



## AAUW CALIFORNIA QUARTERLY COMMITTEE REPORT

**COMMITTEE:** State Projects Oversight

**SUBMITTED BY:** Jane Niemeier

**DATE:** September 30, 2016

**Bullets for top priority items accomplished (including completion dates):**

- Updated Tech Trek Policies and Procedures and inserted a nondiscrimination clause. September 2016
- Prepared a form and instructions for branches to apply for funds for new state projects. August 2016

**Bullets for upcoming top priority items (including target completion dates):**

- Develop a model for interviewing Tech Trek girls – January 2017
- Finish ADA training video – April 2017
- Develop guidelines to evaluate dorm moms, teachers, classes and overall camp programs – April 2017

**Other accomplishments:**

- Jane responded to a branch that questioned the inclusion of boys in the Speech Trek competition. The letter explained that boys should be included because of Title IX concerns in the public schools.
- Jane and Susan attended a meeting of the branch coordinators and the UCSD camp directors. The meeting was to give input about revising and improving Tech Trek forms.

- Jane met with UCSD camp directors to explain the importance of having an oversight committee.

Also, please complete the Excel spreadsheet with the Strategic Plan information and include in your report to the board.

(Optional): Requests for board action (use motion form, if appropriate):

### COMMITTEE BUDGET QUARTERLY REPORT

Note: Each committee chair is asked to track committee expenses throughout the year. Please do not contact the CFO to provide these figures, since the CFO will also be busy preparing a detailed quarterly report. This is an opportunity for each committee to verify that their records match the CFO's records at the end of each quarter.

**COMMITTEE:**

**DATE:**

<b>Category</b>	<b>Annual Committee Budget</b>	<b>YTD Expenses</b>
Travel	\$	\$
Postage	\$	\$
Printing	\$	\$
Telephone	\$	\$
[specify other(s)]	\$	\$
<b>Total</b>	<b>\$500.00</b>	<b>\$0</b>

## **MOTION FORM**

**Proposed motion:** It is the recommendation of the State Projects Oversight Committee that the AAUW CA board approve the forms for applying for funds for new state projects. SPOC also requests that the board allocate up to \$2000 to fund these projects over the next two years: 2016-2018

**Purpose of the Recommendation:** To encourage branches to research and create new projects that will benefit women and girls.

**Potential impact of the recommendation:**

1. Does it advance our mission? Yes
2. How will it advance our state strategic plan? It is one of the SPOC goals.
3. What are the financial (one-time or annual) and resource (volunteer time) implications of the proposal? SPOC is asking for \$2000 from the budget. These monies were originally set aside to fund new state projects. Branches will provide the volunteer time.



**State Project Grant Application Form 2016 – 2017**

Applicant's Name: \_\_\_\_\_

Home/Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Branch: \_\_\_\_\_

Amount of Request: \_\_\_\_\_

ADDRESS EACH OF THE FOLLOWING QUESTIONS IN YOUR PROPOSAL. (2 page maximum)

- What does your program do to enhance the mission of AAUW? What are the expected outcomes?
- Describe what you will do with the funds you have requested.
- Why should your proposal be selected for funding? ( i.e. What problem will this solve? How will members/the public benefit? What makes it innovative?)
- What other support (financial or other) will be needed to make use of this grant award and how will you secure the support?

- List specific expenditures planned for your project and identify which will be funded by this grant request and which by other sources, if any.
- List any plans for collaborating with other community organizations.
- How will this project be evaluated? What are the plans for long term follow-up?

Please include a tentative time line for completion of this project.

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ACCEPTANCE AND SIGNATURES: - MUST BE SIGNED BY BRANCH PRESIDENT AS WELL AS APPLICANT

We have read and we understand the guidelines established for the AAUW CA State Projects Grant Program. We will abide by the AAUW CA policies in implementing this project and agree to follow AAUW CA policies and procedures to access funds. We understand that funding will be restricted to those items specifically noted in the approved Grant budget. We further understand that following the completion of this project, the project may be made available to all AAUW CA Branches.

APPLICANT'S SIGNATURE: \_\_\_\_\_ DATE \_\_\_\_\_

BRANCH PRESIDENT'S SIGNATURE: \_\_\_\_\_ DATE \_\_\_\_\_

SPOC use only

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DATE RECEIVED \_\_\_\_\_ BY: \_\_\_\_\_

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**AAUW of California State Project Grant Guidelines**

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General Purpose:

AAUW CA will provide financial assistance to branches and other affiliated entities that propose a potential new state project. Existing state projects are Tech Trek and Speech Trek.

#### Qualifications:

All branches and other affiliated entities are eligible to apply.

#### How Grants are Chosen:

The State Projects Oversight Committee (SPOC) will evaluate and score applications according to responses provided on the grant application. Grants to be funded are subject to approval by the AAUW CA Board of Directors.

#### Amount and Terms of Award:

State Project Grants will be awarded in amounts up to \$500, based on available funding. There will be a maximum of two \$500 grants per fiscal year. All grant funds awarded must be used within 12 months, with the possibility of a second year of funding.

#### Criteria for Selection:

- 4.** Preference will be given to applications that clearly demonstrate how the grant will directly enhance the mission of AAUW.
- 5.** Incomplete applications may not be considered.
- 6.** Late applications will not be considered but may be held until the next cycle.

#### Application Procedures:

Grants will be awarded in April for the following fiscal year. Applications must be received at the AAUW CA office by October 1<sup>st</sup>. (January 1<sup>st</sup> the first year, 2017)

#### Funding Procedures:

AAUW CA will create an account for each grantee. All expenditures must be made in accordance with AAUW CA guidelines and must be made in support of the original approved project.

**Reports:**

Each grantee is required to provide a summary report to SPOC within 45 days of completion of the grant-funded project. Reports should include a description of how the grant enhanced the AAUW mission. A representative may be assigned to conduct a follow up interview. Grantees may be asked to present their work to the AAUW CA Board of Directors.

**Questions/Contact:**

For additional information, contact SPOC by email at [spoc@aauw-ca.org](mailto:spoc@aauw-ca.org).

## **MOTION FORM**

**Proposed motion:** It is the recommendation of the State Projects Oversight Committee that the AAUW CA board amend AAUW CA policy number 1003.3.2

**Purpose of the Recommendation:** To obtain grant money for new state projects. There is another contingency fund that is to be used for emergencies according to our CFO. She believes that the second sentence in this policy was placed there by error.

### **Potential impact of the recommendation:**

1. Does it advance our mission? Yes
2. How will it advance our state strategic plan? It is one of the SPOC goals.
3. What are the financial (one-time or annual) and resource (volunteer time) implications of the proposal? Up to \$2000 will be taken from the Restricted Projects Fund

Policy 1003.3 2

**Restricted Projects Fund a. Purpose: To fund special projects and programs of AAUW CA as established by the board. This account acts as a reserve for contingencies. If and when an emergency occurs, the board must approve the amount needed to regain status quo. That The approved amount will be transferred to the Money Market Checking Account for disbursement. The funds removed from this account will be replaced as soon as possible.**

## **MOTION FORM**

**Proposed motion:** It is the recommendation of the State Projects Oversight Committee that the AAUW CA board approve the updates and changes to the Tech Trek Policies and Procedures.

**Purpose of the Recommendation:** To keep the Tech Trek Policies and Procedures current with state and national practices

### **Potential impact of the recommendation:**

7. Does it advance our mission? Yes
  8. How will it advance our state strategic plan? It is one of the SPOC goals.
  9. What are the financial (one-time or annual) and resource (volunteer time) implications of the proposal? No monies are taken from AAUW CA.
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1. The changes include the addition of a nondiscrimination clause. See 1.6.3.3

## Diversity

*The AAUW National Tech Trek Program seeks to create a learning environment that fosters and promotes a culture of respect across identities. We welcome and value intersections of identity, including gender expression and identity, race, economic status, sex, sexuality, ethnicity, national origin, first language, religion, and ability. Please note: Placement of transgender youth is handled on a case-by-case basis, with the welfare and best interests of the child a top priority. That said, if the child is recognized by the family and school/community as a girl and lives culturally as a girl, then AAUW is an organization that can serve her in a setting that is both emotionally and physically safe.*

2. The Tech Trek timeline has been changed to reflect that the Tech Trek fiscal year is July 1 – June 30 instead of the calendar year. See 1.4

The preliminary budget from Tech Trek will be due to the TT Financial Liaison by December 1 instead of September 5. The preliminary budget will be due to SPOC by December 30 instead of September 15. SPOC will submit the preliminary budget for approval to the AAUW CA BOD prior to the January meeting. The final budget will be submitted to SPOC by March 15, to be approved by the AAUW CA BOD at its April meeting. Also, in January, the AAUW CA BOD will set the camper fees for the next year with input from the TT State Coordinator and Financial Liaison.

3. The TT P & P has been edited to delete unnecessary references to SPF. See sections 1.8, 1.8.3, 4.1.3.1, and 4.4.2. SPF has been left in to allow grants to be given by corporations who legally have to give money to California entities and cannot work through National.

4. Section 2.3.3 has been deleted and replaced with the following:

*Camp Treasurers shall refer to instructions in AAUW Tech Trek Toolkit for all financial procedures.*

5. Delete sections 2.7.2-12 These are covered in the National Toolkit.

6. In Section 1.1.4. **Tech Trek State Coordinator** -The last clause is changed from “and reports to the AAUW CA BOD” and “reports to the AAUW CA President”. This is to match the

wording in section 4.1 that says that the TT State Coordinator is appointed by the AAUW CA President.

7. Add the following paragraph in section 3.3 **Equipment**.

**The AAUW CA Board of Directors may borrow Tech Trek equipment for use at state meetings, state conventions, and meetings of the AAUW CA Board of Directors. The TT State Coordinator will be contacted by a representative of the AAUW CA Board of Directors to arrange for use of the equipment. The Board will not borrow equipment when it is needed by the camps.**

Tech Trek Policies and Procedures are attached.