

# SUPPLEMENTAL POLICIES AND PROCEDURES

## Supplemental Policies and Procedures:

Some of these documents, featured with an asterisk \*, also appear as stand-alone documents (e.g. the Tech Trek Policies and Procedures need to be able to be printed and given to employees, etc.)

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# Personnel Policies

## INTRODUCTION

AAUW California recognizes one of its most valuable assets is its personnel and acknowledges the fundamental responsibilities to employees as outlined in this handbook.

This handbook is intended to help all employees of the American Association of University Women of the state of California (AAUW CA) become acquainted with its employment guidelines. It is intended to be a useful reference tool describing the rights and responsibilities of the employer and the employees.

This handbook is not intended to be a contract (either expressed or implied), nor is it intended to create any legally enforceable obligations on the part of the AAUW CA or its employees.

This handbook supersedes and replaces all previous employee handbooks or policy guides.

To obtain information regarding specific employment policies or procedures beyond those contained in this handbook, employees may contact their position supervisor or the president of AAUW California.

Personnel policies are developed and monitored by the Executive Committee of the AAUW California under the leadership of the state president. AAUW California reserves the right, at any time, to add, modify, or delete provisions described in this handbook with or without advance notice. This handbook will be revised as new policies and programs are established or existing ones revised.

## ACKNOWLEDGMENT OF RECEIPT

**Please sign the Receipt of Personnel Policies page at the end of this handbook and return it to your supervisor after you have read this handbook.** Return of the signed form indicates that you understand all of the provisions described within this handbook.

## MISSION STATEMENT

Since its inception in 1881, the American Association of University Women has worked for the advancement of women, encouraging women to make full use of their education and skills. As a part of an organization with a long and distinguished record in the area of equity for women, you hold a position that is important to the overall mission and success of the organization. All employees of the American Association of University Women of California (AAUW CA) accept the responsibility for implementing the purpose and program of the American Association of University Women, including AAUW Funds.

### PURPOSE

**AAUW** advances equity for women and girls through advocacy, education, philanthropy and research.

**AAUW Funds** provides money to advance education, research, and self-development for women, and to foster equity and positive societal change. AAUW Funds also provides funding and a support system for women seeking judicial redress for sex discrimination.

AAUW is California's most active and diverse organization for women offering action for equity, personal and professional growth, community leadership and friendships.

In principle and practice, AAUW values and seeks a diverse membership. There shall be no barriers to full participation in AAUW CA on the basis of gender, race, creed, age, sexual orientation, national origin, or disability.

### PROGRAM

The American Association of University Women of California is a volunteer, non-profit, non-partisan corporation under the governance of a Board of Directors.

The program of AAUW CA reflects the purpose of the organization and current adopted Charter and Bylaws, policies and activities of AAUW CA. Implicit in these are the Use of Name provisions.

Further information about AAUW CA is contained in the "History of AAUW in California" written by Barbara Leonard, updated in 2001 by Jo Harberson and Krys Wulff.

## **EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION AMERICAN WITH DISABILITIES ACT**

The purpose of this policy statement is to express the commitment of the American Association of University Women of California to Equal Opportunity and Treatment in all personnel matters and services. It is the expressed policy of the American Association of University Women of California to recruit, hire, train, promote, and terminate employees without regard to race, color, ancestry, religion, sex, national origin, creed, disability (as defined by the Americans with Disabilities Act), age, medical condition (as defined by California FLPA) or marital status.

To ensure that the American Association of University Women of California adheres to this policy the Board of Directors has designated the state president of the American Association of University Women of California with the primary responsibility of its enforcement.

Any employee who believes that any manager or supervisor of others connected with the operation of the American Association of University Women of California state office has violated this policy, or has questions concerning this policy, should contact the state president or her/his designee.

## **EMPLOYMENT AT WILL**

Employment with the American Association of University Women of California is voluntary and “at will.” This means that any employee may be terminated or transferred by AAUW CA with or without cause at any time for any reason which is not prohibited by statute. Likewise, any employee is free to leave the employment of AAUW CA with or without cause at any time for any reason which is not prohibited by statute. Nothing contained in this handbook constitutes an expressed or implied contract or assurance of employment.

## **EMPLOYEE STATUS AND CLASSIFICATION**

### **STATUS**

It is the policy of the American Association of University Women of California to define employees, using the following categories:

- Regular full-time employees are those who regularly work 32 hours per week or more.
- Regular part-time employees are those who regularly work less than 32 hours per week.
- Temporary employees are those who provide services to AAUW CA on an as-needed basis.

### **CLASSIFICATION**

It is the policy of the American Association of University Women of California to use these two basic categories to classify employees: exempt (executive, administrative, and professional) and non-exempt (office, service and maintenance). “Exempt” in this case refers to an employee who is exempt from the federal law governing minimum wage and overtime compensation, such as those working in an executive, administrative, or professional capacity. All other employees are referred to as “non-exempt.”

# CONFIDENTIALITY OF FILES

## POLICY

It is the policy of the American Association of University Women of California to maintain confidential records. AAUW CA will strive to both protect the individuals' right to privacy and to support AAUW CA's need to collect and use information.

## PROCEDURE

### Employees:

All employee records are secured in the personnel files and maintained by the state president (or designee).

Employees may review their personnel files by submitting a written request to the state president. The file will be made available with five (5) working days and the review will take place in the presence of the state president (or designee). The file must not be removed from the premises.

Employees will sign a confidentiality statement as a condition of employment.

### Release of Information:

AAUW CA shall take care to insure that information is provided only to those who have a legitimate need for it and that only information relevant to the employment relationship is released.

**Outside Disclosure:** Only the state president shall be responsible for releasing information to outsiders and then only in response to a written request and with the written consent of the employee. However, neutral employment information (employment dates, position held) may be released without the employee's written consent.

No privileged information regarding members is to be released or discussed in any way identifiable with the individual except as stated in the AAUW CA Policies and Procedures.

### Disciplinary Action:

Violation of this confidentiality policy and of the signed confidentiality statement shall constitute grounds for termination of employment.

## **PROBATIONARY PERIOD**

### **POLICY**

#### **New Employee Probationary Period:**

It is the policy of the American Association of University Women of California to require a probationary period of six (6) months for all new employees.

During this period, new employees will receive appropriate introduction to the responsibilities of their position, orientation, and necessary training in order to enhance their skills and abilities to meet their responsibilities. New employees are expected to demonstrate satisfactory job performance and show continual progress in acquiring the knowledge and skills required for the full performance of the duties of their position.

#### **Position Change Probationary Period:**

It is the policy of the American Association of University Women of California to require a 90 day probationary period for all employees who have accepted a different position.

During this period, these employees will receive appropriate introduction to the responsibilities of their position, orientation, and necessary training in order to enhance their skills and abilities to meet their responsibilities.

During this period, these employees are expected to demonstrate satisfactory job performance and show continual progress in acquiring the knowledge and skills required for the full performance of the duties of their position.

### **PROCEDURE**

During probationary periods, employees:

- Are expected to accept willingly supervision of their job-related duties.
- Can expect periodic comments from the supervisor regarding performance, and
- Will receive performance appraisals/evaluations as described in the performance appraisals/evaluations section of this handbook.

## **HIRING**

### **POLICY**

It is the policy of the American Association of University Women of California to hire job applicants who have been determined to be qualified for the position that is open.

### **PROCEDURE**

#### **Selection/Hiring:**

Applicants selected for hire, upon acceptance of the job offer, will receive a hiring package, which includes the specifics of employment.

#### **Right to Work:**

All job offers made by AAUW CA are contingent on the selected applicants' legal right to work in the United States.

# WORK CONDUCT

## POLICY

It is the policy of the American Association of University Women of California to expect certain levels of conduct from every employee.

## PROCEDURE

Employees' failure to maintain proper standards of conduct or violation of the following guidelines shall constitute grounds for termination of employment.

### **Rules and Regulations:**

Employees are expected to:

Be at their work places and ready to work at the established starting time, and to remain at these positions and perform their work assignments, except for designated breaks, until the end of the work day.

Perform the assigned duties and fulfill their responsibilities to AAUW CA, as defined within individual job descriptions.

Be available to work as scheduled or requested.

Report any unexpected absence from work within the first half hour of the work day.

Maintain a professional, business-like appearance in accordance with acceptable business standards or in accordance with their duties.

Be courteous and professional.

Employees are required, for insurance and emergency purposes, to report promptly any changes in personal status: name, address, telephone number, marital status, etc.

All work related injuries must be reported immediately to the position supervisor.

During work hours personal phone calls are for emergency situations only. (Family needs will be dealt with on a case-by-case basis).

Personal business is to be conducted outside of work hours.

Medical or dental appointments, or legal, family or other commitments should be scheduled so as not to conflict with the work schedule. Emergency situations will be handled on an individual basis.

**The following acts or forms of conduct are prohibited** and shall constitute grounds for terminations of employment:

Bringing firearms or weapons of any kind, intoxicating liquors, narcotics, drugs or chemicals into the work place.

Being on the job while under the influence of intoxicants of any type.

Falsely stating or making claims of injury.

Removing without authority, AAUW CA property, records or other material.

Destroying AAUW CA property or equipment.

Refusing to follow supervisor's directions or instructions.

Fighting or engaging in horseplay.

Violating common safety or health rules or engaging in conduct which creates a safety hazard.

Leaving the job, except during designated breaks, before the end of the work day without authorization of the position supervisor.

Restricting productivity or interfering with others in the performance of their assigned duties.

Violation of AAUW CA's confidentiality policy concerning members or employees of AAUW CA.

Displaying a poor attitude during the performance of duties, or toward members or co-workers.

Harassment of any nature toward members or co-workers.

Being late to work or absent without authorization.

Note: Employees absent for three consecutive days without notifying the position supervisor shall be terminated from employment due to **job abandonment**. Failure to return on time from an authorized leave of absence or vacation shall also be considered **job abandonment**.

The foregoing guidelines may not be all inclusive of the proper standards of conduct or obligations which employees must observe at all times, but are intended to provide employees with fair notice of what is expected of them. However, since it is impossible to list exhaustively every type of unacceptable act of conduct/performance, employees should be aware that conduct not specifically listed in the foregoing, but which adversely affects or is otherwise detrimental to the interests of AAUW CA, including other employees and members, shall constitute grounds for termination of employment

The existence of a Corrective Counseling Procedure in no way alters the at-will status of each employee. AAUW CA reserves the right to terminate any employment relationship without resort to corrective counseling or any disciplinary procedures.

# **SEXUAL HARASSMENT**

## **DEFINITION**

Sexual harassment has been defined by federal and state regulation as a form of sex discrimination. It includes any unwelcome action, sexual in content or implication: (1) if submission to the action is either an explicit or implicit term or condition of employment or (2) if submission to or rejection of the action is used as a basis for employment decisions affecting the employee. It may also include conduct that has the purpose or effect of interfering with the employee's work performance or creating an intimidating, hostile, or offensive work environment. Examples of this kind of conduct are comments about someone's body or physical appearance; her/his clothing or sex life; sexual jokes and sexual innuendoes; using demeaning and offensive language or touching; patting or blocking someone's way. Sexual harassment includes unwelcome sexual advances; requests or demands for sexual favors; and other verbal physical, or visual conduct of sexual nature.

## **POLICY**

American Association of University Women of California is committed to offering employment opportunity based on ability and performance, in a productive climate of mutual respect free of discrimination. Accordingly harassment of any kind by staff, supervisors, or volunteers will not be tolerated. Harassment by visitors, vendors or contractors to AAUW is also prohibited by this policy.

## **PROCEDURE**

Employees and employment applicants may direct inquiries or complaints to the AAUW CA president (or designee).

The president (or designee) will provide corrective counseling and assistance to employees and applicants who believe that they have been subject to harassment and will immediately investigate complaints.

Any employee determined by impartial investigation to have harassed another employee, applicant for employment, or volunteer will be subject to appropriate disciplinary action up to and including termination.

A non-employee who subjects an employee to harassment in the workplace will be informed of AAUW's harassment policy by the AAUW CA president. Other preventive action will be taken if necessary.

# **DRUG FREE, ALCOHOL FREE, SMOKE FREE, and VIOLENCE FREE WORK ENVIRONMENT**

## **POLICY**

It is the policy of the American Association of University Women of California that the workplace be drug free, alcohol free, smoke free and violence free.

### **WORK ENVIRONMENT: DRUG, ALCOHOL AND SMOKE FREE WORKPLACE**

No one formally or informally affiliated with AAUW CA shall manufacture, distribute, dispense, possess, or use illegal or intoxicating drugs and/or substances in our workplace. Employees of AAUW CA who encounter instances of manufacture, distribution, possession, or use of illegal drugs in the workplace shall refer such incidents to the state president. AAUW CA will establish an awareness program to inform employees about the dangers of drug and alcohol abuse in the workplace, the organization's policy of maintaining a drug, alcohol and smoke free workplace, any available drug or alcohol counseling, rehabilitation and employee assistance programs. The program will also describe possible penalties that may be imposed upon employees from substance abuse violations.

### **WORK ENVIRONMENT: VIOLENCE FREE WORKPLACE**

Violence or threats of violence whether serious or in jest are strictly prohibited.

## **PROCEDURE**

AAUW CA shall provide each employee with a copy of its policy. It shall be a condition of employment that employees agree to abide by the terms of the statement.

Employees also agree to notify the state president of any criminal substance abuse conviction for a violation occurring in the workplace no later than five days after such conviction. As required, AAUW CA will impose a sanction on or require the satisfactory participation in a substance abuse assistance or rehabilitation program by any employee so convicted.

AAUW CA will investigate threats of violence in the workplace in order to ensure the protection of employees and members. Such investigations will not impermissibly invade the privacy of employees. Disciplinary action may be taken as a result of the investigation.

### **Disciplinary Action:**

Violation of this policy shall constitute grounds for termination of employment. Illegal use of drugs and use of intoxicants by an employee during working performance may be grounds for immediate dismissal. Any employee found selling or using drugs illegally is subject to immediate dismissal.

## **DRESS CODE**

### **POLICY**

It is the policy of the American Association of University Women of California that all employees are expected to dress in a professional, business-like manner, in accordance with acceptable business, office and job-related standards.

## **CONFLICT OF INTEREST**

### **POLICY**

It is the policy of the American Association of University Women of California that employees shall not be involved in any activity construed as in conflict with the AAUW's mission, goals or use of name.

### **PROCEDURE**

All honoraria, commissions, payments for services or other compensation made to employees, which are related to the purposes or functions of the AAUW CA, shall be the property of the American Association of University Women of California.

AAUW CA employees are free to accept outside employment when it is unrelated to their AAUW CA position, and when AAUW CA time is not spent in preparation or communication regarding outside commitments.

Every employee must disclose to the state president any personal business situation or transaction which is or may be, in conflict with the interest or the purpose of AAUW CA. This includes any instance where an employee or AAUW CA or the employee's immediate family could benefit financially from any business situation or transaction involving AAUW CA.

In cases where an employee determines that personal outside business interests or transactions may constitute a conflict of interest, s/he must report this to the state president in writing. The state president then collects sufficient information concerning the employee's business interest in order to determine if further action is warranted. The state president reviews the information and, with the advice of legal counsel, makes a formal, written recommendation to the AAUW CA Executive Committee describing disposition of the case.

It is the duty of the employee to notify the state president as circumstances change within AAUW CA or in the employee's personal situation such that a conflict of interest arises.

## **SALARY**

### **POLICY**

It is the policy of American Association of University Women of California to pay its employees in a fair and competitive manner based on the requirements of the position, the performance of the employee and the operating budget of the AAUW CA.

### **PROCEDURE**

#### **Pay Periods:**

Employees will be paid semi-monthly. Pay periods run from the 1<sup>st</sup> through the 15<sup>th</sup> and the 16<sup>th</sup> through the last day of each month. A pay schedule is available from the state finance vice president.

#### **Advances:**

No advances will be made.

#### **Salary Adjustments:**

AAUW CA reserves the right to determine salary adjustments according to variance in budget, personnel and other factors.

#### **Salary Confidentiality:**

Only the state president shall be responsible for releasing salary information to outsiders and then only in response to a written request and with the written consent of the employee

## **JOB EXPENSES**

### **POLICY**

It is the policy of American Association of University Women of California to reimburse employees for expenses incurred during job-related travel for the AAUW CA as authorized by the AAUW CA President.

### **PROCEDURE**

#### **Travel Reimbursement:**

Public transportation is reimbursed at cost. AAUW CA reimburses at current policy rate per the AAUW CA Policies and Procedures when using own automobile.

#### **Other Reimbursements:**

Paid staff is reimbursed for reasonable lodging and meals when traveling as required.

## **WORK HOURS**

### **POLICY**

It is the policy of the American Association of University Women of California to comply with the following work hours:

- The scheduled work week, in accordance with the Fair Labor Standards Act, starts at 12:01 AM, Monday, and ends at midnight Sunday.
- The regularly scheduled hours of the AAUW CA State Office are Monday through Friday, 9:30 AM – 2:30 PM. Other designated work hours may apply to specific employees/individual programs.

## **PROCEDURE**

### **Normal work week:**

Full time employees will work in accordance with their offer of employment, normally an eight hour day.

Part-time employees will work in accordance with their offer of employment, normally a four hour day unless otherwise scheduled.

Part-time employee work schedules will be generally arranged one week in advance.

### **Lunch Hour/M meal Period**

No more than six hours may be worked without a lunch break of 30 minutes or more. For each four hours on the job, an employee is permitted a rest period of up to 15 minutes with pay.

## **OVERTIME**

Prior authorization is required for an employee to work overtime. Overtime will be paid to all non-exempt staff members in compliance with the Fair Labor Standards Act (FLSA). Any work in excess of 8hr/day is subject to 1.5 times the staff member's regular hourly rate, and any hours worked in excess of 40 hr/week is also subject to 1.5 times the employee's hourly rate. Any work in excess of 12 hr/day is subject to 2x the employee's hourly rate. Any work in excess of 8 hr/day on the seventh day of any workweek is subject to 2x the employee's hourly rate.

If overtime is approved, the employee may choose either 1.5x the normal hourly rate or compensatory time at 1.5x the number of overtime hours worked after an 8 hr. day or a 40 hour week. Compensatory time off is at the request of the employee, by written agreement before the performance of work.

## **PERFORMANCE APPRAISALS/EVALUATIONS**

### **POLICY**

The performance appraisal policy of the American Association of University Women of California is based on the belief that employees have the right to know how well they are performing and where improvement is needed. It is the responsibility of position supervisors to meet periodically with their assigned employees for the specific purpose of advising them of their job performance.

Performance appraisals can take the form of casual conversation between the supervisor and employee, more structured discussions, or written evaluations wherein the supervisor and state president (or designee) review the evaluation with the employee. The written evaluation is signed by all parties.

### **PROCEDURE**

**Evaluations** are the more formal written appraisals of an employee's job performance and are based on the employee's job description, past evaluations, employee work plan (if any), and the supervisor's observations and discussions/meetings with the employee since the employee's date of hire or last evaluation.

## **Evaluations of Probationary Employees:**

### **New Employees**

The supervisor will conduct a written performance evaluation on each new employee at the end of 90 days of employment or at any time during the probationary period if the employee is demonstrating unsatisfactory job performance. Continued unsatisfactory job performance shall constitute grounds for termination of employment. At least one more evaluation will be conducted prior to the end of the probationary period in order to make a determination about continuing employment

### **Employees who change to a different position**

End of assignment evaluation: Supervisors will conduct a written performance evaluation when an employee has accepted a different position and is finalizing the current assignment.

Different job, 60 day evaluation: Supervisors will conduct a written performance evaluation on these employees at end of 60 days of employment in the new position or at any time during that 90 day probationary period if the employee is demonstrating unsatisfactory job performance.

Continued unsatisfactory job performance shall constitute ground for termination of employment.

## **Annual Evaluations**

All employees will receive an annual written performance evaluation at the end of each fiscal year by their supervisor and the state president. The results of such performance evaluations will be reported to the AAUW CA Executive Committee and a copy of the evaluation placed in the employee's personnel file. The employee's comments and signature shall be included with the written evaluation as filed.

# **CORRECTIVE COUNSELING**

## **POLICY**

It is the policy of the American Association of University Women of California to use a corrective counseling procedure to resolve any discrepancy in work performance or in any other conflict arising from a work situation.

## **PROCEDURE**

Any corrective counseling situation will be handled in the following manner:

- The supervisor will meet with the employee to discuss the problem and the corrective action to be taken.
- The date for the completion of the corrective action must be in writing.
- Results of corrective counseling must be in writing.
- The supervisor will alert the state president (or designee) of corrective counseling and provide written documentation for the employee's personnel file.
- An employee's refusal to participate in the corrective counseling procedure shall constitute grounds for termination of employment.

## BENEFITS PACKAGE

### POLICY

It is the policy of the American Association of University Women of California to cover all employees as follows:

- Social Security
- Unemployment Insurance
- Worker's Compensation Insurance

## EMPLOYEE TAXES AND PROVISIONS

### POLICY

It is the policy of the American Association of University Women of California to pay, on behalf of employees, and to deduct from the paychecks of employees, certain taxes and other payments mandated by law.

### PROCEDURE

AAUW CA shall make payment on behalf of each employee, to the extent provided by law, to cover the following:

- FICA (Federal Social Security – employer's share)
  - Paid into the Social Security Fund
- State of California Unemployment Insurance
  - Provides benefit payments awarded to ex-employees who are unemployed "through no fault of their own."
- Workers' Compensation Insurance
  - Provides benefits to employees in case of on-the-job injuries.

AAUW CA shall make deductions from the paychecks of each employee, to the extent provided by law, and make payments on behalf of each employee to cover the following:

- FICA (Federal Social Security – employee's share)
  - Paid to the Social Security Fund
- Federal Income Tax Withholding
  - Paid to IRS
- State of California Income Tax Withholding
  - Paid to State of California
- State of California Disability Insurance
  - Deposited to the Disability Insurance Fund; provides benefits awarded to an employee who is unable to work because of an injury or illness incurred other than through the course of employment

## **HOLIDAYS**

### **POLICY**

It is the policy of the American Association of University Women of California to observe certain holidays.

### **PROCEDURE**

Employees are entitled to these days off with pay:

New Year's Day

Martin Luther King Jr.'s Day

Presidents' Day

Memorial Day

Independence Day

Labor Day

Thanksgiving Day

Christmas Day

The workdays that fall between Christmas Day and New Year's Day when the office building is closed.

If a holiday falls on a Saturday, the AAUW CA office will be closed the preceding Friday.

If a holiday falls on a Sunday, the office will be closed the following Monday.

## **LEAVE**

### **POLICY**

It is the policy of the American Association of University Women of California to provide paid vacation and personal leave for eligible employees.

### **PROCEDURE**

Regular full-time employees will earn one day of paid vacation per month of employment. No more than 10 days of vacation may be on the books at any one time.

Temporary and part-time employees will not receive paid vacation.

Regular full-time employees shall earn .5 days paid personal leave per month of employment. It must be used within the current calendar year. Temporary and part-time employees will not receive personal time.

Vacations must be taken at a time most convenient for the scheduled programs of AAUW CA. Requests for vacation must be submitted in writing and approved by the AAUW CA President or designee at least one month in advance of the planned vacation start date.

### **Family and Medical Leave**

AAUW CA complies with the Federal Family and Medical Leave Act of 1993 and the CA Family and Medical Leave Act. Since the provisions of this law are quite complex and cannot be set forth in full herein, it will be necessary for employees to consult the law itself in order to learn exact rights under the Family and Medical Leave Act. AAUW CA permits staff who meet the eligibility requirements of FMLA to use earned leaves during

their absence until such time as the earned leave is depleted. Any leave after that time will be without pay.

### **Bereavement**

A special leave of three days with pay is provided upon the death of a spouse, parent, sister, brother, child, grandchild, grandparent, or current parent-in-law. Additional days of leave without pay may be taken with the approval of the AAUW CA president. In the event the employee has not completed 180 days of employment the employee will be allowed up to 3 days off without pay to attend the funeral of a member of her/his immediate family as defined above,

### **Jury Duty**

An employee who is called for jury duty will be granted up to a maximum of five (5) days with pay, while on active jury duty.

## **CATASTROPHIC ILLNESS**

### **POLICY**

It is the policy of American Association of University Women of California that employees with life threatening illnesses—including, but not limited to, heart disease, cancer and AIDS—may continue to work if they can do so without endangering their own health or safety or that of their co-workers, and can perform their jobs to meet acceptable standards.

## **ILLNESS AND INJURY PREVENTION**

### **POLICY**

It is the policy of the American Association of University Women of California to provide safe and healthful working conditions, as the safety and health of AAUW CA employees and volunteers on premises continue to be a prime consideration in operating AAUW CA.

### **PROCEDURE**

Health and safety information will be posted at the AAUW CA office. It is the responsibility of every employee to access this information and become familiar with the materials and their roles.

Failure to comply with safety procedures shall constitute grounds for termination of employment.

## **SEPARATION FROM EMPLOYMENT**

### **POLICY**

It is the policy of the American Association of University Women of California to recognize both voluntary and involuntary separations from employment.

AAUW CA considers any separation initiated by the employee as **voluntary**.

- Resignation. Employees may terminate employment with AAUW CA at any time.

- Job abandonment. Unauthorized absence from work for three or more consecutive days is considered job abandonment; i.e., another form of voluntary separation from employment.

AAUW CA considers any separation initiated by the AAUW CA as **involuntary**

- Layoff. Usually occurring only in instances of substantial budget cuts within the AAUW CA.
- Other separation from employment, usually because of performance or conduct not meeting the requirements and/or standards of AAUW CA.

## **PROCEDURE**

### **Employee Separation Notices**

Employees are encouraged to submit written notice of intent to leave the AAUW CA at least two (2) weeks in advance. Such notices should be signed and dated by the employee and will become a permanent part of the employee's personnel file.

In case of dismissal, regular employees who have been employed for more than six months, released for reasons other than misconduct, will receive two weeks' notice or pay in lieu of notice. No compensation will be made to employees dismissed during the probationary period or if dismissal is due to misconduct.

### **Final Wage Payments**

- For voluntarily separating employees giving notice, all wage payments due will be made on the employee's last working day. If notice was not given, payment will be made within 72 hours.
- For involuntarily separating employees, all wage payments due will be made on the employee's last working day.

## **GRIEVANCE PROCEDURE**

## **POLICY**

It is the policy of the American Association of University Women of California to provide its employees with the opportunity to resolve any disputes or complaints, arising out of a work situation within the AAUW CA, by following the grievance procedure outlined here.

For purposes of this procedure, a dispute or complaint shall be defined as a claim by a employee that s/he has been affected adversely by: 1) a violation of AAUW personnel policies contained in the AAUW CA Personnel Policies and Procedures handbook or by 2) conflict situations inherent in the work environment, for example, disputes about performance evaluations or working conditions.

## **PROCEDURE**

The office manager and the legislative advocate work under the direction of the state president. Other employees work under the direction of the office manager.

Employees with problems as described above are expected to consult their immediate supervisor.

If matters are not resolved, problems should be put into writing and sent to the state president, with a copy placed in the employee's personnel file. If the problem remains unresolved, the state president shall consult with the Executive Committee where final authority shall rest.

When written complaints are received, employees will have the opportunity to state their cases to the Executive Committee. Meetings of the Executive Committee will be held confidential when dealing with personnel matters.

## **CHANGES/REVISIONS**

### **POLICY**

The Executive Committee of the Board of Directors of the American Association of University Women of California reserves the right to change or revise these policies at any time.

### **PROCEDURE**

Employees of the AAUW CA will be notified of any pertinent changes or revisions as soon as possible, by one or both of the following methods:

- Posting of policy revisions
- Distribution of written revisions

**I have read and understand the information in the AAUW CA Personnel Policies handbook.**

\_\_\_\_\_  
**Name**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature**



# Policies & Procedures

## April 2018



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## 1. Tech Trek: AAUW California

Mission statement: AAUW California Tech Trek Science and Math Camps for Girls strive to develop interest and excitement in Science, Technology, Engineering and Math (STEM) and self-confidence in eighth grade young women by providing the experience of living one week on a college campus and participating in hands-on activities in math, science and related fields.

Tech Trek is a program of AAUW. As such AAUW California abides by all governing rules of the organization. The AAUW CA Special Projects Fund acts as the fiduciary agent for the project.

These policies have been adopted by the AAUW California Board of Directors to govern this project.

### 1.1. Leadership Structure

1. **AAUW California (AAUW CA) and AAUW California Board of Directors (AAUW CA BOD):** The Tech Trek Camps are under the jurisdiction of the AAUW CA BOD.
2. **AAUW California Special Project Fund (AAUW CA SPF):** The AAUW CA SPF is a non-profit 501(c)(3) corporation that serves as the fiduciary agent for the AAUW CA Tech Trek Camps. It is not involved in the day-to-day administration of the camps.
3. **AAUW CA Project Oversight Committee:** The Project Oversight Committee is charged with evaluating the project and making recommendations about the project to the TT State Coordinator and the AAUW CA BOD.
4. **Tech Trek State Coordinator (TT State Coordinator):** The TT State Coordinator is appointed by the AAUW CA President. The TT State Coordinator is responsible for the oversight of all Tech Trek Camps in California; consults with the Project Oversight Committee and reports to the AAUW CA BOD.
5. **Tech Trek Financial Liaison (TT Financial Liaison):** The TT Financial Liaison is appointed by the AAUW CA President. The TT Financial Liaison is responsible for the financial oversight of all Tech Trek Camps in California and is the overall project treasurer.
6. **Funds Development Committee:** An ad hoc group is appointed as needed by the TT State Coordinator and reports to the TT Financial Liaison to identify Tech Trek camp needs across the state and develop a funding campaign to meet those needs.
7. **Camp Director:** Each Tech Trek Camp has a director or directors who are appointed by the TT State Coordinator. They are responsible for the organization and administration of a specific camp. The Camp Director reports directly to the TT State Coordinator.
8. **Camp Treasurer:** Each Tech Trek Camp has a treasurer who is appointed by the

Camp Director. The Camp Treasurer is responsible for the detailed, day-to-day financial accounting of their specific camp. The Camp Treasurer works with the TT Financial Liaison to ensure the camp meets all the project's fiduciary requirements.

9. **Branch Coordinator:** Each AAUW CA branch has a contact person to coordinate all aspects of sponsoring campers, including, but not limited to, submitting reservations to the Camp Director, contacting local schools, selecting the campers, fundraising, sending funds to the Camp Treasurer, and sending camper registration information to the Camp Director.

See Section 4 for all Tech Trek job descriptions.

## **1.2. Participation Agreements and Contracts**

1.2.1. The TT State Coordinator initially communicates with the AAUW CA branches regarding the number of reservations for each branch. After reservations are received and the initial packet of information is sent to the branches, each Camp Director takes over direct communication with the branch coordinator.

1.2.2. -Each participating AAUW CA branch signs a Branch Participation Agreement annually with AAUW CA to adhere to the rules of the project. This document is kept on file both at the branch level and with the AAUW CA office. TT State Coordinator has copies on file.

1.2.3. -All Camp Directors sign a Letter of Agreement annually between them and AAUW CA Tech Trek. The TT State Coordinator keeps this on file.

1.2.4. -All camp staff must complete annual training approved by AAUW and the Project Oversight Committee.

## **1.3. Website**

1.3.1. Location and Authority.

The official website for Tech Trek is [www.aauw-techtrek.org](http://www.aauw-techtrek.org). Information on the website will be kept current by the web editor appointed by the TT State Coordinator. All content must be approved by the TT State Coordinator before posting to the AAUW website.

1.3.2. Purpose.

The purpose of the website is to provide information to Tech Trek personnel, teachers, AAUW CA branch coordinators, former and prospective campers, and the general public.

1.3.3. Camper Privacy.

At no time will pictures of the campers have any personal identifying information attached to them. This is to protect the camper's privacy.

## **1.4. Timeline and Deadlines**

Each Camp Director determines the detailed timeline for her camp and coordinates that timeline with the overall state project timeline and deadlines. Timeline and deadlines for the overall Tech Trek project are as follows:

Winter	<p>Camp Directors engage teachers, counselors, and other volunteers, and plan field trips.</p> <p>TT State Coordinator, TT Financial Liaison, and the Project Oversight Committee evaluate budget to determine whether to submit a request for the AAUW CA BOD to change camper fees for the following year by the April deadline. (See Budget Preparation and Camper Fees 2.1.3.)</p>
<b>March 1</b>	Deadline for AAUW CA branches to submit camper sponsorship fees to Camp Treasurer.
<b>April 15</b>	Branch Coordinators submit completed camper registration forms to Camp Directors.
Spring	<p>Camp Directors order camp supplies, finalize daily schedules, and keep all camp staff and volunteers updated.</p> <p>Camp Directors submit camp staff and stipend list to TT State Coordinator for approval at least two months prior to camp, and the approved list is sent to the Project Oversight Committee to be included in its review. Later staff additions/changes shall be sent to the TT State Coordinator and forwarded to the Project Oversight Committee as they occur.</p>
May-June	Camp Directors distribute packets to campers 1-2 months in advance of the camp date, and submit final lists and forms to TT State Coordinator.
June-August	<p>Camps take place.</p> <p>Directors send staff and camper lists, camp schedules and the camp report to the TT State Coordinator before the Tech Trek Annual Meeting in the fall. Directors send a complete preliminary budget report to the TT Financial Liaison.</p>
August	Administrative packets mailed to branches from the AAUW CA BOD, including state directory and Tech Trek information.
September	<p>Camp reservation forms sent to branches. This document is emailed to the current Branch Coordinator on file by the TT State Coordinator.</p> <p>Camp Treasurers submit proposed budget to TT Financial Liaison <b>no later than September 5</b>. Consolidated Tech Trek budget is presented to the Project Oversight Committee for review <b>no later than September 15</b>.</p> <p>The Project Oversight Committee, after review, submits the preliminary budget with a motion to approve to the AAUW CA BOD prior to its October meeting.</p>
<b>October 15</b>	Reservation deadline for Branch Coordinators to submit their requests for the number of girls they wish to sponsor and the specific camp to which they wish to send them.

Fall Tech Trek Annual Meeting. The goal of the meeting is to evaluate the camps, decide on future policy, provide training for camp staff, and any other related business. (Usually in September or October)

Camp Directors negotiate camp dates, confirming details of the contract with the sites. (Some camps do this during the summer while they are on campus, others not until after the final bill has been paid.)

Camp Directors form executive leadership for each camp.

TT State Coordinator creates and sends a packet to the participating branches by the end of November that provides all necessary forms and guidelines for the branches to use.

Camp Directors confirm branch reservations.

**December 15** TT Financial Liaison presents revised TT consolidated budget to Project Oversight Committee for review. The Project Oversight Committee will present it as a motion to the AAUW CA BOD for approval at their January board meeting.

### **1.5. Camp Assignments**

The Camp Directors and the TT State Coordinator, in consultation with the Branch Coordinators, will make the final decision on camp assignments.

### **1.6. Camper Selection**

#### **1.6.1. Sponsorship Authority**

Only AAUW CA branches may sponsor campers and only the branches have the authority to select campers with any funds they solicit from individuals or outside organizations. However, the TT State Coordinator has the discretion to allow special arrangements with non-AAUW entities (called partners) to also sponsor campers, to ensure a diverse representation of girls from across the state. All potential campers shall go through the same selection process as outlined in this document.

#### **1.6.2. Camper Selection Procedures**

Branches may select students from any middle school in their area. AAUW encourages primary focus on public schools.

All branches shall follow the following procedures to ensure a comfortable fit between the applicants and the camp:

1. Science and math teachers at participating schools recommend their students to the branch, using a prepared list of qualifications.
2. Recommended students are asked if they wish to apply for a campership; if yes, their parents give permission for the branch to contact them.
3. Students complete an application and write an essay on a set subject.

4. The branch selection committee selects which of the applicants to interview (if they opt not to interview all applicants), and sends a description of the camp to all of them and their parents along with the invitation to the interview, so they understand it is an academic, not recreational, camp. It is highly recommended that branches also interview the parents to explain the camp's expectations of the student and family.
5. The selection committee chooses the applicants they think will best benefit from Tech Trek according to the number of scholarships they have available.
6. The Branch Coordinator submits all required information about selected campers to the Camp Director and ensures the campers complete and return all required forms by the deadlines prior to camp.

### 1.6.3. Camper Selection Criteria

Criteria for selecting finalists:

1. Teacher recommendations, focusing on the goals of Tech Trek to identify girls whose established interest in math/science is at risk of flagging, and encourage them to pursue STEM fields of study.
2. The candidate herself, and not her family members, want to attend camp.

Note: Students need to know there will be schoolwork at camp. It's mostly hands-on, and little or no homework, but the students are expected to be attentive and fully participate in classes and all activities.

3. Mobility. Parents of students with special mobility needs must contact the Camp Director who will help facilitate a solution in advance of the camp.

### 1.6.4. Camper Selection Timeline

Some dates are generalized and should be adjusted to each branch's needs. However, other deadlines are specific. School district calendars should be consulted well ahead of time before trying to schedule interviews.

Fall/Winter	Branch Coordinator distributes information and the request for potential camper recommendations to math and science teachers at local middle schools.
By February 15	Math and science teachers submit names of recommended students who are currently in the 7th grade to Branch Coordinator. Branch Coordinator may limit the number each teacher may submit.
By March 10	Branch Coordinator contacts recommended students and requests a camper application, parent certification form, and essay on a designated STEM subject.
By March 21	Branch reviews application materials submitted, and selects finalists for interview.
By April 10	Branch interviews finalists (mandatory) and their parents (optional). Branch selects recipients and notifies all applicants, in writing, of their standing

(selected, selected as alternate, not selected). All applicants shall be notified at the same time, preferably at home.

By April 15	Branch Coordinator submits names/addresses/emails of campers selected to respective Tech Trek Camp Director.
May/June	Branch may hold a get-together for the selected campers before camp. This can be held in conjunction with other branches in the area.
Summer	Branch coordinators and branch members are encouraged to attend Branch Visitation Day held by each camp. Visitors will be able to see campers at work, meet camp staff, and see the facilities.

## **1.7. Tracking Former Campers and Tech Trek Reunions**

### **1.7.1. Branches Tracking Former Campers**

Branch Coordinators are required to keep track of their campers for 5 years after their attendance at Tech Trek. (See form 5.10). Branch Coordinators will be provided annually with a spreadsheet showing current information on file for former campers, and are expected to assist the TT State Coordinator in keeping the information updated and current.

### **1.7.2. Tech Trek Reunions**

The TT State Coordinator will appoint a chair to plan Tech Trek Camper reunions. Reunions have been held in the past in coordination with AAUW CA conventions. Expenses incurred for the reunions are paid from the Tech Trek General Account. Former campers will be notified of the reunion via the Tech Trek website and/or email from the list in the Tech Trek database.

## **1.8. Annual Meeting**

### **1.8.1. Annual Meeting Purpose**

AAUW CA requires state projects to meet annually. The purpose of the Tech Trek annual meeting is to:

1. Review and assess the past year.
2. Discuss possible changes for coming year, including camper fees.
3. Learn from one another.
4. Learn about new Tech Trek and SPF procedures.
5. Train new Camp Directors and Treasurers.

### **1.8.2. Location and Timing**

The TT State Coordinator and Financial Liaison establish the date and location of the annual meeting after conferring with the Camp Directors and Treasurers. The meeting is held in the fall, usually in September or October. The location will alternate each year between northern and southern areas in the state, with easy airport access. The meeting will be one day only, unless circumstances require an additional day.

### **1.8.3. Attendance at Annual Meeting**

The meeting will include the TT State Coordinator, TT Financial Liaison, Project Oversight

Committee Chair, AAUW CA President, representative from SPF, and Camp Directors and Camp Treasurers. Breakfast, lunch, and snacks are provided to all attendees. Two representatives from each camp (Camp Director and Camp Treasurer), the TT State Coordinator and TT Financial Liaison will be reimbursed for travel expenses from Tech Trek funds. Representatives from AAUW CA Project Oversight Committee, SPF and the AAUW CA President will provide their own funding to attend. In the case of co-Camp Directors, travel funding is provided for only one to attend unless the Camp Treasurer is unable to attend. Additional attendees may be approved by the TT State Coordinator in consultation with the TT Financial Liaison, dependent on the TT administrative budget to cover the additional expenses.

#### 1.8.4. Outgoing/Incoming Camp Personnel Attending Annual Meeting

Since only two representatives per camp may attend the Annual Meeting, priority is given to new camp personnel attending. Outgoing camp personnel may attend the Annual Meeting at their own expense. Outgoing Camp Directors who are not continuing in the position should meet with the new Camp Director before the Annual Meeting to share lessons learned. The same applies to the Camp Treasurer position.

#### 1.8.5. Telephone Conference Call Meeting

Attendance at the Annual Meeting is the most effective and efficient way to ensure all camp leaders have the training and information needed to execute their jobs well. However, if it is deemed necessary to hold a follow-up meeting for anyone who missed the Annual Meeting, it will be scheduled at the earliest time convenient to the participants; if an in-person meeting is not practical, the meeting may be a conference call or video conferencing.

## **-2. Finances**

AAUW CA SPF is the fiduciary agent for Tech Trek. Tech Trek follows AAUW CA SPF and

AAUW CA policies and procedures for all financial transactions. The SPF fiscal year is from January 1 to December 31. It is different from the standard AAUW fiscal year. See also sections 4.2 and 4.4 for job descriptions of all positions involved in Tech Trek finances.

## **2.1. Budget**

### **2.1.1. Budget Authority and Approval**

Tech Trek must submit proposed budgets and final financial reports in accordance with both SPF and AAUW CA BOD requirements:

1. Submit SPF required reports per SPF policy by the SPF deadline.
2. Submit a preliminary Tech Trek budget to the Project Oversight Committee for its review and approval. It should include a report of the previous year's budget and actual totals, broken down by individual camps, along with explanatory notes of where expenditures or revenues were notably different from the budgeted amount.
3. The Project Oversight Committee will present the proposed budget to the AAUW CA BOD for approval.

### **2.1.2. Budget Timeline**

January	AAUW CA BOD reviews and approves overall Tech Trek project preliminary budget.
Mar-Apr	Camp Directors and Treasurers submit a revised budget to the Financial Liaison no later than March 15, who then submits it by April 1 to the Project Oversight Committee for review and presentation to the AAUW CA BOD for approval at its April board meeting.
Sep-Oct	Camp Directors and Treasurers prepare a year-end budget report of actual expenses compared to budget. Report is submitted to Financial Liaison prior to the Tech Trek Annual Meeting.
December	Camp Directors and Treasurers submit a preliminary camp budget to the TT Financial Liaison by December 15, who then prepares and submits to the Project Oversight Committee a preliminary consolidated TT budget by January 1.

### **2.1.3. Budget Preparation and Camper Fees**

1. Camp budgets shall be prepared at the account level (see Chart of Accounts in 2.7.3) using the best information available, with the understanding that some expenses and revenues may not be easily estimated that far in advance. The year-end financial report shall include explanatory notes to address notable differences between budgeted and actual totals.
2. The AAUW CA BOD must approve changes in camper fees no later than January each year.
3. Tech Trek funds may not be used to pay AAUW dues for camp staff.

## 2.2. Camper Fees

1. The Tech Trek Camp fee varies between camps, due to the vast differences in fees charged by the colleges and universities where camps are held throughout the state of California. During the review of camps at the Tech Trek Annual Meeting in the fall, the Camp Directors and Treasurers discuss camp fees and suggestions for changes are presented to the AAUW CA BOD.
2. The AAUW CA BOD sets camper fees at their January meeting.
3. Each camper's family will pay a non-refundable \$50 fee to the sponsoring AAUW CA branch as a commitment to attend camp. If the family cannot afford the fee, the branch may elect to absorb the \$50. The family fee is due after May 1 to the branch. The family contribution of \$50 is NOT tax deductible and shall be deposited into the respective branch account.
4. The branch total due per camper includes the \$50 from the camper's family

## 2.3. Deposits

After receiving the TT State Coordinator's approval of the branches' reservation request in the fall, each Branch Coordinator is responsible for sending the funds necessary to the appropriate Camp Treasurer(s) to cover all reserved camper fees by **May 1**.

### 2.3.1. Deposit Procedure for Branch Coordinators

1. For contributions to be tax deductible for the donor, the check must be payable to AAUW CA SPF, with Tech Trek and the name of the camp on the memo line. **Checks made payable to AAUW CA SPF may NOT be deposited into a branch bank account.** If the donor does not care about tax deduction for the donation, the branch may collect cash and checks made payable to the branch and transmit a branch check to SPF.
2. The checks received for Tech Trek are transmitted to the Camp Treasurer within two weeks of receipt using the Tech Trek Branch Deposit Form
  - a. The Branch Coordinator shall mail the checks and a paper copy of the completed deposit form to the Camp Treasurer.
  - b. At the same time a deposit is mailed, the Branch Coordinator shall email an electronic copy of the deposit form to the Camp Treasurer.
  - c. Checks dated no later than December 31 shall be sent to the Camp Treasurer by January 10 so they can be processed by January 15.

### 2.3.2. Deposit Procedure for Donations from Foundations or Corporations

Many foundations and corporations will only make donations if they can mail their checks directly to the entity on file with the IRS as a 501(c)(3): AAUW CA Special Projects Fund.

Branches or camps anticipating donations of this type shall consult with the TT Financial Liaison to receive instructions on the proper forms and procedures.

### 2.3.3. Deposit Procedure for Camp Treasurers

1. Checks received from branches and other sources shall be transmitted within two weeks of receipt to the SPF bookkeeper using the SPF deposit form. (See attachment 5.7.) The branch name should not be abbreviated to avoid errors in bookkeeping.
2. If the check being transmitted is a REFUND, the deposit form should be clearly marked REFUND. to alert the bookkeeper not to charge an administrative fee for the transaction. Do NOT combine donation deposits and refunds on the same deposit form.
3. Each deposit shall have its own distinct deposit number and file name, using this format:

#### **D-FY-Sequence#-Camp Number-Camp Name**

Example: The first deposit for FY 2013 for UC San Diego would be:

#### **D-2013-1-5032-San Diego**

The electronic file shall have the same name.

4. At the same time the deposit is mailed to the SPF bookkeeper, an electronic version of the deposit shall be emailed to:
  - [spffinance@aauw-ca.org](mailto:spffinance@aauw-ca.org)
  - TT Financial Liaison
  - TT State Coordinator
  - Camp Director
  - Branch Coordinators, as confirmation of their deposits
5. The camp treasurer receives a copy of the SPF transaction reports and reviews it to confirm the deposits have been accurately recorded.

### 2.3.4. Donation Acknowledgments

Per IRS regulations, any single donation of \$250 or more will receive a letter of acknowledgment from AAUW CA SPF. For single donations less than \$250, the branch should write a letter of acknowledgment on branch letterhead **only when the check was made payable to the AAUW CA Special Projects Fund and when the amount did not include a meal, merchandise, or other benefit to the donor, using the following text:**

*“Contributions to the [insert project name] made payable to the AAUW California Special Projects Fund (AAUW CA SPF) are tax deductible to the donor. No goods or services were provided in exchange for the donation.”*

In addition to this paragraph, the letter should include the amount of the check and the date.

### 2.3.5. Branch Carryover Funds

Any remaining balance in branch deposits after the camp is held and camper fees have been deducted will be applied to the next year’s camp scholarships at the most current camper fee rate.

### 2.3.6. SPF and Tech Trek Fees

1. SPF administrative fee will be deducted from each camp's total deposits, not from the branch balances with each camp. The SPF fee is shown on monthly financial reports from SPF and the camp treasurer shall enter it into expense tracking record.

2. Tech Trek administrative fee is 1% of all camper fees. The Tech Trek fee is calculated by the TT Financial Liaison and deducted from the total camper fees after the final number of campers is determined for each camp. The TT Financial Liaison prepares a transfer voucher that is sent to the Camp Treasurers and to the SPF bookkeeper to record.

## **2.4. Refunds-Cancellations and Early Departures**

### **2.4.1. Cancellations or No Shows**

If a camper cancels at any time after being notified of acceptance, the sponsoring branch should send an alternate. If the branch does not have an alternate to send to camp, other branches should be offered the opportunity to send an alternate camper.

### **2.4.2. Filling Vacancies**

If a camper cancels and another branch is able to fill the vacancy, the branch that released the spot is not required to pay for the camper's spot. However, if the vacancy remains unfilled and the site does not allow refunds, the branch forfeits camper fees. If a substitute is found, only the branch that sends the camper is obligated to pay.

### **2.4.3. Early Departure**

Branch Coordinators shall be notified of any early departures by Camp Directors and have the option of requesting up to \$100 per day from the parents. Branches shall not be refunded any camper fees for the early departure of their camper.

## **2.5. Transfers**

### **2.5.1. Inter-Camp Transfer**

When a branch has deposited money to one camp and needs any portion of their balance to pay for campers at another camp, the respective camp treasurers coordinate the accounting transfer in cooperation with the TT Financial Liaison who submits the transfer request to SPF.

## **~~2.6. Grants~~**

~~2.6.1.~~ When necessary, the TT State Coordinator and TT Financial Liaison shall appoint a Grants Clearinghouse Coordinator to maintain a record of branches and grants so that multiple branches do not apply for funds from the same source.

### ~~2.6.2.~~ Review of Grants by AAUW CA and SPF

If a grant requires submission of financial records (such as audit reports or tax returns) from SPF or AAUW CA, the preparer must submit the grant request to the SPF President and the AAUW CA CFO for review. Review may take two weeks or more, so the grant preparer must provide sufficient time for both of these officers to review the submission.

### ~~2.6.3.~~ SPF Notification

The AAUW CA SPF President shall be provided copies of all grant applications and award letters sent to the TT Financial Liaison.

### ~~2.6.4.~~ Grant Distribution

When Tech Trek receives a grant, the administration and distribution of the grant is the responsibility of the TT State Coordinator and TT Financial Liaison in tandem. They shall follow the guidelines and specifications contained in the grant application and award letter.

As much as possible, funds from Tech Trek grants shall be distributed evenly among the camps as stipulated in the grant guidelines and specifications and used to cover administrative costs. However, the TT State Coordinator and TT Financial Liaison have the discretion and authority to distribute grant funds in whatever manner they deem the best long-term interests of the project.

## **2.7. Vouchers and Issuing Checks**

### **2.7.1. Voucher Rules**

Tech Trek expenses are paid by AAUW CA SPF through the existing voucher system. Payment is made as long as the expenditures are within the project's budget allocations and the project has adequate funds on deposit with AAUW CA SPF to cover the expenses.

1. All vouchers shall be submitted electronically
2. All vouchers shall be accompanied by scanned copies of receipts/invoices.
3. Invoices or bills for goods or services from a vendor or institution shall be submitted with a voucher for payment directly to the vendor or institution.
4. Travel reimbursement for mileage driven shall be made at the current rate approved by the AAUW CA BOD. (Contact the AAUW CA CFO for the current rate.) Mileage reimbursement requests must contain a MapQuest or Google Maps printout including the addresses for location of origin and destination and a map indicating the miles traveled.
5. Vouchers shall not be approved for payment until the AAUW CA BOD has approved the Tech Trek budget for that fiscal year, unless with prior approval from the AAUW CA President.
6. Vouchers shall be submitted within 30 days after the expenses were incurred.
7. Payees shall be advised that it can take **up to-3 4** weeks from the initiation of a voucher until payment is received.

### **2.7.2. Voucher Signature Requirements**

Since voucher submissions are electronic, the Camp Treasurer will send the voucher to the Tech Trek Financial Liaison for review and approval. The Financial Liaison's imbedded signature will be on the approved voucher that is sent by the Camp Treasurer to SPF for payment.

### 2.7.3. Chart of Accounts for Tech Trek

When preparing expense reports, camps will use the SPF chart of accounts, below. See definitions of pertinent line items. Contact the Financial Liaison if unsure of which account to use. Should a new type of expense arise for which there is no applicable account, the Financial Liaison shall work with the SPF to determine its best placement or arrange to have a new account created.

ACCOUNT NAME	DEFINITION
Background Check	LiveScan fees
Campus Cost	Lodging, meals, classrooms/lecture halls, labs, keys, internet, pool fees, parking
Development	Costs to bring in staff early or a meal after camp. Costs for directors/staff to visit other camps (must be budgeted and approved by camp director), expenses for branch visits by directors. <b>Does not include annual directors' meeting.</b>
Equipment Purchase	For buying long lasting items out of designated funds.
Field Trips	Includes field trip costs (entry fees & meals not through university food services) plus transportation.
Insurance	Liability and AD&D insurance premium costs to be divided between camps by financial liaison.
Printing & Copies	Materials sent to campers, branches. Camper/staff notebooks—all copying except for teaching materials (See Teaching Materials)
Rental	Golf Carts, Copy Machines, Refrigerators, Rental vehicles, medical items. Storage space.
Software	Purchase of software and licenses
Stipend	All stipends/honoraria for teachers, dorm monitors, JCs, nurse, PE, camp director, assistant director, workshop/mini-lab presenters, etc.
Camper Supplies	Camper materials (notebooks, lanyard, t-shirt, water bottles, snacks, photos/CDs, pins, pens/pencils, etc.), snack costs and medical supplies.
Staff Supplies	Paper, envelopes, equipment, etc.
Teaching Material	Instructional materials & project supplies (e.g., test tubes, blue tape, classroom materials, including duplicating for core class/mini lab use)
Gifts	Volunteer/staff gifts (incl. JCs)
Postage	costs for mailing & shipping (incl. FedEx, UPS, USPS)
Mileage/Transportation	includes all mileage/travel reimbursement for staff and volunteers. <b>Does NOT cover costs of TT Annual Meeting</b>

#### 2.7.4. Voucher Process

Each voucher shall have its own distinct number and file name, using the format:

**V-FY-Sequence#-Camp Number-CampName**

Example: the first voucher for FY 2013 for UC San Diego would be:

**V-2013-1-5032-San Diego**

The electronic file shall also have the same name.

The initiator will attach original receipts and mail it to the Camp Treasurer.

The Camp Treasurer prepares the voucher and submits it to the TT Financial Liaison for review and approval.

The Camp Treasurer verifies that a W-9 with the same name and address as on the voucher is on file with SPF. If not, the payee must provide a new W-9. The new W-9 is mailed directly to the SPF Treasurer.

Upon receipt of the TT Financial Liaison's approval, the Camp Treasurer emails an electronic copy of the voucher to:

spffinance@aauw-ca.org

TT State Coordinator

TT Financial Liaison

Others as deemed necessary

Any special processing must be included on the voucher and the email in **LARGE RED LETTERS**.

If the recipient of the check is other than the payee, this must be **marked in bold** on the voucher and noted in the email to the SPF Treasurer.

Payment is processed and delivered according to SPF policies and procedures.

Camp Director Cash Advance

Camp Directors may request a cash advance for up to \$2000 to provide cash on hand for expenses that occur before camp begins. There must be more than \$2000 in the SPF camp account before the request is submitted. The cash advance is requested with a voucher.

The cash advance shall be cleared by submitting a voucher and receipts.

#### 2.7.6. Void Checks

If a check is void for any reason, it should be marked VOID and mailed to the TT Financial Liaison, who will mail the void check to the SPF bookkeeper and email notification of the void check to the SPF Treasurer.

### 2.8. Liability insurance

Liability insurance for Tech Trek CA is purchased by AAUW CA to cover all members and anyone working for AAUW CA in Tech Trek.

### 3. Camp Rules

#### 1. Safety rules

##### 3.1.1. Student-Adult Ratio

There will be a minimum 1:10 ratio of adults to minors at all Tech Trek camps. For example, if there are 80 campers and eight Junior Counselors under the age of 18, there must be nine adults over the age of 18 staying at camp. This ratio shall to be maintained at all times, including field trips.

Junior Counselors shall have an adult supervisor as determined by the Camp Director.

When campers are with any staff who has not been Live Scan approved through Tech Trek, an adult staff member who has been Live Scan approved through Tech Trek must be in the room at all times.

##### 3.1.2. Privacy

AAUW-CA personnel take every precaution to protect campers from inappropriate or unpermitted use of their name, personal information or photographic image in any social media.

Photographs may be taken or video recordings made during Tech Trek educational or recreational activities. This may be done as a group photo, individual photos during camp activities, or as part of a media story, and may appear in the Tech Trek website, news stories, publications or reports on the camp.

##### 3.1.3 Camper Code of Conduct

- In order to make this camp a success, it is vital that all students realize that standards of conduct and behavior must be understood and observed. Proper student conduct is expected the entire time a student is on campus.
- Parents are requested to go over the following items with their daughter, sign where indicated and return this to \_\_\_\_\_.
- \_\_\_\_\_ agrees to all of the following: (*Student Name*)
- Cooperate with all camp leaders, including dorm moms, teachers, counselors, and any other camp volunteers. Demonstrate courtesy and respect for all staff members and campers, and behave in a responsible manner. In the classroom setting, students may not interrupt their classmates or teacher, make fun of them or their expressed views, or disrupt the learning environment.
- Listen carefully to all orientations and observe all safety rules and procedures.
- Attend all scheduled events on time. Contribute to the camp community by sharing ideas and participating in discussions and activities.
- Stay with assigned group unless leader gives permission to do otherwise.
- Never leave the residence hall alone or without permission.
- Wear lanyard with nametag, room key, and meal ticket at all times outside of dorm room, and pay replacement fee for lost keys and/or meal tickets.

- Always lock room when leaving.
- Use cell phones only during designated times. Cell phones are not allowed during class.
- Observe "lights out" and "courtesy noise" policies (to be explained on arrival at camp).
- Be responsible for my own health and well-being: dressing appropriately for the weather, eating meals, drinking enough water, getting enough sleep, taking my medications (if applicable), and notifying the event staff if I do not feel well or suspect a health problem.
- Respect the property of others, including college property and facilities. Treat all equipment and/or supplies provided for my use with care. I understand that I will be assessed for damages to any equipment/supplies in the event that my use of such equipment/supplies is negligent and/or abusive.
- If enrolled in a computer class, not download programs nor make any changes to any program or system files, other than those the teacher specifies.
- Be responsible for personal belongings and will not hold AAUW CA Tech Trek Science Camp for Girls responsible for any personal property that may be lost, damaged, or stolen while participating at a Tech Trek camp.
- Give permission for my belongings to be searched by event staff while I am present, when the health, well-being, or safety of myself or other participants requires it.
- Not possess or use tobacco, alcohol, or any illegal substance, which would be grounds for immediate removal from camp.
- Not possess firearms or other weapons, which would be grounds for immediate removal from camp.
- Observe other rules that may be announced at the time of camp.

Although students who are disruptive may be given the opportunity to correct their behavior before they are removed from the program, extreme circumstances may require the Camp Director to remove a student from camp immediately.

If there are serious infractions of the Camp Rules, the girl may be sent home early, at the parent's expense.

#### 3.1.4. Problem Parents

If Camp Directors have difficulties with parents who will not follow the rules, they are to discuss the issue with the TT State Coordinator who will decide the course of action, which may include referring the issue to the AAUW CA President to resolve.

### 3.2. Personnel

3.2.1. Paid teachers are independent contractors hired by Camp Directors. Core teachers are to be female. Camp Director(s) will strive to ensure all other presenters are female, with male presenters as a last resort. All other Tech Trek personnel must be members of AAUW CA, except Junior/Senior Counselors (See specific job requirements and descriptions in Section 4). Selection of personnel is as follows:

1. Camp Director – Appointed by the TT State Coordinator, and must pass the Live

Scan fingerprinting process The TT State Coordinator will take into consideration the recommendation of the current Camp Director but the final decision lies with the TT State Coordinator.

2. Camp Treasurer – Selected by the Camp Director with the help of the TT Financial Liaison. The Camp Treasurer must work closely with the Camp Director.
3. Dorm Moms – Selected by the Camp Director, and must pass the Live Scan fingerprinting process.
4. Teachers – Selected by the Camp Director, and must pass the Live Scan fingerprinting process.
5. Junior/Senior Counselors – Selected by the Camp Director from a list of recommended former campers from her camp. If this is the first two years of a new camp, the junior/senior counselors are selected from recommended former campers from the nearest camps, some of whose branches now send to the new camp. All Junior/Senior counselors are selected after an application/essay/interview process. If they are 18, then they must also pass the Live Scan fingerprinting process.
6. Camp Nurse/Health Aide – Selected by the Camp Director, and pass the Live Scan fingerprinting process.

### 3.2.2. W-9 Form Requirements

Per AAUW CA SPF rules to meet IRS reporting regulations, current W-9 forms shall be on file with the AAUW CA SPF Treasurer for all persons or vendors receiving compensation through AAUW CA SPF. This requirement applies to anyone who receives a stipend or honorarium regardless of age, income level, or employment status. All W-9 forms shall be promptly sent to the AAUW CA SPF Treasurer as described in Section 2.7.4.5.

A W-9 form is required each year by SPF when an individual works or provides services to Tech Trek.

W-9 forms are available on the IRS website: [www.irs.gov](http://www.irs.gov).

### 3.2.3. Stipends

Stipends may be awarded as follows:

1. Camp Director: \$2,500. In the case of co-directors, the director stipend is split between them.
2. Core Teacher: \$1,200-1400, based on classroom instruction hours
3. Workshop Presenters: Pro-rated stipends may be compensated, with Camp Director approval, depending on time, number of campers participating, and topic. Co-presenters at a workshop will divide the stipend.

4. Health Aide/Nurse: \$300 -500, depending upon qualifications.
5. Dorm Mom: \$100
6. Intern: 25-75% of the stipend given for the position the Intern is training for, dependent on the level of duties and responsibility given to the Intern compared to what that position typically requires.
7. Additional stipends are at the discretion of the Camp Director with the TT State Coordinator's approval.

3.2.4. Fingerprinting – All volunteers and staff, including core teachers, shall be fingerprinted for a background check, using Live Scan. Those guests not Live Scanned shall 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 will include specifics on copy distribution.

Some volunteer's prints will be rejected as unclear and have to be taken again. It is most important to start the process as early as possible. It sometimes takes two or more months for unclear prints.

#### 3.2.5. Parents as Volunteers

No parent/guardian or grandparent of a camper will be a volunteer while her daughter/granddaughter is attending Tech Trek.

#### 3.2.6. Staff Code of Conduct

In order to make this camp a success, volunteer staff members (teachers, dorm moms, counselors, and other volunteers) must agree to the following:

- Demonstrate courtesy and respect for all staff members and campers, providing a welcoming and pleasant learning environment.
- Read all instructions prior to camp, listen carefully to all orientations, and observe and enforce all safety rules and procedures.
- Attend all scheduled events on time.
- Not bring minor children or other family members or friends to camp at any time during the camp week, understanding that this experience is for the selected campers and all volunteers must agree to devote their focus and attention on the campers' needs.
- Wear lanyard with nametag, room key, and meal ticket at all times outside of dorm room, and pay replacement fee for lost keys and/or meal tickets.
- Always lock room when leaving.
- Be responsible your own health and well-being: dressing appropriately for the weather, eating meals, drinking enough water, getting enough sleep, taking medications (if applicable), and notifying the camp director if you do not feel well or suspect a health problem.

- Respect the property of others, including college property and facilities. Treat all equipment and/or supplies provided for my use with care. I understand that I will be assessed for damages to any equipment/supplies in the event that my use of such equipment/supplies is negligent and/or abusive.
- Be responsible for personal belongings and will not hold AAUW CA Tech Trek Science Camp for Girls responsible for any personal property that may be lost, damaged, or stolen while participating at a Tech Trek camp.
- Not possess or use tobacco, alcohol, or any illegal substance.
- Not possess firearms or other weapons.
- Observe other rules that may be announced at the time of camp.

#### 3.2.7. Removing Personnel.

Should any Tech Trek personnel fail to follow the project's policy or meet its requirements, the following procedure shall be followed:

- The staff member's supervisor and/or the TT State Coordinator explains the deficiencies.
- A plan of action to remedy the deficiencies is outlined, including consequences.
- The staff member either agrees to the plan or is dismissed immediately.
- 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 from her position.

### 3.3. Equipment

Permission from the TT State Coordinator is required before any Tech Trek equipment can be used by someone other than a Camp Director outside of the camp week.

Camp Director, or a responsible designate, SHALL check all common Tech Trek equipment upon arrival and before it is forwarded to the next camp. If any items are missing upon receipt of the equipment, the TT State Coordinator shall be notified immediately. The last camp to have used the items will be charged the cost of replacing the missing equipment.

### 3.4. Classes and Field Trips

#### 3.4.1. Class Size

The preferred maximum number of students in any core class is 22, and the TT State Coordinator should be notified if any core class has more than 22 students. Smaller core class sizes are preferable.

#### 3.4.2. Field Trips

Each Camp Director will seek to include a minimum of one field trip experience that expands the opportunities to teach some aspect of STEM studies, using the resources that best fit the location and camp budget.

### 3.5. Records Retention

Records shall be retained, and then shredded, according to the following time periods:

#### 3.5.1. Camper Information

Application/Parent Guardian Certificate	2-3 years
Attendance Agreement	7 years
Medical releases	7 years
Transportation Plan	2 weeks post camp
Biographical information	2-3 years
Permission (photo and field trip)	in perpetuity
Incident reports	7 years
Early release	7 years
JC recommendations	4-6 years
Camper contact information	10 years
Tracking campers	5 years

#### 3.5.2. Volunteer Information

Biographical information	Updated as needed
Live Scan	3 years after last activity
Medical releases	7 years
Branch Coordinator information	purpose served
Letter of Agreement	3 years post service

#### 3.5.3. Branch Information

Financial transmittal forms	7 years
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#### 3.5.4. Disposal method

Following the retention schedule, records are disposed of in the following manner. Paper records containing sensitive information are to be shredded at the time of disposal. Electronic records are to be deleted from the hard drive of all computers they are stored on. Hard copies of electronic records (CDs or DVDs or other current media) are to be destroyed. Shredding done professionally is a camp expense.

#### 3.5.5. Records Storage

The Camp Director stores paper and electronic records at the camp level until disposal, and transfers all records to a new Camp Director whenever there is a change in that position. Electronic records shall be updated regularly to the current media for usability until the time of disposal. Financial records are kept by the Camp Treasurer and, when a new treasurer takes over, transferred to the new Camp Treasurer. The Live Scan Coordinator keeps Live Scan records. Live Scan records shall be kept under lock and key at all times.

### **3.6. Evaluations**

All camps ask for evaluations from staff, campers and parents. Questions cover the classes and field trips, how well the staff interacted with campers, what changes they might recommend. Staff recommends campers they think will be good candidates as Junior Counselors. Evaluations are done by email, hard copy, or Survey Monkey.

## **4. Job Descriptions**

### **4.1. Tech Trek Coordinator**

The TT Coordinator oversees the entire project, is the primary spokesperson for TT CA, and is the primary resource person and liaison between National, the Project Oversight Committee/ (OC), Camp Directors, and Branch Coordinators. Appointment is for a 1-year term by the AAUW CA President, with the term of office running from January 1 to December 31. Individuals holding this position may be reappointed for up to five 1-year terms.

#### **4.1.2. Qualifications:**

1. AAUW CA member.
2. Flexibility, computer skills (Excel and Word), and accessibility.
3. Good organizational, communication, and people skills.
4. Basic knowledge of simple financial forms such as budgets, profit & loss statements, and balance sheets.
5. Time to devote to the task.
6. Meet all requirements of an AAUW CA committee chair to be accepted by the AAUW CA BOD.

#### **4.1.3. Duties:**

Note: The TT Coordinator may, with the approval of the AAUW CA BOD, appoint assistants and delegate these duties as needed, as long as the TT Coordinator is the primary contact responsible for overseeing that all duties are fulfilled.

4.1.3.1. Manage the TT project on behalf of AAUW CA In consultation with the OC and Camp Directors, review evaluations and facilitate setting goals and plans for the TT project.

1. Provide informative articles for AAUW CA publications, maintain content on the Tech Trek website, and provide the state web team with current content for the state website's Tech Trek page.
2. Work closely with the TT Financial Liaison in all aspects of the project's finances, including reviewing the proposed budget prior to AAUW CA BOD approval, planning the TT annual meeting, submitting any required reports to AAUW CA SPF, coordinating bulk purchases for all camps, and ensuring all vouchers approved meet requirements in Section 2.

3. Work with the Project Oversight Committee in reviewing and updating TT policy and job descriptions.
  4. Visit as many camps each year as possible and facilitate evaluations.
  5. Answer all emails and phone call inquiries from schools, parents, campers, and the public.
  6. Work with state web team to create group email lists for communication with TT staff and branch contacts.
  7. Organize a Tech Trek workshop or plenary at state conventions in conjunction with the state Program Chair and Convention Chair.
  8. Provide quarterly and annual reports as requested by the Project Oversight Committee. .
  10. Perform such other duties as requested by the Project Oversight Committee chair, the AAUW CA State President or AAUW
- 4.1.3.2. Supervises and serves as the primary resource for Camp Directors.
1. Recruit new Camp Directors, instructing them to submit their applications to the office for AAUW CA BOD approval. Assist the TT Financial Liaison in recruiting new Camp Treasurers.
  2. Provide training for new Camp Directors and ongoing training for returning Camp Directors.
  3. Respond in a timely manner to Camp Director questions, concerns, or suggestions.
  4. Assist Camp Directors in recruiting camp staff.
  5. Remove and replace a Camp Director who fails to follow the project's procedures and requirements. (See Section 3.2.6)
  6. Lead and facilitate the TT Annual Meeting (see Section 1.8). Work with Camp Directors to determine a fall date and location that reasonably accommodates their schedules. Alternate locations each year between Northern and Southern California.
  7. Provide Camp Directors with an annual toolkit with all forms and instructions required to perform their duties.
  8. Review and approve a staff stipend list from all Camp Directors and send the Project Oversight Committee the approved stipend list.
  9. Collect post-camp reports from Camp Directors at the close of the camp.

10. Obtain any information (e.g., staff and participant numbers for each camp) from Camp Directors required by the TT Financial Liaison for insurance certificates for each camp facility.
11. Coordinate shared camp equipment and the schedule of rotation between camps. Budget for new equipment and purchases new/replacement equipment. Keep a current inventory of all camp property (item description, serial number, location) and report any inventory changes to the Project Oversight Committee and the insurance company.

#### 4.1.3.3. Serve as the primary resource for Branch Coordinators.

1. In coordination with the TT Financial Liaison, prepare and distribute an annual TT branch packet with all forms and instructions required.
2. Receive branch camper reservations and forward to camp directors who determine the number of campers accepted at their camp
3. Maintain spreadsheets of branch contacts and reservations for each camp.
4. Offer training and support to Branch Coordinators.
5. Update marketing package, including the TT brochure. Notify new Branch Coordinators that marketing brochures and online camp videos are available to them for community outreach.

## 4.2. Tech Trek Financial Liaison

4.2.1. The TT Financial Liaison is responsible for the financial oversight of all California Tech Trek camps run under the Tech Trek Camp project, and is the overall project treasurer. Appointment is for a 1-year term by the AAUW CA President with approval of the AAUW CA Board of Directors, with the term of office running from January 1 to December 31. Individuals holding this position may be reappointed for up to five 1-year terms.

#### 4.2.2. Qualifications:

1. AAUW CA member.
2. Understand financial forms such as budgets, profit & loss statements, and balance sheets.
3. Necessary computer and accounting skills for budget oversight of individual camps and the overall state project.
4. Organizational skills, people skills, and flexibility.
5. Meet all requirements of an AAUW CA committee chair and accepted by the AAUW CA board of directors.

#### 4.2.3. Duties:

1. Ensure sound fiscal management of the project, including detailed budgeting and grant administration.
2. Keep detailed records of all deposits and expenditures for the TT administrative budget.
3. Working with the camp treasurers, monitor the individual camp budgets. Maintain financial records showing actual expenditures against the approved budget.
4. Serve as financial consultant to Camp Treasurers, Camp Directors, and Branch Coordinators.
5. Provide training and current forms for Camp Treasurers.
6. Collect all budget reports in the required format and by assigned deadlines from Camp Treasurers
7. Review and approve all vouchers submitted by Camp Treasurers, verifying that they are completely and properly filled out and adhere to all SPF and TT policy guidelines and limits.
8. Serve as fiscal liaison for the AAUW CA BOD, SPF, Project Oversight Committee and AAUW, and individual camps.
9. Prepare and submit an annual project budget and year-end financial report to the Project Oversight Committee.

#### **4.3. Camp Director**

4.3.1. The Camp Director is responsible for all the preparation, coordination and supervision of a Tech Trek camp at one campus location. This position may be divided into two or more co-directorships or shared with assistant directors or planning committees, but the overall responsibility must reside with the director or co-directors. The Camp Director/Co-Directors shall be given a copy of the TT policy, and will be provided with any required training by the TT Coordinator.

#### 4.3.2. Qualifications:

1. AAUW CA member.
2. Enjoy working with 12-13-year-olds, good negotiating skills, and flexibility.
3. Experience as a teacher or assistant director at the Tech Trek campus for which they become Camp Director. For new campsites, experience at the teacher or assistant director level at one

Tech Trek camp. Alternative camp work experiences may apply at the Coordinator's discretion, possibly requiring additional training.

4. Time to devote to the task throughout the year, but in particular in the two months prior to the camp. Must be present on the campus for the duration of the camp

5. Good organizational and people skills.

6. Basic knowledge of simple financial forms such as budgets, profit & loss statement, and balance sheet.

7. Working knowledge of Microsoft Word and Excel as well as email proficiency.

Duties:

Responsible for overseeing:

Curriculum development, including at least one engineering and one computer science class, contract negotiations and approvals with the hosting facility and AAUW-CA TT leadership, coordination with the campus conference service personnel, field trips arrangements;

Identification and selection of core teachers (who receive a stipend), volunteers to serve as health aide/nurse (who receives a small stipend), dorm moms, counselors, volunteers to serve as workshop presenters (a small stipend may apply), and any other positions that are necessary for running the camp successfully.

Procurement of necessary camp supplies except for those purchased for the entire project

Development of the daily schedule for the week of camp.

Work with the branch coordinators to ensure that all campers' paperwork is provided and money has been deposited with the Camp Treasurer for reserved camp spots.

Provide Live Scan forms and information on the procedure for new camp staff members 18 years and over, and information for annual background checks for returning staff.

Coordinate with Camp Treasurer, preparation of vouchers according to SPF instructions for vendors, teachers and volunteers to be paid. Ensure current W-9 forms are on file with SPF for all receiving payments.

Provide numbers and other input for camp supplies that are ordered for the entire project.

Provide Camp Treasurers with camper reservations count by branch. Maintain close contact with Camp Treasurers throughout the year, copying them on all vouchers and financial reports and coordinating with them to develop the camp budget. At some camps the Camp Treasurer may handle the voucher with Camp Director input.

Promptly answer emails from TT leaders, camp staff, branches, and families of campers assigned to the camp.

Immediately consult with Health Aide/Nurse when notified by the staff member first reviewing camper health/medical forms of any out-of-the-ordinary health issues or special needs. If the Health Aide/Nurse does not receive satisfactory information from the potential camper's family, the director will follow up to ensure proper communication. It is critical that the camp be prepared to handle the health issues of all campers.

Attend local branch and IBC meetings and the AAUW CA annual meeting/convention, whenever possible and convenient, to promote Tech Trek, network, and recruit staff.

Attend the mandatory Tech Trek Annual Meeting and provide meaningful input for improvement of the overall Tech Trek project.

Manage all print and electronic records for the camp according to the Record Retention file. (See Section 3.5 for records retention policy)

Oversee camp website updates, blogs and private camp Facebook pages

Provide numbers to TT Coordinator for insurance certificates

Handle public relations/press relations/public outreach with policy

makers, Ensure that safety/security procedures are followed

Manage communication with parents/families

Mandated reporter

#### **4.4. Camp Treasurer**

4.4.1. The Camp Treasurer is expected to maintain accounts of all camp expenses and income.

4.4.2. Qualifications:

1. AAUW CA member.

2. Working knowledge of Microsoft Word and Excel as well as email proficiency.

3. Necessary computer and accounting skills to maintain records, create budgets, report donations to the SPF treasurer and fill out forms online.

4.4.3. Duties:

1. Provide ongoing information to the Camp Director as to the status of the camp finances throughout the year and consult with her regarding branch deposit issues that arise.

2. Assist the Camp Director in creating a budget for the camp for submission to the TT Financial Liaison in early September. Reviews for budget update in January.
3. Receive funds from the branches and forward them on to SPF within 14 days of receipt using the correct forms. (See Section 2.3.1 for procedures).
4. Assist the branches when they have questions regarding any of the financial forms and on any other questions regarding missing checks, matching gift project checks.
5. Notify branches as to their financial standing regarding payment for campers on a regular, continuous basis. At the conclusion of the camp, provide branches an accounting of any money carried over to the next year.
6. Keep updated on AAUW financial policies concerning donations and the correct way for donors to write checks in order to claim an IRS deduction. Ensure that all checks forwarded to AAUW-CA SPF are made out correctly.
7. Work with the TT Coordinator, TT Financial Liaison and other Camp Treasurers to develop new or improve existing processes and procedures.
8. Camp treasurer submits vouchers to pay Universities according to University timing requirements. After camp is over, camp treasurer submits vouchers to reimburse directors, teachers and staff for stipends, mileage and supplies used at camp.
9. Attend Tech Trek Annual Meeting in the fall, if possible.

#### **4.5. Branch Coordinator**

4.5.1. The Branch Coordinator submits camp reservations to TT Coordinator, coordinates the funds sent to the Camp Treasurer for camper sponsorships, supervises camper selection, and provides camper registration information to the Camp Director.

##### **4.5.2. Qualifications:**

1. Member of the branch.
2. Have the necessary computer skills to maintain records, report donations to the camp treasurer, and fill out forms online. Working knowledge of Microsoft Word and Excel as well as email proficiency required.

##### **4.5.3. Duties:**

1. Read the TT branch packet sent each fall, with the understanding that there may be changes from previous years' procedures explained in the packet, and meet all required deadlines.

2. Coordinate camper selection. (See Section 1.6)
3. Ensure funds are sent to Camp Treasurer by deadline and using proper payment procedures. (See Section 2.3)
4. Work with and respond to TT Coordinator.
5. Work with Camp Director to coordinate all aspects of registering campers and submit all required forms by the stated deadlines.
6. Keep in touch with former campers. Maintain records of all campers and update the camper tracking form annually.
7. Coordinate branch members' visits to camp on Branch Visitation Day.
8. Train successor and transfer all forms and records to her/him.

#### **4.6. Core Teacher**

The core teachers are selected by the Camp Director and provide the primary focus of the camp curriculum.

##### **4.6.1. Qualifications:**

1. Experienced teacher, ideally with middle school or high school teaching experience and credentialed in the STEM fields, but STEM professionals may also be considered if their skills in working with the campers' age group can either be observed or confirmed from a reference of a current highly qualified Tech Trek teacher.
2. Passion for STEM subjects and ability to connect with 12-14-year-olds.
3. Conduct herself professionally, have integrity, and be a team player.
4. Ability to be flexible in scheduling and content of her course.
5. Live Scan fingerprinted by the Camp Director's stated deadline (typically six weeks prior to camp).

##### **4.6.2. Duties**

1. Develop curriculum in consultation with the Camp Director, with content that fills 15 hours of class time. The academic level of the curriculum should provide the campers with a meaningful and challenging experience.
2. Get the Camp Director's prior approval for the purchase of all class equipment and supplies.

## **4.7 Dorm Mom**

4.7.1. Dorm Moms provide the emotional foundation the campers need while on their Tech Trek adventure, looking out for the girls' best interests and representing their needs, making sure they get where they need to be and do what they need to do, and that they are treated with respect and concern.

4.7.2. Qualifications:

1. AAUW CA member and at least 21 years old.
2. Physically capable of keeping up with active campers, according to the camp's walking and stair-climbing requirements.
3. Enjoy working with 12-13-year-olds, good negotiating skills, and flexibility.
4. Live Scan fingerprinted by the Camp Director's stated deadline (typically six weeks prior to camp).
5. Review camp rules, camper contracts, and complete any required training prior to camp.

4.7.3. Duties:

1. Remain on campus for the duration of the camp, and arrive early (for orientation and training) according to the Camp Director's instructions.
2. Responsible for between 7-12 campers, serving both as their advocate and enforcer of camp rules, ensuring they get where they need to go, have fun, and stay safe.
3. Know where assigned campers are at all times.
4. Attend any staff meetings as required by the Camp Director.
5. Hold regular dorm group meetings, and assist in any other camp activities for the dorm group.
6. Assist in classrooms and on field trips when possible, as needed by the Camp Director.
7. Be willing and able to intervene and deal with potential minor difficulties between campers, homesickness and limited discipline issues.
8. Not a mandated reporter but encouraged to be trained and to report.

## **4.8. Health Aide/Nurse**

4.8.1. The camp nurse/health aide is on hand to provide basic medical and emotional support as

needed, and is the first line of medical assistance provided to campers.

#### 4.8.2. Qualifications:

6. AAUW CA member.

7. Pass Live Scan or background check as mandated by Camp Director (typically six weeks prior to camp)

8. Extensive nurse's training, senior year student or retired nurse with updated training

9. First Aid courses required, CPR certificate preferred if no RN or MD is on site

10. Physically capable of walking the campus

11. Experience working with children

12. Must complete any required training prior to camp

#### 4.8.3. Duties:

1. Review all medical forms prior to camp and become familiar with any potential health problems described in the campers' medical histories. Contact the Camp Director if parent/guardian does not respond in a timely manner to requests for additional information.

2. Be present at camper registration to receive camper medications and discuss any issues with parents/guardians. Observe campers throughout the week in their interactions with others.

3. Be familiar with infirmary supplies; replenish as needed, submitting voucher. Administer daily medications or treatments as required by the camper. Assess any illness or injury, keeping precise records of every camper medical interaction, and filling out incident reports. Inform Camp Director of any serious illness or injury and contact campers' parents/guardians and/or doctors as needed.

4. Keep Dorm Moms informed of camper health issues.

5. Attend staff meetings as requested by Camp Director.

6. Maintain 24/7 cell phone availability to all staff and camp volunteers for medical concerns, and be available to attend any activities or field trips as required by the Camp Director.

7. Mandated reporter

#### **4.9. Intern**

4.9.1. An Intern is someone in training to take on a new job for the camp the following year.

Ideally the intern will “shadow” someone during the camp to learn the job, taking on small pieces of the assigned role under supervision.

4.9.2. An Intern, upon completing the internship, will meet all the qualifications of the position for which she is training.

#### **4.10. Junior/Senior Counselor**

4.10.1. Former campers who serve as assistants to the camp staff and role models to the campers.

4.10.2. Qualifications and Expectations:

1. Minimum age: *at least* two years after attending camp for junior counselor.
2. Ability to exercise good judgment, emphasize safety, and exhibit exemplary behavior as a role model to the younger campers.
3. Flexibility.
4. Be friendly and able to conduct oneself with a positive attitude.
5. Abide by dorm closure and bedtime hours, sleep in assigned bed, abide by dress code, and attend all meals and activities.

4.10.3. Duties:

1. Assist in preparation of buildings and campus areas for Sunday registration.
2. Assist Dorm Moms where assigned.
3. Meet and greet campers and their families on Sunday arrival.
4. Attend dorm meetings in your buildings.
5. Meet with your supervisor each day to be informed of the day’s activities, new assignments, and changes in schedules.
6. Assist the teacher to whose class you are assigned.
7. Assist in daily activities as assigned.
8. Assist on campus field trips.

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9. Perform other tasks as assigned by Camp Director.

#### **4.11. IT Assistant**

4.11.1. The IT Assistant provides technical support to the TT Coordinator and TT Financial Liaison.

4.11.2. Qualifications:

4. AAUW CA member.

5. Knowledge of multiple computer operating systems, email proficiency.

6. Working knowledge of FileMaker Pro, Excel, Word, and other software used by Tech Trek.

7. Ability to fix simple computer hardware problems.

8. Flexibility.

4.11.3. Duties:

1. Develop maintain, and update the Tech Trek database.

2. Assist with all computer hardware and software needs.

#### **4.12. Live Scan Coordinator**

4.12.1. The Live Scan coordinator is certified by the state as the sole member of AAUW CA receiving results from Live Scan background checks. All persons who would ever be alone with a Tech Trek camper must undergo the background check that involves digital fingerprinting. This would include camp directors, nurses, core teachers, dorm mothers and any counselors 18 or older.

4.12.2. Qualifications:

1. AAUW CA member.

2. Efficient record keeping.

3. Able to pass the FBI check.

4.12.3. Duties:

1. Maintain list of potential staff members, sent by the camp directors, having the Live Scan procedure.

2. Notify camp directors when each name is approved.
3. Keep approval documentation secure
4. Send the camp directors the forms and instructions on how to fill them out each year in the spring.

#### **4.13. Procurement Coordinator**

4.13.1. The procurement coordinator arranges for the purchase of all-camp items such as T-shirts, pens, lanyards or neck wallets.

4.13.2. Qualifications:

1. AAUW CA member.
2. Ability to use Excel, Word and email.
3. Strong communication skills.

4.13.3. Duties:

1. Act as liaison between the designer and the company.
2. Secure from camp directors the number of items needed.
3. Place the orders.
4. Coordinate delivery sites and dates for each camp's shipment.
5. Arrange for payment with the Financial Liaison.

#### **4.14. Web Editor**

Appointed by the State Coordinator, the Web Editor is given access to the AAUW Tech Trek web pages for CA camps. The Web Editor maintains and updates the content and appearance of those web pages, at the request of the Camp Directors and the State Coordinator. Requires knowledge of and ability to use WordPress.

#### **4.15. Fund Development Committee**

4.15.1. An ad hoc group appointed by the TT Coordinator to identify Tech Trek camp needs across the state and develop a funding campaign to meet those needs.

4.15.2. Qualification:

1. AAUW CA members.
2. Knowledge of Tech Trek needs.

4.15.3. Duties:

1. Gather information regarding the needs of the camps, quantify in dollars and prioritize.
2. Look at the potential fund sources.
3. Strategize how to reach those sources and how each might help Tech Trek reach a specific goal.
4. Create a campaign theme, along with the "ask" and the pay-offs.
5. Create and implement the plan of action and timeline.
6. Report to the TT Coordinator and the TT Financial Liaison.

# Speech Trek Policies and Procedures

July 2018



A project of

AAUW California

## 1. Definitions

### 1.1. Speech Trek Mission statement

Speech Trek mission: To promote understanding and communication of gender-equity issues among high school students through their research, preparation, and presentation of high-quality speeches, while promoting the value of public speaking as a life and leadership skill.

### 1.2. Speech Trek History

Speech Trek was established by AAUW CA in 2007. In 2009, it was renamed the Eleanor Stem Allen Memorial Speech Trek Contest in honor and memory of an AAUW member and teacher who recognized the importance of public speaking skills in teaching students about issues that matter to AAUW, and in gratitude to her family for providing ongoing financial support for the project.

#### Leadership Structure

1. **AAUW California (AAUW CA) and AAUW California Board of Directors (AAUW CA BOD):** Speech Trek is a state project under the jurisdiction of the AAUW CA BOD.
2. **AAUW California Special Project Fund (AAUW CA SPF):** The AAUW CA SPF is a non-profit 501(c)(3) corporation that serves as the fiduciary agent for Speech Trek. It is a pass through funding entity and is not involved in the policies and procedures of the project.
3. **AAUW CA Project Oversight Committee:** The Project Oversight Committee has direct supervisory authority over the project on behalf of the AAUW CA BOD.
4. **Speech Trek State Coordinator:** The State Speech Trek Coordinator is appointed by the AAUW CA president and reports to the Project Oversight Committee. The State Speech Trek Coordinator is responsible for coordinating the project for all participating branches.
5. **Speech Trek Treasurer:** The Speech Trek Treasurer is appointed by the AAUW CA president and reports to the Project Oversight Committee. The Speech Trek Treasurer is responsible for the financial oversight of the project and is the overall project treasurer.
6. **Branch Speech Trek Coordinator:** Each participating AAUW CA branch has a contact person to coordinate all aspects of the local Speech Trek competition and to submit the winner's unedited video to the State Speech Trek Coordinator (per Branch Tool Kit instructions) for consideration as a state finalist.

See Section 5 for detailed job descriptions.

## 2. Speech Trek Contest Rules

### **2.1. Branch Participation**

Each participating AAUW CA branch signs an Annual Branch Participation Memorandum of Understanding (MOU) with AAUW CA agreeing to adhere to the rules of the project. This document is kept on file at the branch level, with the State Speech Trek Coordinator, the AAUW CA President and the AAUW CA office.

### **2.2. Eligibility**

Speech Trek is open to all high school students in California. The contest is open to girls and boys enrolled in any public and private high schools, as well as home schooled students. Students who were among the three finalists at the state competition in prior years may participate in local Speech Trek competitions but are ineligible to repeat as state finalists. Students who received Honorable Mention but did not compete at the state competition are eligible to compete another year.

### **2.3. Participant Requirements**

1. Students must submit an application and signed parent permission form (if contestant is under 18 years old) to the Branch Coordinator by the branch's declared deadline.
2. Students must turn in a signed affidavit authorizing the branch and state's use of the student's name and image.
3. Students must perform an original speech of his/her own that addresses the announced topic and is 5-6 minutes long.
4. Speeches must be presented live before an audience, at a date and location arranged by the branch.

### **2.4. Branch Competition Rules**

1. Branch speech competitions must be judged by a minimum of three judges, none of whom may be an AAUW member or a relative of the Branch Speech Trek committee or participant. Participants should be judged on:
  - a. Delivery -- 50%.
  - b. Content -- 50%
2. Timing begins when the contestant first speaks, not including microphone tests. Students are to prepare an original 5-6-minute speech with a 30-second grace period on either side. Speaking under 4 minutes-30 seconds or over 6 minutes-30 seconds will result in disqualification.

3. The contestant may, optionally, use notes, as long as they are contained on a single card no larger than 4x6 inches.
4. The performance will be videotaped during the branch contest. The video must at least show the contestant's torso and face, as well as all movement around the stage.

## **2.5. State Competition Rules**

1. The first-place winner of each branch competition is eligible for the state competition.
2. Each branch submitting an entry for the state final must send the State Speech Trek Coordinator the following by the March 1 deadline:
  - a. Entry fee of \$25, made out to "AAUW CA SPF" with "Speech Trek" and the branch name in the memo line of the check.
  - b. Contestant affidavit allowing use of contestant's name and image.
  - c. The contestant's link to the videotape from the branch competition, which must be uploaded to YouTube. Only the unedited video taken at the branch competition in front of a live audience may be used for entry into the state competition, not one made at a later date. A submission using a video taken after the branch competition is automatically disqualified from the state competition. The video shall include only the contestant's speech, and the YouTube time stamp shall be used by the judges to confirm the speech meets the time requirements (Section 2.3.3).
3. A minimum of three judges, none of whom are AAUW CA members or relatives of State Speech Trek committee members or participants, will be selected by the State Speech Trek Coordinator to review the videos of the winners of the branch competitions, using the same judging criteria as the branch competitions (see 2.4.1). They will select and rank 4<sup>th</sup> and 5<sup>th</sup> place honorable mention winners and name the top three as finalists who will be invited to participate in the state final competition. Judges will not discuss the competitors during the viewing or competition, but they should confer after to determine the standings, and if necessary to break a tie by consensus.
4. A student may participate in the branch contest in multiple years but is only eligible to be a state finalist once.
5. If one of the top three finalists cannot attend the final, the fourth place honorable mention winner may be invited to compete in the state final if adequate travel budget funds are available. If the fourth place contestant is unavailable, the fifth place honorable mention winner may then be invited if adequate travel funds are available.
6. The state final competition shall be held in front of a live audience in conjunction with the

AAUW CA annual meeting or convention, following the same guidelines as those outlined in Section 2.4-Branch Competition Rules.

7. Three judges, none of whom may be AAUW CA members or relatives of State or Branch Speech Trek committees, will be selected by the State Speech Trek Coordinator to judge the three state finalists, using the same judging criteria as the branch competitions (see 2.4.1). Judges will not discuss the competitors during the viewing or competition, but they should confer after to determine the standings and, if necessary, to break a tie by consensus. National AAUW members who are not members of AAUW CA are eligible to be judges of the state final competition. Anyone who judged a branch competition is ineligible to judge the state final.
8. The finalists' speech videos will be posted on the AAUW CA website after the state competition.

## **2.6. Topic**

3. The topic of the speech must be directly related to AAUW mission, ideally from recent AAUW research reports.
4. The State Speech Trek Coordinator consults with the Project Oversight Committee to determine the topic.
5. Next year's contest topic is announced at the state final competition at the AAUW CA Convention or Annual Meeting.

## **2.7. Prizes**

1. Each branch will determine awards for their contestants at the branch competitions, which may be monetary awards, merchandise, or certificates.
2. The top three state finalists and one chaperone for each contestant will have their expenses covered to attend the final competition (within the limitations outlined in Section 3.3).
3. Cash prize awards shall be:
  - a. Fifth place honorable mention: \$150
  - b. Fourth place honorable mention: \$250
  - c. Third place finalist: \$500
  - d. Second place finalist: \$1,000

- e. First place finalist: \$1,500
- 4. Top-three finalist prizes are only awarded for finalists who attend and are judged before a live audience at the state final. There is no cash award for an invited finalist who fails to attend. Anyone named a state finalist who does not attend the final will instead be mailed a certificate of achievement.
- 5. All cash prizes, including the honorable mention awards, will be mailed to the contestants after the state final competition, after the judges' decisions are announced and vouchers have been signed and processed by AAUW CA SPF.

### **3. Finances**

#### **3.1. AAUW CA Special Projects Fund (SPF)**

1. AAUW CA SPF is the fiduciary agent for Speech Trek. Speech Trek follows AAUW CASPF policies and procedures for all deposits and vouchers for payments.
2. The SPF fiscal year is from January 1 to December 31. It is different from the standard AAUW fiscal year.

#### **3.2. Budget Authority and Approval**

Speech Trek must submit proposed budgets and final financial reports in accordance with both SPF and AAUW CA BOD requirements.

1. Speech Trek Treasurer submits SPF required reports per SPF policy by the SPF deadline of January 1.
2. Speech Trek Treasurer submits a proposed budget to the Project Oversight Committee prior to the July leadership meeting.
3. The Project Oversight Committee submits proposed project budget to the AAUW CA BOD for approval at their fall meeting.
4. Spending may never exceed budgeted amounts without prior authorization from the AAUW CA BOD.
5. The State Speech Trek Coordinator shall consult with the AAUW CA President, Meetings Planner, and (in a convention year) Convention Manager to recommend fees for the state board's approval for anyone to attend just the Speech Trek state final without attending the annual meeting or convention.

#### **3.3. Budget Requirements**

4. Donations. Per AAUW CA requirements for any state project, Speech Trek must be self-funded, with adequate income to cover all expenses. Using AAUW CA SPF as the fiduciary agent allows all donations to be tax deductible. Adequate funds must be in place each year BEFORE the state finalist prize amounts are announced and the proposed budget is submitted to the AAUW CA BOD for approval.

The primary source of funding for Speech Trek since 2009 has been the Allen family. The Speech Trek Coordinator or Treasurer shall contact the Allen family and receive the funds (or formal promissory note guaranteeing their donation) no later than July, and the funds must be deposited by March 1.

Each branch submitting an entry in the state final competition shall pay a \$25 entry fee to help offset some of the expenses of the event.

Additional donations may be solicited from AAUW branches or other sources, as deemed necessary by the project leadership. Donations must be made out to "AAUW CA SPF" with "Speech Trek" on the memo line in order to be tax deductible.

Should the primary source of funding be significantly reduced or eliminated, a task force shall be established by AAUW CA BOD to evaluate other funding possibilities to ensure the project's long-term sustainability.

**5. Expenses. The budget must include:**

- a. Cash awards for the two honorable mentions and top three finalists (See 2.7.3).
- b. Travel expenses for the State top three finalists and one chaperone for each to attend the state final competition.
- c. Travel expenses for the State Speech Trek Coordinator to attend the state final competition.
- d. The SPF administration fee.
- e. Lunch expense for non-AAUW judges.

**3.4. Reimbursement for Expenses**

1. Travel and meal (per diem) expenses eligible for reimbursement will be according to current AAUW CA reimbursement policy. (See AAUW CA Policy 1006, Reimbursement Procedures).
2. Lodging is only provided if the distance traveled requires an overnight stay, and must be arranged in advance in consultation with the Meetings Planner to be included in AAUW CA's master billing for the event (annual meeting or convention). Speech Trek reimburses AAUW CA for the lodging expenses after the event.
3. The reimbursement combination of travel, hotel, and meals that is LEAST expensive to the project is the highest priority in arranging attendance at the state final.
4. SPF voucher forms must be filled out completely with receipts attached for ALL reimbursements. The State Speech Trek State Coordinator must approve all vouchers.
5. No travel expenses to attend the state final may be paid in advance. However, if a contestant does not have the financial resources to attend without prior assistance, the

sponsoring branch shall be notified that they may pay the contestant and chaperone's initial travel expenses and submit a voucher to be reimbursed within the limits of the project's reimbursement policy. The contestant and chaperone may then be reimbursed for any additional expenses as long as their documentation makes clear which expenses were incurred by the branch.

6. Contestants and their chaperones do not have to pay registration fees for the AAUW CA convention or annual meeting to participate in the speech competition, unless they wish to attend any other part of the convention or meeting that requires guest fees.
7. Any invoices or bills for goods or services from a vendor or company should be submitted with a voucher for payment directly to the vendor or company. Any individual may not personally pay bills totaling \$1000 or more and seek reimbursement without prior approval from the Speech Trek State Coordinator and the AAUW CA Chief Financial Officer.

### **3.5. Insurance**

AAUW CA liability insurance covers the Speech Trek project at no additional cost to the project. This includes branch and state Speech Trek competitions. Insurance claims shall be handled in accordance with AAUW CA procedures, in consultation with the AAUW CA Chief Financial Officer.

## 4. Timeline and Deadlines

Timeline and deadlines for the overall state project are as follows:

July	Speech Trek Treasurer submits proposed budget to Projects Oversight Committee for AAUW CA BOD approval.
August	State Speech Trek Coordinator prepares Speech Trek competition toolkit to be included in administrative packets sent to branches from the AAUW CA BOD. State Speech Trek Coordinator reviews website materials and updates them as needed and sends changes to toolkit and student forms to Project Oversight Committee for review and comment prior to release.
Fall	Branches contact schools, and plan local Speech Trek competitions.
<b>November 1</b>	Deadline for branches to submit AAUW CA Program Annual Branch Participation Memorandum to State Speech Trek Coordinator, AAUW CA State President and AAUW CA office.
Winter	Local Speech Trek competitions take place.
<b>March 1</b>	Deadline for AAUW CA branches to submit entry for state final, including the link to the branch winner's contest video, entry fee, and contestant affidavit.
March	State Speech Trek Coordinator consults with Program Committee to determine next year's topic and proposes it for Project Oversight Committee's approval.
March 10	State finalists are announced and top three are invited to attend AAUW CA annual meeting or convention in April for state competition.
April	State final competition is held in conjunction with AAUW CA annual meeting or convention.
April-May	Videos of winners are posted on YouTube and linked to state website. State Speech Trek Coordinator contacts Allen family to secure funding for next year's contest.
May-June	Speech Trek Treasurer submits year-end budget report to the Project Oversight Committee.

## 5. Job Descriptions

### 5.1. State Speech Trek Coordinator Job Description

The State Speech Trek State Coordinator oversees the entire state project and is the liaison between the branches and the state organization. Appointment is for a 1-year term by the AAUW CA President, with the term of office running from July 1 to June 30. Individuals holding this position may be reappointed for up to five 1-year terms.

#### Qualifications:

6. AAUW CA member.
7. Good organizational, communication, and people skills.
8. Basic knowledge of budgets and familiarity with Microsoft Excel and Word.
9. Accepted by the AAUW CA board of directors as meeting all requirements of an AAUW CA committee chair.
10. Knowledge of speech competitions.

#### Duties:

1. Secures the funding for the project.
  - a. Contacts the Allen family no later than June to verify the amount they intend to donate for the next year and negotiates the timing of the deposit of that donation.
  - b. Consults with the Project Oversight Committee to identify other sources of revenue if the Allen family donation is insufficient to cover anticipated expenses.
2. Consults with the Speech Trek Treasurer to prepare a project budget, based on the available funds. Submits the proposed budget to the Project Oversight Committee for review prior to the July AAUW CA BOD meeting.
3. Ensures Annual Branch Participation MOU forms are kept on file for one year and student affidavits are kept on file for two years, and that an historical list of branch participation is maintained to track branch contacts and the project's growth.
4. Communicates with branches to encourage them to participate and assist them.
  - a. Distributes Speech Trek Toolkit in fall branch administrative packets and on website.
  - b. Provides articles about the project and highlights deadlines through all state communications, including:
    1. Board-to-Board emails from state to branch leadership.
    2. California Perspective newsletter.

3. AAUW CA website.
5. Maintains content on the SPEECH TREK web page on the AAUW CA website, including:
  - a. Speech Trek Toolkit and Student Packet.
  - b. Contest topic.
  - c. State finalist cash prize award amounts.
  - d. Announcement of contest winners and posting the videos of the three state finalists.
6. Assembles a panel of five judges with public speaking expertise to rank the videos submitted by the branches to determine the top five speeches. (See section 2.5.)
7. Notifies all the participating branches of the top three finalists and two honorable mentions in advance of notifying the contestants.
8. Prepares and mails certificates of achievement for fourth and fifth place winners. Mails an invitation to the top three finalists to attend the state final competition, providing them with all required information and forms, including:
  - a. Date, time and location of final competition.
  - b. Detailed instructions on travel and meals reimbursement (See Section 3.4), and the importance of providing receipts for all reimbursements.
  - c. W-9 form (required for awarding cash prize)
  - d. AAUW membership brochure for the contestant and family to know more about the organization.
9. Assembles a panel of three judges with public speaking expertise for the state final competition. (See section 2.5.)
10. At the end of the state final, signs vouchers for cash prizes to be awarded to the two honorable mention winners and top three finalists.
11. Signs all expense vouchers. In consultation with the Speech Trek Treasurer, monitors the project budget and ensures spending never exceeds budgeted amounts without authorization from the AAUW CA BOD.
12. Consults with the Project Oversight Committee to decide on the next year's speech topic and announces the new topic at the end of the state final competition.
13. Reviews all forms and makes revisions and updates in consultation with the Project Oversight Committee.
14. Prepares annual report to the Project Oversight Committee at the close of program year.



# AAUW California Governance Documentation Style Guide

Developed by AAUW California Governance  
12/17/2018



# Documentation Standards

## Overview

### Introduction

This document represents the style guide used to create and update the AAUW CA Policies and Procedures Guide. It is not an all-inclusive document; but, represents a compilation of guidelines to follow based upon cognitive principles of user focused documentation and on the AAUW branding guidelines.

### Format standards in this document

This document includes format standards in two areas:

Standard	Examples
Text style	Fonts, headers, margins, spacing, voice
Text type	Process, procedure, principles, guidelines, facts

### Rules for this document

Standards in place with AAUW and with AAUW California shall be followed unless the AAUW California Board of Directors approves a deviation from the standard.

## Writing Style

### Voice

Use the active voice whenever possible, especially when documenting procedures. The table below shows examples of correct and incorrect wording.

Correct (Active)	Incorrect (Passive)
Make all column widths equal or consistent.	All column widths are created equal or consistent.
Sign the bottom of the form.	The bottom of the form should be signed.
The committee chair signs the report.	The report is signed by the committee chair.

### Tense

Use the present tense whenever appropriate. The table below shows examples of correct and incorrect usage.

Correct	Incorrect
The office manager forwards the message to the appropriate committee chair.	The office manager will forward the message to the appropriate committee chair.
Use this form for...	This form will be used for...

### Serial comma

Use a comma before a conjunction in a series.

Example:

The board packet includes the president's welcome address, board chair reports, and the AAUW Fund luncheon flyer.

### Lists following a colon

Use the colon within text when a bulleted or numbered list is not necessary for readability. When the writer uses a colon to begin a list, the items are separated with semi colons and a comma after the conjunction used before the last item.

Example:

The meeting agenda should include: objectives; outcomes; action items, and a time frame for completing tasks.

# Document Organization and Setup

## Document hierarchy

This standards guide recommends the following hierarchy in organizing information in documents.

1. Main header
  - Second level header
    - Third level indentation

You can add other levels if needed, e.g., I; A; 1; •.

## Lists in a document

Use numbers in a list that includes sequential information like steps to follow in a procedure. Use bullets when listing information that is not sequential or hierarchical in priority. The table below shows examples of how to use numbers and bullets when creating lists.

Numbers	Bullets
<ol style="list-style-type: none"><li>1. Request committee applicants to complete the application form found on the AAUW CA website.</li><li>2. Also, request the applicant to create and send a vitae.</li><li>3. Request the applicant to send or email a copy of the form and vitae to the AAUW CA Office.</li><li>4. Notify the applicant once the board of directors approve the applicant's submitted information and vitae.</li></ol>	<p>Supervisors are to:</p> <ul style="list-style-type: none"><li>• Be responsible...</li><li>• Maintain a master file...</li><li>• Perform any other powers...</li></ul>

## List periods

- Do add periods at the end of a list if the words or phrase makes up a complete sentence.

Example: Present supplemental policies before the board.

- Do not add periods at the end of one to three-word phrases in a list, whether the list is numbered or bulleted.

Example: Supplemental policies

## Header appearance

The following table describes the different document headers and their properties.

Header	Style	Example
Front Cover, 1	Calibri (Body): 48; Bold	<b>POLICIES</b>
Front Cover, 2	Calibri (Body): 24; Bold	<b>State</b>
Topic	Calibri Light: 18; Bold	Setup
Sub-Topic	Calibri (Body): 11; Bold Capitalize first word, followed by lower case text	<b>Document sub-topics</b>
Body	Calibri (Body): 12	This standard guide

## Header position

Follow these guidelines for positioning headers in a document:

- Center Front Cover, 1 headers
- Center Front Cover, 2 headers
- Center Topic headers if the topic is a main policy number, e.g., Policy 101 – Office and Office Manager
- Left justify Sub-Topic headers
- Left justify body text

## Footer appearance

The footer information follows this format:

- Page number is Calibri (Body): 10 point, centered at the bottom
- Version number is Calibri (Body): 10 point, left justified at the bottom of the page.

## Page margins

The default for top and bottom margins is one (1) inch.  
The default for left and right margins is .75 inches.

**Appendix  
section**

Follow these guidelines when setting up the appendix section of the document:

- Follow the same document hierarchy when organizing information within the appendix.
  - Put all forms in the appendix under the Appendix topic, Forms.
-

## Text Styles

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### Notes, examples, or references

Follow these guidelines when using the words “Note,” “Example,” or “Reference” within the text.

- Underline the word.
  - Follow the word with a colon and do not underline the colon.
  - Follow the colon with two spaces.
  - Allow the text to wrap and left justify under the underlined word.
- 

### Notes, examples, or references within a list

Indent a note, example, or reference that applies to a specific item within a bullet list.

Example: The director shall:

- Be responsible for...
  - Have oversight...
  - Note: If the state president is responsible for...
- 

### Multiple notes, examples, or references

Use a list, either bullets or numbers, to document multiple notes, examples, or reference words in a subtopic.

Notes/Examples/References:

- This is the first note.
  - This is the second note.
- 

### Definitions

When defining a word, underline the word and give the definition in a complete sentence.

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