: none"> 1. Distributed and collected at an after-camp celebration or other events
C. Sample Program Event Flyers	<ol style="list-style-type: none"> 1. Virtual Panel 2. In-person Seminar
D. Position Descriptions: Roles and Responsibilities	<ol style="list-style-type: none"> 1. Position Descriptions for TTAG Committee Officers or Advisory Boards: Roles and Responsibilities 2. TTAC Advisory Board Application This form is for the TTAC Advisory Board applicants. Contact techtrek-ttac@aauw-ca.org if you wish a copy of the Google form.
<p>E. Permission Forms</p> <p>Note that the Media Release and Permission and General Release are only required for non-Tech Trek participants in Tech Trek-sponsored activities. The general releases collected for campers apply until the minor reaches age 18, after which they do not need parental permission.</p>	<p>Modify these documents as required to reflect the activity.</p> <ol style="list-style-type: none"> 1. Permission For A Minor To Travel In Bus Or Private Car 2. Media Release 3. Permission And General Release
F. Sample Surveys	<ol style="list-style-type: none"> 1. Tech Trek Alumnae Community Signup/ Survey 2. AAUW-COV Survey 2023

A. Sample Invitations

1. Sample Meeting Invitation



Join the

Branch Tech Trek Alumnae Group!!

- Develop leadership skills.
- Explore STEM (Science, Technology, Engineering, and Math) fields.
- Host educational events in our community.
- Prepare for SUCCESS in high school, college and beyond.
- Learn to network and be invited to "Just for Fun" events.

The _____ branch is starting up a Tech Trek Alumnae Group (TTAG)!!




We'll begin with a meeting at _____ on _____ at _____ to share ideas of what our alumnae would like to do, and we'll plan to meet for the first year just once every quarter (once every 3 months).

Let us know if you'd like to join. Joining is optional and all activities are optional as well. Let us know what activities you would like to see our group do.

Email us at _____

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2. Sample Recruitment Flyer

Join the Tech Trek Alumnae Group!

- Develop Leadership Skills
- Explore STEAM (Science, Technology, Engineering, Art and Math) fields
- Host Educational events in our community
- Prepare for success in High School, College and beyond
- Learn to Network and be invited to “Just for Fun” events


Currently, we meet once a month on the 2nd Saturday at 9 am via Zoom!

WHO ARE WE?
 We are a group of Tech Trek alumnae (past campers in middle or high school) who continue our Tech Trek experience by exploring and expanding our STEM opportunities and setting ourselves up for success in college and beyond. TTAG was started in 2014 by 2 Tech Trek Campers in Torrance!


WHAT DO WE DO?
 TTAG puts on educational events for the community, such as College Prep 101 and Women in STEM Careers forums. We also tour colleges and STEM workplaces, and hold bonding events such as our Summer Movie Night, Summer Picnic and Holiday Potluck! Activities also include, Public Speaking opportunities (such as at AAUW meetings and at community events), as well as, Leadership experience opportunities as a participant on the Tech Trek Alumnae Planning Committee (also known as TTAC) which meets monthly.

HOW DO I JOIN?
 Email ttagaauw@gmail.com to ask to be added to our email list and to receive announcements about our upcoming events. **Please give us your first and last name, your preferred email address, your cell phone number, your school, your grade in middle or high school (or year in college) and the AAUW Branch that sponsored you to go to Tech Trek Camp.**

CONNECT WITH US ON SOCIAL MEDIA!



Instagram: @aauwttag






Facebook: Tech Trek AAUW Torrance, CA & AAUW Beach Cities

History & photos of TTAG events can be found at the following link, under GET INVOLVED tab and click on TTAG in drop-down, on the AAUW Beach Cities website: <https://beachcities-ca.aauw.net> or go to the TTAG website: <https://sites.google.com/view/aauwttag/home>

B. Sample Recruitment Sign-up Form

1. TTAG Sign-up Form for Events

Sign up for "SOUTH BAY TTAG" today! (Free Membership)

Email information to: ttagaauw@gmail.com or contact your TTAG Advisor, Name _____ Cell# _____

First and Last Name		
School and Grade		
Tech Trek Camp year and Location		
Branch Affiliation (Torrance, BC or PVP)		
School Email (if able to access from outside of school)		
Student Personal Email		
Parents' Emails	#1	#2
Home Phone (if available)		
Cell Phones	Student:	Parents:
STEM Interests		

C. Sample Program Event Flyers

1. Virtual Panel

South Bay Tech Trek Alumnae Group
(TTAG) presents...

Virtual Forum

Women in STEM Careers

Sat. April 24th
1-2:30pm

Hear inspirational women describe paths to their STEM careers!

Featuring...

- Architect
- Marine Biologist
- Aerospace Engineer

To register for this zoom event, please fill out the Google form attached in the email by April 23rd!

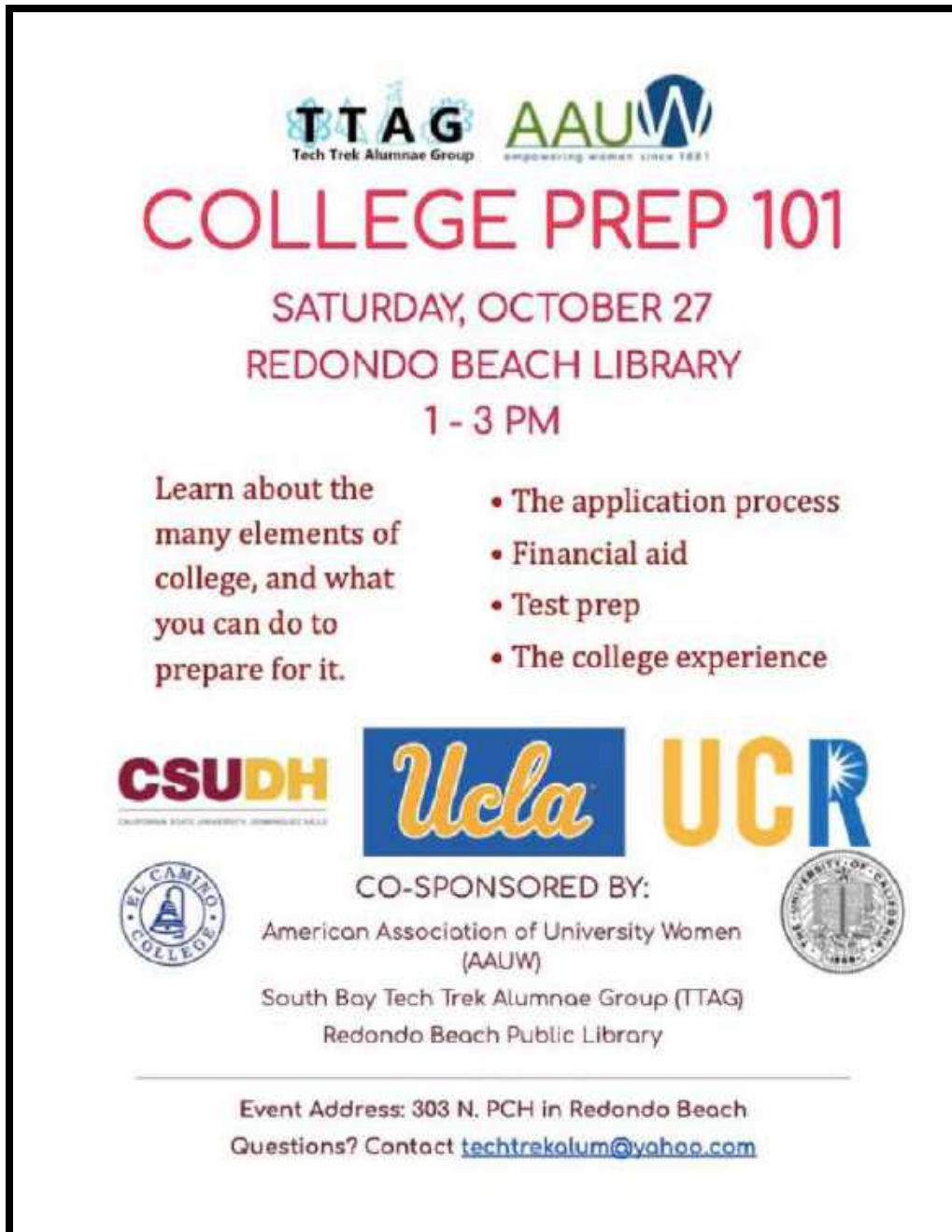
Space is limited!

Questions? Email techtrekalum@yahoo.com



Sponsored by American Association of University Women (AAUW)

2. In-person Seminar



TTAG **AAUW**
Tech Trek Alumnae Group empowering women since 1881

COLLEGE PREP 101



SATURDAY, OCTOBER 27
REDONDO BEACH LIBRARY
1 - 3 PM

Learn about the many elements of college, and what you can do to prepare for it.

- The application process
- Financial aid
- Test prep
- The college experience

CSUDH **Ucla** **UCR**
CALIFORNIA STATE UNIVERSITY DOMINGUEZ HILLS

CO-SPONSORED BY:

 American Association of University Women (AAUW) 

South Bay Tech Trek Alumnae Group (TTAG)
Redondo Beach Public Library

Event Address: 303 N. PCH in Redondo Beach
Questions? Contact techtrekalum@yahoo.com



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D. Position Descriptions: Roles and Responsibilities

1. Position Descriptions for TTAG Committee Officers or Advisory Boards

1. President (typically rising VP)
 - a. Create agendas.
 - i. Send agenda to advisors.
 - ii. Once finalized, send to Communications.
 - b. Lead meetings.
 - c. Communicate with and oversee progress of the board.
 - i. Requires meeting one-on-one with members in some cases
 - d. Communicate with AAUW branches.
 - e. Coordinate with the TTAG advisors.
 - i. Requires meeting one-on-one with advisors in some cases.
 - f. Lead the approval of minutes at the beginning of each meeting.
 - g. Lead recruitment efforts for new members.
2. Vice President(s) (1-2)
 - a. Manage reminder texts to TTAG and leadership group.
 - i. Send out reminder the day before every meeting.
 - b. Manage event chairs.
 - c. Assist president with
 - i. Running meetings.
 - ii. Communicating with other board members.
 - iii. Communicating with advisors.
 - iv. Communicating with AAUW branches.
 - d. Keep up with submitting articles for branch or state communications.
3. Secretary(ies) (1-2)
 - a. Attend and take minutes at every meeting.
 - i. Work with the other secretary to have a secretary present at all times to take minutes.
 - ii. Let president know if both secretaries cannot attend a meeting in advance.
 - b. Finalize minutes and send to president and advisors within 48 hours for review and possible edits before the president sends it to Communications.
4. Communications Lead(s) (1-2)
 - a. Send emails to TTAG and/or leadership groups.

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- i. **2-3 weeks before:** Send EVENT notice (“Save the Date”) and Zoom link.
 - ii. **7 days before:** Send meeting notice with Zoom link and previous meeting’s minutes.
 - iii. **1-2 days before:** Send reminder email with agenda & Zoom link.
 - b. Manage the Gmail account. (Check the email a few times a week.)
 - i. Respond to emails with the proper information OR
 - ii. Forward emails to board members who can aptly respond.
 - iii. Place emails in correct folders (incoming membership).
 - iv. Blind copy for emails to the general group.
- 5. Membership Coordinator(s) (1-2)
 - a. Check Gmail for new TTAG girls (incoming membership folder).
 - b. Respond to new members that TTAG membership request has been received and entered.
 - c. Manage TTAG / TTAC spreadsheets.
 - i. Add new members as they come in.
 - d. Manages contacts.
 - i. Add new members into the appropriate groups.
- 6. Social Media Coordinator(s)
 - a. Update all social media accounts consistently (monthly on each account). Social media content could include such things as:
 - i. Famous women in STEM, history, etc.
 - ii. Important dates in women’s history
 - iii. Posts in support of equity and education for women/girls
 - iv. TTAG activities
 - b. Responsible for Instagram, Facebook, LinkedIn, Discord, or any other social media.
 - c. Manage any TTAG website by updating it regularly.
 - d. Upload pictures to social media and website or Google Drive for all events.
 - e. Create a program/flyer for events (use templates).
 - i. [Canva](#) is a good free application for flyers or brochures.

Ad Hoc Leadership

- b. 1-2 volunteers to make a TTAG newsletter twice a year
- c. Rotating volunteer vent chair for each event to:
 - i. Be the speaker(s) liaison for events.
 - ii. Communicate with TTAG advisors regarding venue needs.
 - iii. Manage publicity and advertising.



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- iv. Manage video/photographers for the event.
- v. If virtual, create RSVP form, survey, and spreadsheet of attendees.
- vi. Supervise the creation of programs and flyers for events.



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2. TTAC Advisory Board Position Application

This form is for the TTAC Advisory Board applicants.

10/6/23, 3:30 PM Tech Trek Alumnae Community Advisory Board Application

Tech Trek Alumnae Community Advisory Board Application

** Indicates required question.*

1. Your Name *
2. Best email *
3. What position are you applying for? *

Please check no more than two

Check all that apply.

- Co-President
- Secretary
- Membership Coordinator/Data Analyst
- Communications Director
- Programs Committee
- Volunteer Coordinator

https://docs.google.com/forms/d/1htsIRBybCv3fwbxPWpzfUzQWeHFyCBiCqUp3Yx_nuJ/edit 1/12



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10/6/23, 3:53 PM

Tech Trek Alumnae Community Advisory Board Application

4. Which Branch sent you to Tech Trek? *

Mark only one oval.

- Alameda
- Alhambra-San Gabriel
- Amador
- Antelope Valley
- Atascadero
- Auburn
- Bakersfield
- Beach Cities
- Benicia-Vallejo
- Berkeley
- Big Bear Valley
- Cabrillo-Diego
- Camarillo
- Carlsbad-Oceanside-Vista
- Chico
- Citrus Heights-American River
- Clayton
- Concord
- Danville-Alamo-Walnut Creek
- Davis
- Del Mar-Leucadia
- Delta Contra Costa

https://docs.google.com/forms/d/1htsIR9ybCv3WbtxPWpzHJcQWeHFyCBICqub3Yk_nsJs/edit

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10/6/23, 3:50 PM Tech Trek Alumnae Community Advisory Board Application

- Diamond Bar-Walnut
- East San Gabriel Valley
- Fallbrook
- Five Cities-Pismo Beach
- Foothills of El Dorado County
- Fremont
- Gilroy
- Glendale
- Greater Whittier Area
- Gridley
- Half Moon Bay
- Hayward-Castro Valley
- Healdsburg
- Hemet-San Jacinto
- Humboldt
- Intermountain-Fall River Mills
- La Mesa-El Cajon
- La Palma-Cerritos
- Laguna Beach
- Livermore-Pleasanton-Dublin
- Lodi
- Lompoc-Vandenberg
- Long Beach
- Los Altos-Mountain View

https://docs.google.com/forms/d/1htsIR5ybCv3fwbxPWpzeLcQWeHFyCBiCqup3Yt_naJ/edit 5/12



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10/6/23, 3:50 PM Tech Trek Alumnae Community Advisory Board Application

- Los Gatos-Saratoga
- Madera
- Marin
- Mariposa
- Marysville-Yuba City
- Mid Peninsula
- Mission Viejo-Saddleback Valley
- Monterey Peninsula
- Morgan Hill
- Morro Bay
- Napa County
- Nevada County
- North Peninsula
- North Tahoe
- Novato
- Oakdale-Riverbank-Escalon
- Oakland-Piedmont
- Ontario-Upland-Rancho
- Orinda-Moraga-Lafayette
- Oroville
- Pacifica
- Palm Springs
- Palo Alto
- Palos Verdes Peninsula

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Tech Trek Alumnae Toolkit

10/6/23, 3:50 PM

Tech Trek Alumnae Community Advisory Board Application

- Paradise
- Pasadena
- Paso Robles
- Petaluma
- Pleasant Hill-Martinez
- Porterville
- Poway-Penasquitos
- Rancho Bernardo
- Redding
- Redlands
- Roseville- So Placer
- Sacramento
- San Clemente-Capistrano Bay
- San Diego
- San Fernando Valley
- San Francisco
- San Jose
- San Luis Obispo
- San Mateo
- San Ramon
- Santa Barbara-Goleta Valley
- Santa Clarita Valley
- Santa Cruz County
- Santa Maria

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Tech Trek Alumnae Toolkit

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Tech Trek Alumnae Community Advisory Board Application

- Santa Rosa
- Simi Valley
- Siskiyou County
- Sonoma
- South Lake Tahoe
- Stockton
- Sunnyvale-Cupertino
- Tehachapi Mountain
- Temecula Valley
- Thousand Oaks
- Torrance
- Truckee-Donner
- Turlock
- Tustin-Santa Ana-Orange
- Ukiah
- Visalia-Sequoia
- West Contra Costa
- Westminster-Fountain Valley-Huntington Beach
- Willits
- Woodland

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6/12



Tech Trek Alumnae Toolkit

10/9/23, 3:50 PM

Tech Trek Alumnae Community Advisory Board Application

5. Which camp did you attend? *

Mark only one oval.

- UC Davis
- CSU Fresno
- Stanford
- UC Irvine
- UC San Diego
- UC Santa Barbara
- Sonoma
- Virtual
- Whittier

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Tech Trek Alumnae Toolkit

10/7/23, 7:59 AM Tech Trek Alumnae Community Advisory Board Application

6. What year did you attend camp? *

Mark only one oval.

2023

2022

2021

2020

2019

2018

2017

2016

2015

2014

2013 or earlier

7. Please tell us what motivates you to volunteer for this role. *

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Tech Trek Alumnae Toolkit

10/6/23, 3:50 PM

Tech Trek Alumnae Community Advisory Board Application

8. How would you change the way AAUW stays engaged with alumnae after camp in your local area? *

9. How would you change the way AAUW stays engaged with alumnae after camp across the state? *

10. Are you willing to stay in your appointed role for two years (June 2025)?*

Mark only one oval.

- Yes
 No
 Maybe

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Tech Trek Alumnae Toolkit

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Tech Trek Alumnae Community Advisory Board Application

11. How many hours a year are you willing to spend in the Advisory Board role at meetings, doing committee work, *
etc.?

Mark only one oval.

- < 5 hours a year
- An hour a month
- 2-3 hours per month
- More than 3 hours a month
- Other: _____

12. What other activities are you involved in?

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Tech Trek Alumnae Toolkit

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Tech Trek Alumnae Community Advisory Board Application

13. On a scale of 1-5 with 5 being outstanding, please rate yourself on the following: *

Mark only one oval per row.

	1	2	3	4	5
Notetaking/Writing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Excel	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Web design	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Form creation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Zoom	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Organizing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

14. Pineapple on pizza - Yes or No? *

Mark only one oval.

- Yes
 No



Tech Trek Alumnae Toolkit

E. Permission Forms

Note that the Media Release and Permission and General Release are only required for non-Tech Trek participants in Tech Trek-sponsored activities. The general releases collected for campers apply until the minor reaches age 18, after which they do not need parental permission.

Modify these documents as required to reflect the activity.

1. Permission For A Minor To Travel In Bus Or Private Car



Powered by AAUW California

PERMISSION FOR A MINOR TO TRAVEL IN BUS OR PRIVATE CAR

I give permission for the minor named below to travel in a bus or in a private car driven by an insured AAUW volunteer driver for field trips and at other times that may be necessary for transportation related to the Tech Trek activities indicated below.

Any Tech Trek activities sponsored by the branch or IBC.

A specific activity: _____

Parent/Guardian Signature _____ **Date** _____

Minor's Name _____



Tech Trek Alumnae Toolkit

2. Media Release



Media Release

I (the undersigned) do hereby grant AAUW, its officers, agents, employees, assigns, and licensees permission to use photos, video or data collected during Tech Trek activities in AAUW national, state or branch publications and on the AAUW or Tech Trek websites or social media outlets. I hereby waive any right to inspect or approve photographs or video of groups or individuals, and the editorial or printed matter that may be used in conjunction with them. No private information will be shared without your explicit permission.

I hereby release, discharge, and agree to hold harmless AAUW from any claims, damages, liabilities, costs, and expenses that I now have or may hereafter have by reason of any use of photographs or videos of educational or recreational activities or data collected during such activities related to AAUW Tech Trek's mission.

I further agree that the foregoing release is intended to be as broad and inclusive as is permitted by the state of California and the city indicated below and that if any portion of it is held invalid, the balance shall, notwithstanding, continue in full legal force and effect.

Event Location: City _____, California

I acknowledge that I am signing the release freely and voluntarily and intend my signature to be a complete and unconditional release of all liability to the greatest extent allowed by law.

I have read this permission form and fully understand its terms, and understand that I am giving up rights, including my right to sue.

Parent/Guardian/Volunteer _____ Date _____
Signature

Minor's Name _____

3. Permission And General Release



PERMISSION AND GENERAL RELEASE

My minor child has my permission to participate in AAUW California Tech Trek-sponsored activities. I/we hold harmless AAUW, AAUW California, and Tech Trek, including their respective past, present and future officers, directors, employees, volunteers, agents, and representatives against any and all liabilities, injuries, losses, costs, damages, attorney's fees, and expenses which my minor child or any parent, guardian or representative of hers may sustain or incur as a result of participation in Tech Trek-sponsored activities.

Parent/Guardian Signature: _____ Date: _____

Minor's Name: _____



Tech Trek Alumnae Toolkit

F. Sample Surveys

Use Google forms or Survey Monkey to collect data.

1. Tech Trek Alumnae Community Signup/Survey

10/10/23, 8:45 PM Tech Trek Alumnae Community Signup

Tech Trek Alumnae Community Signup

Sign up to stay connected with friends you made and to participate in an engaging STEM community as we make our way through high school and college!

This is a virtual community that will share STEM activities and events periodically throughout the year, including opportunities to volunteer for California Tech Trek!

* Indicates required question.

1. First Name *

2. Last name *

3. Current School *

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Tech Trek Alumnae Toolkit

10/10/23, 9:07 PM

Tech Trek Alumnae Community Signup

4. AAUW branch that sponsored you at camp

Mark only one oval.

- 49er Academy
- Alameda
- Alhambra-San Gabriel
- Amador County
- Antelope Valley
- Antioch-Pittsburg
- Arcadia
- Arroyo Grande
- Atascadero
- Auburn
- Bakersfield
- Beach Cities
- Benicia-Vallejo
- Berkeley
- Big Bear Valley
- Brea-La Habra
- Burbank
- Cabrillo-Diego
- Calaveras County
- Camarillo

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2/19



Tech Trek Alumnae Toolkit

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Tech Trek Alumnae Community Sign-up

- Carlsbad-Oceanside-Vista
- Chico
- China Lake-Ridgecrest
- Citrus Heights-American River
- Claremont
- Clayton
- Coalinga
- Concord
- Corona-Norco
- Covina
- Danville-Alamo-Walnut Creek
- Davis
- Del Mar-Leucadia
- Delta-Contra Costa
- Diamond Bar-Walnut
- East San Gabriel Valley
- Fallbrook
- Five Cities-Pismo Beach
- Foothills of El Dorado County
- Fremont
- Fresno
- Fullerton
- Garden Grove

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3/19



Tech Trek Alumnae Toolkit

10/6/23, 3:51 PM Tech Trek Alumnae Community Sign-up

- Gilroy
- Glendale
- Greater Whittier Area
- Gridley
- Half Moon Bay
- Hanford-Lemoore
- Hayward-Castro Valley
- Healdsburg
- Hemet-San Jacinto
- Humboldt
- Huntington Park-Rio Hondo
- Imperial Valley
- Intermountain-Fall River Mills
- La Mesa-El Cajon
- La Palma-Cerritos
- Laguna Beach
- Lassen County
- Lindsay
- Livermore-Pleasanton-Dublin
- Lodi
- Lompoc-Vandenberg
- Long Beach
- Los Altos-Mountain View

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Tech Trek Alumnae Toolkit

10/6/23, 3:51 PM Tech Trek Alumnae Community Sign-up

- Los Angeles
- Los Banos
- Los Gatos-Saratoga
- Madera
- Manhattan Beach
- Marin
- Mariposa
- Martinez
- Marysville-Yuba City
- Menlo-Atherton
- Merced
- Mid Peninsula
- Mission Viejo-Saddleback Valley
- Montebello-Monterey Park
- Monterey Peninsula
- Morgan Hill
- Morro Bay
- Napa County
- National Coalition 100 Black Women
- National-WCC
- NCBW-Silicon Valley
- Nevada County
- Newport-Mesa-Irvine

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Tech Trek Alumnae Toolkit

10/6/23, 3:51 PM Tech Trek Alumnae Community Sign-up

- North Peninsula
- North Tahoe
- Novato
- Oakdale-Riverbank-Escalon
- Oakland-Piedmont
- Ontario-Upland-Rancho
- Orinda-Moraga-Lafayette
- Oroville
- Oxnard-Hueneme
- Pacifica
- Palm Springs
- Palo Alto
- Palos Verdes Peninsula
- Paradise
- Pasadena
- Paso Robles
- Petaluma
- Placentia-Yorba Linda
- Placer County
- Placerville
- Pleasant Hill-Martinez
- Pomona Valley
- Porterville

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Tech Trek Alumnae Toolkit

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Tech Trek Alumnae Community Sign-up

- Santa Rosa
- Simi Valley
- Siskiyou County
- Sonoma
- Sonora
- South Lake Tahoe
- Stockton
- Sunnyvale-Cupertino
- Tehachapi Mountain
- Thousand Oaks
- Torrance
- Truckee-Donner
- Turlock-Modesto
- Tustin-Santa Ana-Orange
- UCSB
- UCSB Scholarship
- UCSB Scholarship-Fillmore
- UCSB Scholarship-Santa Barbara
- Ukiah
- Ventura County
- Victor Valley
- Visalia-Sequoia
- Watsonville

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Tech Trek Alumnae Toolkit

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Tech Trek Alumnae Community Signup

- West Contra Costa
- Westminster-Fountain Valley-Huntington Beach
- Willits
- Woodland
- ZONTA

5. Personal email that can receive external emails (non-school or work) *

6. Work or school email

7. Cellphone # if available

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5/19



Tech Trek Alumnae Toolkit

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Tech Trek Alumnae Community Sign-up

8. Grade *

Mark only one oval.

- 8 Skip to question 13
- 9 Skip to question 13
- 10 Skip to question 13
- 11 Skip to question 13
- 12 Skip to question 13
- College Skip to question 16
- Out of school Skip to question 16
- Not listed Skip to question 16

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10/19



Tech Trek Alumnae Toolkit

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Tech Trek Alumnae Community Sign-up

9. Where did you attend camp? *

Mark only one oval.

- Davis
- Fresno
- Irvine
- Mills
- San Diego
- Santa Barbara
- Sonoma
- Stanford
- Virtual
- Whittier

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Tech Trek Alumnae Toolkit

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Tech Trek Alumnae Community Sign-up

10. What year did you attend camp? *

Mark only one oval.

- 2023 *Skip to question 13*
- 2022
- 2021
- 2020
- 2019
- 2018
- 2017
- 2016
- 2015
- 2014
- 2013
- 2012
- 2011
- 2010
- 2009
- 2008
- 2007
- 2006
- 2005
- 2004

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Tech Trek Alumnae Toolkit

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Tech Trek Alumnae Community Signup

- 2003
- 2002
- 2001
- 2000
- 1999
- 1998

Tech Trek Service

As Tech Trek ambassadors, Tech Trek alumnae represent the core values of Tech Trek, including their participation in promotional mission-related activities that engage other girls and women in STEM fields of study and work.

As alumnae, you have the opportunity to encourage others to follow your footsteps and to seek out the support they need early and often.

11. Are you already a member of a Tech Trek Alumnae Group? *

Mark only one oval.

- Yes
- No
- I'm not sure

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13/19



Tech Trek Alumnae Toolkit

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Tech Trek Alumnae Community Signup

12. Have you ever volunteered at a Tech Trek camp? *

Mark only one oval.

Yes

No

Minor's Parent/Guardian Information

Note that before you attended camp a parent already approved your contact with AAUW Tech Trek for five years after camp.

We are collecting the information below so that we can include listed parents on important communications that may require their action.

13. Parent's Name

14. Parent email

15. Parent cellphone

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Tech Trek Alumnae Toolkit

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Tech Trek Alumnae Community Signup

STEM and Leadership Interests

Tell us more about the activities that interest you between now and when you start college.

16. LinkedIn Profile URL

It's a good idea to set one up in high school and try to keep it current at least annually.

17. Please tell us a little about what you have been doing since camp. *

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Tech Trek Alumnae Community Signup

18. Please tell us how much each of the following interests you with one response for each row. *

Mark only one oval per row.

	Nope	Kinda	Yep	Priceless
Planning STEM activities or events	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Delivering STEM activities or events	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Speaking/Presenting at STEM activities or events	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Participating in STEM activities or events	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Finding your STEM tribe before you drop out of STEM	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I'm more interested in other things besides STEM	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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Tech Trek Alumnae Toolkit

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Tech Trek Alumnae Community Signup

19. It would be valuable to tell the Tech Trek story over the last quarter century, and we need your help to do that.

Although social capital and donations are what non-profit organizations like AAUW Tech Trek survive and thrive on, we view our alumnae a little differently.

You are a critical piece of both the pipeline and turbulence that leads to a sea of STEMchange in the world.

We don't need to SELL what seems to be working and you are all proof of that.

In your own words, tell us a little more about how you see yourself contributing to this community of STEM leaders and doers.

Interest in Volunteering

Timing is everything in terms of how much time you can commit and whether a Tech Trek volunteer role plays to your strengths. Sometimes you just want to volunteer for a day or a week or a few hours and that can be available to you, starting with our STEM camps or as part of AAUW California's statewide Tech Trek Alumnae Community (TTAC) advisory board and/or local Tech Trek Alumnae group (TTAG) operations.

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Tech Trek Alumnae Toolkit

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Tech Trek Alumnae Community Signup

20. Are you interested in volunteering for Tech Trek at this time?

Mark only one oval.

- No
 Maybe
 Yes

21. How much time do you think you could commit over a year?

Mark only one oval.

- < 1 hour
 1-5 hours
 6-25 hours
 26-100 hours
 100+ hours

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Tech Trek Alumnae Toolkit

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Tech Trek Alumnae Community Sign-up

22. Are you interested in hearing more about a local Tech Trek alumnae group in your area?

Mark only one oval.

- Yes
 No
 Maybe

23. Anything else you would like to share?

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Google Forms

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19/19



Tech Trek Alumnae Toolkit

2. AAUW-COV Survey 2023



AAUW-COV TECH TREK SURVEY - 2023

Dear Tech Trek Alumna:

It is very important to the AAUW-COV Tech Trek Program that we track your progress after you leave camp and head for high school and college. It allows us to use the information for grants and obtaining money to send other girls to camp.

PLEASE fill in the survey and email back to:
aauw-cov.techtrek@gmail.com

or mail to Tianna Dye 717 Las Palmas Dr Vista 92081

Name: _____

Current Address: _____

Best Phone Number: _____

Best Email address (not school): _____

Are you on Discord? Can we add you? ___ Yes ___ No

YEAR you attended TECH TREK CAMP _____

VIRTUAL UCSD WHITTIER IRVINE

Current Grade Level: _____

School _____

Are you taking STEM classes? YES ___ NO ___

Biology Chemistry Math

Physics Robotics Engineering

Other _____

DO YOU WANT TO BE A PART OF THE CARLSBAD OCEANSIDE VISTA SAN MARCOS
TECH TREK ALUMNI GROUP?

YES ___ NO ___

Ele Lavender AAUW COV TECH TREK ALUMNI GROUP

eleruthlav@gmail.com

Aug 2023



Tech Trek Alumnae Toolkit

V. Acknowledgements

*This handbook was lovingly curated by **Ele Lavender** of the Carlsbad-Oceanside-Vista+ branch and **Drs. Heide Doss** and **Mary Isaac** from the La Mesa branch by gleaning through the working files of the South Bay TTAG committee under the guidance of advisor **Terry Hays-Horner** of the Beach Cities branch.*