



**American Association of University Women of the  
State of California, Inc.**



# **POLICIES AND PROCEDURES**

**July 2022**

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## 100. Tech Trek: AAUW California

### 100.1 Mission Statement

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Mission statement: AAUW California Tech Trek Science, Technology, Engineering, and Math (STEM) Camps for Girls strive to develop interest and excitement in 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.

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### 100.2 Tech Trek – a Program

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Tech Trek is a program of AAUW. As such AAUW California abides by all governing rules of the organization. The AAUW California Special Projects Fund acts as the fiduciary agent for the project. Executive committee, i.e., the state president and the chief financial officer, through their oversight, do the following:

Review all documents for signing or renewal pertaining to office operations, e.g., leases, agreements, contracts.

Ensure best business practices are in place for the administration of the office and its related functions, facilities, and equipment.

### 100.3 Policy Adoption

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

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## 110. Leadership Structure

110.1 Jurisdiction	<hr/> <b>AAUW California and AAUW California Board of Directors</b> state that the Tech Trek Camps are under the jurisdiction of the AAUW California BOD. <hr/>
110.2 SPF as a Fiduciary Agent	<hr/> <b>AAUW California Special Project Fund AAUW CA SPF</b> is a non-profit 501(c)(3) corporation that serves as the fiduciary agent for the AAUW California Tech Trek Camps. It is not involved in the day-to-day administration of the camps. <hr/>
110.3 Oversight Committee	<hr/> <b>The AAUW California Project Oversight Committee</b> is charged with evaluating the project and making recommendations about the project to the Tech Trek State Program Director and the AAUW California BOD. <hr/>
110.4 State Program Director	<hr/> <b>The Tech Trek State Program Director (TT State Program Director)</b> is appointed by the AAUW California President. The TT State Program Director is responsible for the oversight of all Tech Trek Camps in California; consults with the Project Oversight Committee, and reports to the AAUW California BOD. <hr/>
110.5 Tech Trek Financial Liaison	<hr/> <b>Tech Trek Financial Liaison (TT Financial Liaison)</b> is appointed by the AAUW California President. The TT Financial Liaison is responsible for the financial oversight of all Tech Trek Camps in California and is the overall project treasurer. <hr/>
110.6 Funds Development Committee	<hr/> <b>Funds Development Committee, an ad hoc group</b> , is appointed as needed by the TT State Program Director 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. <hr/>
110.7 Camp Director	<hr/> <b>Camp Director, for each Tech Trek Camp</b> , is appointed by the TT State Program Director. She is responsible for the organization and administration of a specific camp. The Camp Director reports directly to the TT State Program Director. <hr/>
110.8 Camp Treasurer	<hr/> <b>Camp Treasurer, for each Tech Trek Camp</b> , 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. <hr/>

**110.9 Branch  
Coordinator**

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**Branch Coordinator, for each AAUW California branch,** is 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.

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*See Section 400 for all Tech Trek job descriptions.*

## 120. Participation Agreements and Contracts

<b>120.1 Camp Reservations</b>		<b>The Tech Trek State Program Director</b> initially communicates with the AAUW California 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.
<b>120.2 Branch Participation Agreement</b>		Each participating AAUW California branch signs a Branch Participation Agreement and Memorandum of Understanding (MOU) annually with AAUW California to adhere to the rules of the project. This document is kept on file both at the branch level and with the AAUW California office. Tech Trek State Program Director has copies on file.
<b>120.3 Annual Training</b>		All camp staff must complete annual training by reading the required documents approved by AAUW and the Project Oversight Committee prior to arriving at camp plus additional training by Camp Director on site.

## 130. AAUW-CA Tech Trek Website

<b>130.1 Location and Authority</b>		The official website for Tech Trek is <a href="http://www.aauw-techtrek.org">www.aauw-techtrek.org</a> . Information on the website will be kept current by the web editor appointed by the Tech Trek State Program Director. All content must be approved by the Tech Trek State Program Director before posting to the AAUW website.
<b>130.2 Purpose</b>		The purpose of the website is to provide information to Tech Trek personnel, teachers, AAUW California branch coordinators, former and prospective campers, and the general public.
<b>130.3 Camper Privacy</b>		At no time will pictures of the campers have any personal identifying information attached to them. This is to protect the camper's privacy.

## 140. Timeline and Deadlines

140.1 Activities	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 (this timeline begins after the camp year has completed, in August of every year):																		
	<table border="1"> <thead> <tr> <th data-bbox="451 527 721 562">Date</th><th data-bbox="721 527 1461 562">Activity</th></tr> </thead> <tbody> <tr> <td data-bbox="451 562 721 642">Dec., Jan.</td><td data-bbox="721 562 1461 642">Camp Directors engage teachers, counselors, and other volunteers, and plan field trips.</td></tr> <tr> <td data-bbox="451 642 721 722">March 1</td><td data-bbox="721 642 1461 722">Deadline for AAUW California branches to submit camper sponsorship fees to Camp Treasurer.</td></tr> <tr> <td data-bbox="451 722 721 802">April 15</td><td data-bbox="721 722 1461 802">Branch Coordinators submit completed camper registration forms to Camp Directors.</td></tr> <tr> <td data-bbox="451 802 721 932">February, March, April</td><td data-bbox="721 802 1461 932">Camp Directors order camp supplies, finalize daily schedules, and keep all camp staff and volunteers updated.</td></tr> <tr> <td data-bbox="451 932 721 1062">May, June</td><td data-bbox="721 932 1461 1062">Camp Directors distribute packets to campers 1-2 months in advance of the camp date and submit final lists and forms to Tech Trek State Program Director.</td></tr> <tr> <td data-bbox="451 1062 721 1331">June, July</td><td data-bbox="721 1062 1461 1331">Camp Directors submit camp staff and stipend list to Tech Trek State Program Director for approval at least two months prior to camp. The approved list is sent to the Project Oversight Committee for its review. Later staff additions/changes shall be sent to the Tech Trek State Program Director and forwarded to the Project Oversight Committee as they occur.</td></tr> <tr> <td data-bbox="451 1331 721 1612">June-August</td><td data-bbox="721 1331 1461 1612">Camps take place. Directors send staff and camper lists, camp schedules and the After-Camp Report (see 403.3) to the Tech Trek State Program Director before the Tech Trek Annual Meeting in the fall. Directors send a complete preliminary budget report to the Tech Trek Financial Liaison.</td></tr> <tr> <td data-bbox="451 1612 721 1734">August</td><td data-bbox="721 1612 1461 1734">Administrative packets mailed to branches from the AAUW California BOD, including state directory and Tech Trek information.</td></tr> </tbody> </table>	Date	Activity	Dec., Jan.	Camp Directors engage teachers, counselors, and other volunteers, and plan field trips.	March 1	Deadline for AAUW California branches to submit camper sponsorship fees to Camp Treasurer.	April 15	Branch Coordinators submit completed camper registration forms to Camp Directors.	February, March, April	Camp Directors order camp supplies, finalize daily schedules, and keep all camp staff and volunteers updated.	May, June	Camp Directors distribute packets to campers 1-2 months in advance of the camp date and submit final lists and forms to Tech Trek State Program Director.	June, July	Camp Directors submit camp staff and stipend list to Tech Trek State Program Director for approval at least two months prior to camp. The approved list is sent to the Project Oversight Committee for its review. Later staff additions/changes shall be sent to the Tech Trek State Program Director and forwarded to the Project Oversight Committee as they occur.	June-August	Camps take place. Directors send staff and camper lists, camp schedules and the After-Camp Report (see 403.3) to the Tech Trek State Program Director before the Tech Trek Annual Meeting in the fall. Directors send a complete preliminary budget report to the Tech Trek Financial Liaison.	August	Administrative packets mailed to branches from the AAUW California BOD, including state directory and Tech Trek information.
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*140.1 Activities, continued next page*

September	<p>Tech Trek State Program Directors will notify branches by email in early September of the period during which branches may reserve places at camp by email.</p> <p>Preliminary budgets are due from the Camp Treasurers to the TT Financial Liaison by or before September 5. The TT State Program Director and TT FL, along with the Project Oversight Committee, evaluate the preliminary budget and submit it to the AAUW California BOD along with any requests to change camper fees for the following year at the January Board Meeting.</p> <p>The Project Oversight Committee, after review, submits the preliminary budget with a motion to approve to the AAUW California BOD at least two weeks before its January meeting; the BOD will give final approval in April.</p>
October	<p>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)</p> <p>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.)</p> <p>Camp Directors form executive leadership for each camp.</p>
October 15-31	<p>Early Bird Reservation Period for Branch Coordinators to submit requests to Tech Trek State Program Director for the number of girls they wish to sponsor and the specific camp to which they wish to send them, if that is an option for that branch.</p>
November 1	<p>Branch Coordinators who did not submit reservations by Nov. 1 must submit their requests directly to the camp directors.</p>

*140.1 Activities, continued next page*

#### 140.1 Activities, continued

November	<p>Tech Trek State Program Director 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.</p> <p>Tech Trek State Program Director advises Camp Directors of those branches who participated in the Early Bird Reservation period.</p> <p>Camp Directors confirm branch reservations.</p>
December	<p>Tech Trek Financial Liaison presents revised Tech Trek preliminary budget to Project Oversight Committee for review. The Project Oversight Committee will present it as a motion to the AAUW California BOD for approval at their January board meeting.</p>

# 150. Camp Assignments

150.1 Camp Assignments		The Camp Directors and the Tech Trek State Program Director, in consultation with the Branch Coordinators, will make the final decision on camp assignments.
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## 160. Camper Selection

<b>160.1 Sponsorship Authority</b>	Only AAUW California 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 Tech Trek State Program Director 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.																
<b>160.2 Camper Selection Procedures</b>	<p>Branches may select students from any middle school in their area. AAUW encourages primary focus on public schools.</p> <p>All branches shall follow the following procedures to ensure a comfortable fit between the applicants and camp:</p>																
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160.2.1 Camper Selection Criteria	<p>Criteria for selecting finalists:</p> <ol style="list-style-type: none"> <li>1. Teacher recommendations focused on goals of Tech Trek to identify 7<sup>th</sup> grade girls whose established interest and/or curiosity in STEM is at risk of losing interest in school. Current interest in STEM is required.</li> <li>2. The candidate herself, and not her family members, wants to attend camp. <b>Note:</b> Students need to know there will be schoolwork at camp. It is mostly hands-on, with little or no homework, but the students are expected to be attentive and fully participate in classes and all activities.</li> <li>3. Upon selection, the branch must notify the camp director of a camper's possible special American Disabilities Act (ADA) needs. A minimum of four weeks before camp, parents of students with ADA needs must contact the Camp Director who will help facilitate a solution before camp begins. This could include attendance at another camp.</li> </ol>																
160.3 Camper Selection Timeline	<p>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.</p>																
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*160.3 Camper Selection Timeline, continued next page*

**160.3 Camper Selection Timeline, continued**

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.
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## 170. Tracking Former Campers and Tech Trek Reunions

<b>170.1 Branches Tracking Former Campers</b>	Branch Coordinators are required to keep track of their campers for 5 years after their attendance at Tech Trek. Branch Coordinators, annually, as part of the post-camp reporting, will receive a spreadsheet listing current information on file for former campers and are expected to assist the Tech Trek State Program Director in keeping the information updated and current. (See form 5.10)
<b>170.2 Tech Trek Reunions</b>	The Tech Trek State Program Director will appoint a chair to plan Tech Trek Camper reunions. Occasional reunions have been held in the past in coordination with AAUW California 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, with the help of Branch Coordinators, or other platforms from the list in the Tech Trek spreadsheet. Branch coordinators will also be asked to help notify former campers.

## 180. Annual Meeting

<b>180.1 Purpose</b>	<p>AAUW California requires state projects to meet annually. The purpose of the Tech Trek annual meeting is to:</p> <ol style="list-style-type: none"> <li>1. Review and assess the past year.</li> <li>2. Discuss possible changes for coming year, including camper fees.</li> <li>3. Learn from one another.</li> <li>4. Learn about new Tech Trek and SPF procedures.</li> <li>5. Train new Camp Directors and Treasurers.</li> </ol>
<b>180.2 Location and Timing</b>	<p>The Tech Trek State Program Director 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.</p>
<b>180.3 Attendance at Annual Meeting</b>	<p>The meeting will include the following:</p> <ul style="list-style-type: none"> <li>● Tech Trek State Program Director</li> <li>● Tech Trek Financial Liaison</li> <li>● Project Oversight Committee Chair</li> <li>● AAUW California President</li> <li>● Representative from SPF</li> <li>● Camp Directors*</li> <li>● Camp Treasurers*</li> </ul> <p>*CDs and CTs are expected to attend the annual meeting          Breakfast, lunch, and snacks are provided to all attendees, depending on budgets. Two representatives from each camp (Camp Director and Camp Treasurer), the Tech Trek State Program Director and Tech Trek Financial Liaison will be reimbursed for travel expenses from Tech Trek funds. Representatives from AAUW California Project Oversight Committee, SPF and the AAUW California 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 Tech Trek State Program Director in consultation with the Tech Trek Financial Liaison, dependent on the Tech Trek administrative budget to cover the additional expenses.</p>
<b>180.4 Outgoing/Incoming Camp Personnel Attendance</b>	<p>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</p>

		Camp Director before the Annual Meeting to share lessons learned. The same applies to the Camp Treasurer position.
<b>180.5 Telephone Conference Call Meeting</b>		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.

## 200. Finance

<b>200. Overview</b>	<p>AAUW California SPF is the fiduciary agent for Tech Trek. Tech Trek follows AAUW California SPF and AAUW California 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.</p> <p>See also sections 402, 404, and 405 for job descriptions of all positions involved in Tech Trek finances.</p>
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## 210. Budget

200. Overview	<p>AAUW California SPF is the fiduciary agent for Tech Trek. Tech Trek follows AAUW California SPF and AAUW California 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.</p> <p>See also sections 402, 404, and 405 for job descriptions of all positions involved in Tech Trek finances.</p>	
210.1 Budget Authority and Approval	<p>Tech Trek must submit proposed budgets and final financial reports in accordance with both SPF, a 501(c)3 entity, and AAUW California BOD requirements:</p> <ol style="list-style-type: none"><li>1. Submit SPF required reports per SPF policy by the SPF deadline.</li><li>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.</li></ol> <p>The Project Oversight Committee will present the proposed budget to the AAUW California BOD for approval.</p>	
210.2 Budget Timeline	The following is the timeline for Tech Trek budget activity.	
	Period	Activity
	January	AAUW California 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 California 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.
	Decem-Ber	Camp Directors and Treasurers submit a preliminary camp budget to the Tech Trek Financial Liaison by December 15, who then prepares and submits to the Project Oversight Committee a preliminary consolidated Tech Trek budget by January 1.



<b>210.3 Budget Preparation and Camper Fees</b>	<p>Budget preparation follows these guidelines:</p> <ol style="list-style-type: none"> <li>1. Camp budgets shall be prepared at the account level (see Chart of Accounts in 270.3.1) 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.</li> <li>2. The AAUW California BOD must approve changes in camper fees no later than January each year.</li> <li>3. Tech Trek funds may not be used to pay AAUW dues for camp staff.</li> </ol>
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## 220. Camper Fees

<b>220.1 Fees Vary</b>		The Tech Trek Camp fee varies between camps, because of 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 California BOD.
<b>220.2 Fees Set</b>		The AAUW California BOD sets camper fees at their January meeting.
<b>220.3 Fees from Families</b>		Each camper's family will pay a non-refundable \$50 fee to the sponsoring AAUW California 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 by May 1 to the branch. The family contribution of \$50 is NOT tax deductible and shall be deposited into the respective branch account.
<b>220.4 Fees from the Branch</b>		The branch total due per camper includes the \$50 from the camper's family.

## 230. Deposits

<b>230. Overview</b>	After receiving the Tech Trek State Program Director'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 March 1.
<b>230.1 Deposit Procedure</b>	<p>For donor contributions to be tax deductible, the check must be payable to AAUW California SPF, with Tech Trek and the name of the camp on the memo line.</p> <p>Checks made payable to AAUW California 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.</p>
<b>230.1.2 Branch Deposits</b>	<p>The checks received for Tech Trek are transmitted to the Camp Treasurer within two weeks of receipt using the SPF Branch Deposit Form.</p> <ul style="list-style-type: none"> <li>● The Branch Coordinator/Treasurer shall mail the checks and a paper copy of the completed deposit form to the Camp Treasurer, using the SPF deposit form found in the Branch Packet and at <a href="http://aauw-ca.org">aauw-ca.org</a> under Tech Trek Forms and Documents (password: aauwca).</li> <li>● At the same time a deposit is mailed, the Branch Coordinator shall email an electronic copy of the deposit form to the Camp Treasurer.</li> </ul> <p>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.</p>
<b>230.2 Deposit Directions for Donations</b>	<p>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 California Special Projects Fund.</p> <p>Branches or camps anticipating donations of this type shall consult with the Tech Trek Financial Liaison to receive instructions on the proper forms and procedures.</p>

<b>230.3 Deposit Procedure for Camp Treasurers</b>		Camp Treasures follow these steps when depositing checks.	
		<b>Step</b>	<b>Action</b>
		1.	Camp Treasurers and other sources shall transmit received checks within two weeks of receipt to the address provided by SPF. Deposit forms and directions can be found at the SPF website: <a href="http://specialprojectsfund-ca.aauw.net">specialprojectsfund-ca.aauw.net</a> . Treasurers should be familiar and comply with the SPF Policies and Procedures, also found at that site. The branch name should not be abbreviated to avoid errors in bookkeeping.
		2.	When transmitting a REFUND check, 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.	Ensure that each deposit has its own distinct deposit number and file name, using this format: D (for deposit) - Camp Number - Year - # of transmittal. For example: <b>D-FY-Sequence#-Camp Number-Camp Name</b> Example: The first deposit for FY 2013 for UC San Diego would be: <b>D-2013-1-5032-San Diego</b> The electronic file shall have the same name.
		4.	When mailing the deposit to the address provided by SPF, email an electronic version of the deposit to: <ul style="list-style-type: none"> <li>● Tech Trek Financial Liaison</li> <li>● Tech Trek State Program Director</li> <li>● Camp Director</li> </ul> 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.

<b>230.4 Donation Acknowledgements</b>	<p>Per IRS regulations, any single donation of \$250 or more will receive a letter of acknowledgment from AAUW California SPF. For single donations less than \$250, the branch should write a letter of acknowledgment on branch letterhead <u>only</u> when the check was made payable to the AAUW California Special Projects Fund and when the amount did not include a meal, merchandise, or other benefit to the donor, using the following text:</p> <p>“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.”</p> <p>In addition to this paragraph, the letter should include the amount of the check and the date.</p>
<b>230.5 Branch Carryover Funds</b>	<p>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 sponsorships at the most current camper fee rate.</p>
<b>230.6 SPF and Tech Trek Fees</b>	<ol style="list-style-type: none"> <li>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 the expense tracking record.</li> <li>2. Tech Trek administrative fee is 1% of all camper fees. The Tech Trek fee is calculated by the Tech Trek Financial Liaison and deducted from the total camper fees after the final number of campers is determined for each camp. The Tech Trek Financial Liaison prepares a transfer voucher that is sent to the Camp Treasurers and to the SPF bookkeeper to record.</li> </ol>

## 240. Refunds-Cancellations and Early Departures

<b>240.1 Cancellations or No Shows</b>		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.
<b>240.2 Filling Vacancies</b>		<p>If a camper cancels and another branch can fill the vacancy, the branch that released the spot is not required to pay for the camper's spot.</p> <p>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.</p>
<b>240.3 Early Departure</b>		<p>Branch Coordinators shall be notified of any early departures of campers by Camp Directors. The branch has the option of requesting up to \$100 per day from the parents; any funds received are kept by the camp.</p> <p>Branches shall not be refunded any camper fees for the early departure of their camper.</p>

## 250. Transfers

### 250.1 Inter-Camp Transfer

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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 Tech Trek Financial Liaison who submits the transfer request to SPF.

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## 260. Grants

### 260.1 Grants Clearinghouse Coordinator

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When necessary, the Tech Trek State Program Director and Tech Trek 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.

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### 260.2 Review of Grants by AAUW California and SPF

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Grant applicants shall notify SPF and the AAUW California CFO of their applications as they begin the application process. SPF will then provide the applicant with information relevant to the use of SPF as the fiduciary agent.

Review may take two weeks or more, so the grant preparer must provide enough time for both officers to review the submission.

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### 260.3 SPF Notification

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

#### **Grant applications shall include:**

- a. Project or scholarship contact person information.
- b. SPF information including address and direction to make the check payable to the AAUW California Special Projects Fund but may be abbreviated to AAUW California SPF. If the grantor wishes to provide payment electronically, contact the SPF treasurer for bank information.

#### **Grant applicants shall:**

- a. Provide SPF with a copy of the application.
  - b. Submit a Matching Funds, Designated Funds, & Grants Form to ensure the funds are credited to the correct account.
  - c. Submit vouchers to request expenditure of the funds using the process described in 270.1 Vouchers, of these Policies and Procedures.
  - d. Provide SPF with a copy of the final grant report.
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### 260.4 Grant Distribution

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

As much as possible, unless designated otherwise, 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 Tech Trek State Program Director and Tech Trek Financial Liaison have the discretion and authority to distribute grant funds in whatever manner they deem the best long-term interests of the project.

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## 270. Vouchers and Issuing Checks

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### 270.1 Voucher Rules

Tech Trek expenses are paid by AAUW California SPF through the existing voucher system. AAUW California SPF makes payment if the expenditures are within the project's budget allocations and the project has adequate funds on deposit with AAUW California SPF to cover the expenses. These are the rules:

- All vouchers shall be submitted electronically.
- All vouchers shall be accompanied by scanned copies of receipts/invoices.
- 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.
- reimbursement for mileage driven shall be made at the current rate approved by the AAUW California BOD. (Contact the AAUW California 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.
- Vouchers shall not be approved for payment until the AAUW California BOD has approved the Tech Trek budget for that fiscal year, unless with prior approval from the AAUW California President.
- Vouchers **must** be submitted within 30 days after the expenses were incurred, in order to ensure payments.
- Payees shall be advised that it can take up to 3–4 weeks from the initiation of a voucher until payment is received.

### 270.2 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 embedded signature will be on the approved voucher that is sent by the Camp Treasurer to SPF for payment.

### 270.3 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.

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<b>270.3.1 Account Structure</b>	The following is the chart of accounts structure:	
	<b>Account Name</b>	<b>Definition</b>
	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, technology.
	Software	Purchase of software and licenses.

*270.3.1 Account Structure, continued next page*

**270.3.1 Account  
Structure,**  
continued

Stipend	All stipends/honoraria for teachers, dorm monitors, nurse, 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
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 Tech Trek Annual Meeting</b>

#### 270.4 Voucher Process

The following is the process for creating a voucher.

Step	Action
1	Each voucher shall have its own distinct number and file name, using the format: V (for voucher) - Camp Number — Year— voucher# — can add name <b>V-FY-Sequence#-Camp Number-CampName</b> Example: the first voucher for FY 2013 for UC San Diego would be: <b>V-2013-1-5032-San Diego-Hill</b> The electronic file shall also have the same name.
2	The initiator will attach <u>original</u> receipts and mail it to the Camp Treasurer.
3	The Camp Treasurer prepares the voucher and submits it to the Tech Trek Financial Liaison for review and approval.
4	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.
5	The Camp Treasurer will forward voucher and receipts via email to the Tech Trek Financial Liaison for review and approval. Upon approval of the voucher, the Tech Trek Financial Liaison will send the voucher and receipts to the SPF Treasurer and designated SPF bookkeeper for payment, copying the Camp Treasurer and others deemed necessary. Any special processing must be included on the voucher and the email in <b>LARGE RED LETTERS</b> .
6	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.
7	Payment is processed and delivered according to SPF policies and procedures.
8	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.
9	The cash advance shall be cleared by submitting a voucher and receipts.

#### **270.5 Void Checks**

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

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## 280. Liability Insurance

### 280 Overview

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Liability insurance for Tech Trek CA is purchased by AAUW California to cover all members and anyone working for AAUW California in Tech Trek. The Tech Trek Financial Liaison will submit a voucher for repayment to AAUW CA.

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## 301. Camp Rules - Safety

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### 301 Safety Rules

The following sections cover Tech Trek camp rules.

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#### 301.1 Student-Adult Oversight

The Student-adult ratio is:

- 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.
- The ratio always applies, including during field trips.

Junior counselors:

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

Live Scan staff:

- When campers are with any staff who has not been Live Scan approved through Tech Trek, the camp director must ensure that an adult staff member who has been Live Scan approved through Tech Trek will always be in the room.
- 

#### 301.2 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 or video recordings made during Tech Trek educational or recreational activities may be taken. 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.

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#### 301.3 Camper Code of Conduct- Guidelines

The following are the guidelines for the 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 review the following items with their daughter, sign where indicated and return the Code of Conduct form to the Camp Director.
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*301.3 Camper Code of Conduct – Guidelines, continued next page*

**301.3 Camper  
Code of Conduct-  
Guidelines,**  
continued

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Students are to:

- 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 name tag, room key, and meal ticket at all times outside of dorm room and pay replacement fee for any lost keys and/or meal tickets.
  - Always lock room when leaving.
  - For the safety and privacy of all campers, cell phone use will be limited and must adhere to camp policy and rules. If allowed, cell usage is only during designated times. Cell phones are never allowed during class or other events or activities. At some camps, cell phones are not allowed at all.
  - Observe "lights out" and "courtesy noise" policies (to be explained on arrival at camp).
  - Be responsible for her 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 event staff if she does not feel well or suspects 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. Camper understands that she will be assessed for damages to any equipment/supplies if her 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.
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*301.3 Camper Code of Conduct – Guidelines, continued next page*



**301.3 Camper  
Code of Conduct-  
Guidelines,  
continued**

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- Be responsible for personal belongings and will not hold AAUW California Tech Trek STEM 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 required for the health, well-being, or safety of myself or other participants.
  - 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.
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**301.3.1 Camper  
Code of Conduct-  
Disruptive  
Behavior**

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 at the parent's expense.

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**301.3.2 Camper  
Code of Conduct-  
Serious Infractions**

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

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**301.4 Problem  
Parents**

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If Camp Directors have difficulties with parents who will not follow the rules, they are to discuss the issue with the Tech Trek State Program Director who will decide the course of action, which may include referring the issue to the AAUW California President to resolve. See National document (Incident Reports) on their potential involvement.

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## 302. Camp Rules – Personnel

### 302.1. Personnel Selection

The following describes how personnel are selected:

Personnel	Selection
Camp Director	Appointed by the Tech Trek State Program Director, the Camp Director must pass the Live Scan fingerprinting process. When the Camp Director is ready to step down the Tech Trek State Program Director will take into consideration the recommendation of the current Camp Director, but the final decision lies with the Tech Trek State Program Director.
Camp Treasurer	Selected by the Camp Director with the help of the Tech Trek Financial Liaison. The Camp Treasurer must work closely with the Camp Director.
Dorm Moms	Selected by the Camp Director and must pass the Live Scan fingerprinting process.
Teachers	Selected by the Camp Director and must pass the Live Scan fingerprinting process.
Junior/Senior Counselors	Selected by the Camp Director from a list of recommended former Tech Trek campers. Their Tech Trek experience does not necessarily have to have been at that camp, though experience with that campus is valuable. This is especially true of girls who return year-after-year. 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.

*302.11 Personnel Selection, continued next page*

**302.1 Personnel  
Selection,  
continued**

Camp Nurse/Health Aide	Selected by the Camp Director and pass the Live Scan fingerprinting process.
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**302.2 W-9 Form  
Requirements**

Per AAUW California SPF rules to meet IRS reporting regulations, current W-9 forms shall be on file with the AAUW California SPF Treasurer for all persons or vendors receiving compensation through AAUW California 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 California SPF treasurer as described in Section 270.4.5.

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).

**302.3 Stipends**

Stipends may be awarded as follows:

- Camp Director: \$2,500. In the case of co-directors, the director stipend is split between them.
- Core Teacher: \$1,200-1400, based on classroom instruction hours
- Camp Treasurer
- Assistant Director
- 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.
- Health Aide/Nurse: \$300 -500, depending upon qualifications.
- Dorm Mom: \$100
- 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.
- Additional stipends are at the discretion of the Camp Director with the Tech Trek State Program Director's approval.

**302.4  
Fingerprinting**

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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 volunteers' prints will be rejected as unclear and must be retaken. It is most important to start the process as early as possible. It sometimes takes two or more months for unclear prints to be approved.

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

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**302.5 Family as  
Volunteers**

No relative of a camper is allowed to volunteer as staff at the camp where her relative is attending.

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**302.6 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 any lost keys and/or meal tickets.
  - Always lock room when leaving.
  - Be responsible 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 not feeling well or suspecting a health problem.
- 

*302.6 Staff Code of Conduct, continued on next page*

**302.6 Staff Code  
of Conduct,**  
continued

- 
- 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 California 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.
- 

**302.7 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 Tech Trek State Program Director 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 the staff member from the position.
-

## 303. Equipment

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### 303. Equipment

Permission from the Tech Trek State Program Director is required before any Tech Trek equipment can be used by someone other than a Camp Director outside of the camp week. While all such equipment belongs to AAUW CA, and its officials and members may request use, the final approval rests with the TT SC who is responsible for equipment inventory.

Camp Director, or a responsible designate, SHALL check all common Tech Trek equipment for completeness, including cables, batteries, etc. both upon arrival and before it is forwarded to the next camp. If any items are missing upon receipt of the equipment, the Tech Trek State Program Director shall be notified immediately. The last camp to have used the items may be charged the cost of replacing the missing equipment.

---

## 304. Classes and Field Trips

304.1 Class Size	The preferred maximum number of students in any core class is 22, and the Tech Trek State Program Director should be notified if any core class has more than 22 students. Smaller core class sizes are preferable.
304.2 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.

## 305. Records Retention

### 305.0 Introduction

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

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### 305.1 Camper Information

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Camper information records are held for the following retention period by the camp director or designated person:

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Information	Period
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/spreadsheet	10 years
Tracking campers	5 years
Application/Parent Guardian Certificate	2-3 years
Attendance Agreement	7 years

---



**305.2 Volunteer Information**

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Volunteer information records are held for the following retention period:

Information	Period
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

**305.3 Branch Information**

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Branch information records, such as Financial Transmittal Forms, are held for 7 years.

**305.4 Disposal Method**

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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.

**305.5 Records Storage**

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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.

---

## 306. Evaluation

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### 306.0 Overview

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.

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## 400. Job Descriptions

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### 401.1 Tech Trek State Program Director

The Tech Trek State Program Director oversees the entire project, is the primary spokesperson for Tech Trek CA, and is the primary resource person and liaison between National, the Project Oversight Committee (**POC**), Camp Directors, and Branch Coordinators. She reports to the AAUW California President. Appointment is for a 1-year term by the AAUW California 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.

---

### 401.2 Qualifications

The Tech Trek Coordinator qualifications follow:

Be an AAUW California member.

- Have flexibility, computer skills (Excel and Word), and accessibility.
  - Have good organizational, communication, and people skills.
  - Have a basic knowledge of simple financial forms such as budgets, profit & loss statements, and balance sheets.
  - Have time to devote to the task.
  - Meet all requirements of an AAUW California committee chair to be accepted by the AAUW California BOD.
- 

### 401.3 Duties: Approval and Delegation

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

---

### 401.3.1 Duty List

The Tech Trek Coordinator duties include managing the Tech Trek project on behalf of AAUW California in consultation with the OC and Camp Directors, reviewing evaluations and facilitating the setting of goals and plans for the Tech Trek project. Duties are to:

- Provide informative articles for AAUW California 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.
- 

*401.3.1 Duty List, continued next page*

**401.3.1 Duty List,**  
continued

- 
- Work closely with the Tech Trek Financial Liaison in all aspects of the project's finances, including reviewing the proposed budget prior to AAUW California BOD approval, planning the Tech Trek annual meeting, submitting any required reports to AAUW California SPF, coordinating bulk purchases for all camps, and ensuring all vouchers approved meet requirements in Section 200.
  - Work with the Project Oversight Committee in reviewing and updating Tech Trek policy and job descriptions.
  - Visit many camps each year as possible and facilitate evaluations.
  - Answer all emails and phone call inquiries from schools, parents, campers, and the public.
  - Work with state web team to create group email lists for communication with Tech Trek staff and branch contacts.
  - Organize a Tech Trek workshop or plenary at state conventions in conjunction with the state Program Chair and Convention Chair.
  - Provide quarterly and annual reports as requested by the Project Oversight Committee.
  - Perform such other duties as requested by the Project Oversight Committee chair, the AAUW California State President or AAUW.
- 

**401.3.2**  
**Supervision of**  
**Camp Directors**

---

The Tech Trek Coordinator supervises and serves as the primary resource for Camp Directors by doing the following:

- Recruiting new Camp Directors, instructing them to submit their applications to the office for AAUW California BOD approval. Assisting the Tech Trek Financial Liaison in recruiting new Camp Treasurers.
  - Providing training for new Camp Directors and ongoing training for returning Camp Directors.
  - Responding in a timely manner to Camp Director questions, concerns, or suggestions.
  - Assisting Camp Directors in recruiting camp staff.
  - Removing and replacing a Camp Director who fails to follow the project's procedures and requirements. (See Section 302.7)
  - Leading and facilitating the Tech Trek Annual Meeting (see Section 180). Working with Camp Directors to determine a fall date and location that reasonably accommodates their schedules. Alternating locations each year between Northern and Southern California.
- 

*401.3.2 Supervision of Camp Directors, continued next page*

**401.3.2**  
**Supervision of**  
**Camp Directors,**  
continued

- 
- Providing Camp Directors with an annual toolkit with all forms and instructions required to perform their duties.
  - Reviewing and approving a staff stipend list from all Camp Directors and sending the Project Oversight Committee the approved stipend list.
  - Collecting post-camp reports from Camp Directors at the close of the camp.
  - Obtaining any information (e.g., staff and participant numbers for each camp) from Camp Directors required by the Tech Trek Financial Liaison for insurance certificates for each camp facility.
  - Coordinating shared camp equipment and the schedule of rotation between camps. Budgeting for new equipment and purchases new/replacement equipment. Keeping a current inventory of all camp property (item description, serial number, location) and reporting any inventory changes to the Project Oversight Committee and the insurance company.
- 

**401.3.3 Resource**  
**for Branch**  
**Coordinators**

The Tech Trek Coordinator serves as the primary resource for Branch Coordinators by:

- In coordination with the Tech Trek Financial Liaison, preparing and distributing an annual Tech Trek branch packet with all forms and instructions required.
  - Receiving branch camper reservations and forwarding to camp directors who determine the number of campers accepted at their camp
  - Maintaining spreadsheets of branch contacts and reservations for each camp.
  - Offering training and support to Branch Coordinators.
  - Updating marketing package, including the Tech Trek brochure. Notifying new Branch Coordinators that marketing brochures and online camp videos are available to them for community outreach.
-

## 402. Tech Trek Financial Liaison

### 402.1 Tech Trek Financial Liaison Responsibilities

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The Tech Trek 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 California President with approval of the AAUW California Board of Directors, 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.

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### 402.2 Qualifications

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The Tech Trek Financial Liaison qualifications follow:

- Be an AAUW California member.
  - Understand financial forms such as budgets, profit & loss statements, and balance sheets.
  - Have the necessary computer and accounting skills for budget oversight of individual camps and the overall state project.
  - Possess organizational skills, people skills, and flexibility.
  - Meet all requirements of an AAUW California committee chair and accepted by the AAUW California board of directors.
- 

### 402.3 Duties

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The Tech Trek Financial Liaison's duties are to:

- Ensure sound fiscal management of the project, including detailed budgeting and grant administration.
  - Keep detailed records of all deposits and expenditures for the Tech Trek administrative budget
  - Work with the camp treasurers, monitor the individual camp budgets. Maintain financial records showing actual expenditures against the approved budget.
  - Serve as financial consultant to Camp Treasurers, Camp Directors, and Branch Coordinators.
  - Provide training and current forms for Camp Treasurers.
  - Collect all budget reports in the required format and by assigned deadlines from Camp Treasurers
  - Review and approve all vouchers submitted by Camp Treasurers, verifying that they are completely and properly filled out and adhere to all SPF and Tech Trek policy guidelines and limits.
- 

*402.3 Duties, continued next page*

**402.3 Duties,**  
continued

- Serve as fiscal liaison for the AAUW California BOD, SPF, Project Oversight Committee and AAUW, and individual camps.
- Prepare and submit an annual project budget and year-end financial report to the Project Oversight Committee.
- Facilitate with camp directors and AAUW-CA Chief Financial Officer all camp-related transactions requiring use of the CA credit card(s).

**402.4 Use of  
Credit Card**

The AAUW California credit card may be used for purchases of any amount, as long as it does not exceed the card limit but must be used for purchases of goods or services in the amount of \$1000 or more. Camp Directors should not use their personal credit cards for purchases of \$1000 or more for Tech Trek. The following procedure is used to initiate a purchase for a Tech Trek Camp Director using the AAUW California Credit Card:

Step	Action
1	Camp Directors will provide a completed voucher with a list of items to be purchased and all pertinent vendor contact information to the TT State Program Director and/or TT Financial Liaison for approval, at least one - preferably two - weeks before payment is expected.
2	Upon approval, the TTSC/FL will forward the completed voucher to the AAUW California CFO (or a person authorized to sign) n who will then contact the vendor with the credit card information to complete the purchase. Relevant purchase orders, invoices, etc. are to be attached to the voucher.
3	Once the purchase is complete the CFO will notify the project representative and provide any relevant documentation and confirmation numbers provided by the vendor.
4	Also, once the purchase is complete the project representative will immediately submit a voucher with attached documentation (invoices/purchase orders) to the AAUW California Special Projects Fund for payment to AAUW California for reimbursement of the purchase.
5	The AAUW CFO will record any large purchase, such as computers, as an asset of AAUW CA. Note: Such purchases by state sponsored programs are the property of AAUW California and not the program.

<b>402.5 Denied Vouchers</b>	<p>If the CFO declines a voucher request for payment, the CFO must notify the voucher's author of the decision and the reason within two weeks of receipt of the voucher.</p> <p>The voucher's author may appeal the CFO's decision to the California Finance Committee. The appeal must be submitted within two weeks from the receipt date of the CFO's notification of the decision declining payment.</p>
<b>402.6 For an Advance</b>	<p>For an advance to cover budgeted expenses:</p> <hr/> <ol style="list-style-type: none"> <li>1. The Camp Director submits an Advance Form to the TT SC/TTFL for approval. The form is sent to the Chief Financial Officer who will provide the advance on budgeted funds.</li> <li>2. Within two weeks of incurrence, a voucher must be submitted by the Camp Director to the officials listed above, itemizing the total expenses. In the unusual event that the advance exceeds the expense, the balance due to AAUW California should be remitted with the final voucher.</li> </ol>



## 403. Camp Director

### 403.1 Overview

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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 directed to a current posting/copy of the Tech Trek policy and will be provided with any required training by the Tech Trek Coordinator.

---

### 403.2 Qualifications

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The Camp Director qualifications are to:

- Be an AAUW California member
- Enjoy working with 12-13-year-olds, good negotiating skills, and flexibility.
- 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.
- Have 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.
- Possess good organizational and people skills.
- Have basic knowledge of simple financial forms such as budgets, profit & loss statement, and balance sheet.
- Have working knowledge of Microsoft Word and Excel as well as email proficiency.

### 403.3 Duties

---

The Tech Trek Camp Director has responsibility to oversee:

- Curriculum development, including at least one engineering and one computer science class, contract negotiations and approvals with the hosting facility and AAUW-CA Tech Trek leadership, coordination with the campus conference service personnel, field trips arrangements, and submitting an After Camp Report to the state coordinators.
- 

*403.3 Duties, continued next page*

**403.3 Duties,**  
*continued*

- 
- Identification and selection of core teachers (who receive a stipend), volunteers to serve as health aide/nurse, dorm moms, counselors, volunteers to serve as workshop presenters, 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 camper 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 Treasurer with camper reservations count by branch. Maintain close contact with Camp Treasurer 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 Tech Trek 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 California 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.
- 

*403.3 Duties, continued next page*

**403.3 Duties,**  
*continued*

- 
- 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 Tech Trek Coordinator for insurance certificates
  - Handle public relations/press relations/public outreach with policy makers and ensure that safety/security procedures are followed.  
Manage communication with parents/families
  - Be a Mandated reporter.
-

## 404. Camp Treasurer

### 404.1 Overview

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

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### 404.2 Qualifications

The qualifications for being a Camp Treasurer are to:

- Be an AAUW California member.
  - Possess working knowledge of Microsoft Word and Excel as well as email proficiency.
  - Have the necessary computer and accounting skills to maintain records, create budgets, report donations to the SPF treasurer and fill out forms online.
- 

### 404.3 Duties

The duties of the Camp Treasurer are to:

- 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.
  - Assist the Camp Director in creating a budget for the camp for submission to the Tech Trek Financial Liaison in early September. Reviews for budget update in January.
  - Receive funds from the branches and forward them on to SPF within 14 days of receipt using the correct forms. (See Section 230.3 for procedures).
  - 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.
  - 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.
  - 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. Deposit received funds within 30 days to remain compliant with SPF's 501(c)3 status.
  - Work with the Tech Trek Coordinator, Tech Trek Financial Liaison, and other Camp Treasurers to develop new or improve existing processes and procedures.
- 

*404.3 Duties, continued next page*

**404.3 Duties,**  
*continued*

- 
- Submit vouchers, within 30 days, 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.
  - Attend Tech Trek Annual Meeting in the fall, if possible.
-

## 405. Branch Coordinator

### 405.1 Overview

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

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### 405.2 Qualifications

---

The Branch Coordinator qualifications are to:

- Be a member of the branch.
  - 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.
- 

### 405.3 Duties

---

The Branch Coordinator duties are to:

- Read the Tech Trek 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.
  - Must coordinate with Branch President to execute yearly Memorandum of Agreement and forward to Tech Trek State Program Director
  - Coordinate camper selection. (See Section 160.
  - Must ensure all branch members who will interact with nominated and selected Tech Trek girls execute the Conduct Agreement Form and forward to Tech Trek State Program Director.
  - Ensure funds are sent to Camp Treasurer by deadline and using proper payment procedures. (See Section 230.)
  - Work with and respond to Tech Trek Coordinator.
  - Work with Camp Director to coordinate all aspects of registering campers and submit all required forms by the stated deadlines.
  - Keep in touch with former campers. Maintain records of all campers and update the camper tracking form annually.
  - Coordinate branch members' visits to camp on Branch Visitation Day.
  - Train successor and transfer all forms and records to her/him.
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## 406. Core Teacher

### 406.0 Overview

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

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### 406.1 Qualifications

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The qualifications for becoming a Core Teacher are to:

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- Be an 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.
  - Have a passion for STEM subjects and ability to connect with 12-14-year-olds.
  - Conduct herself professionally, have integrity, and be a team player.
  - Have the ability to be flexible in scheduling and maintain content of her course.
  - Complete a Live Scan fingerprinted by the Camp Director's stated deadline (typically six weeks prior to camp).
- 

### 406.2 Duties

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The duties of the Core Teacher are to:

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- Develop a 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.
  - Get the Camp Director's prior approval for the purchase of all class equipment and supplies.
  - Be a mandated reporter.
-

## 407. Dorm Mom

### 407.1 Overview

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Dorm Moms provide the emotional foundation the campers need while on their Tech Trek adventure, look out for the girls' best interests and consider 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.

---

### 407.2 Qualifications

---

The qualifications for the Dorm Mom are to:

- Remain on campus for the duration of the camp and arrive early (for orientation and training) according to the Camp Director's instructions.
  - Must be an AAUW member. (This is not connected to insurance).
  - Be 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.
  - Know where assigned campers are at all times.
  - Attend any staff meetings as required by the Camp Director.
  - Hold regular dorm group meetings and assist in any other camp activities for the dorm group.
  - Assist in classrooms and on field trips when possible, as needed by the Camp Director.
  - Be willing and able to intervene and deal with potential minor difficulties between campers, homesickness, and limited discipline issues.
  - Be a mandated reporter.
  - Receive training as a mandated reporter. A **mandated reporter** is a person who, because of his or her profession, is legally required to report any suspicion of child abuse or neglect to the relevant authorities. These laws are in place to prevent children from being abused and to end any possible abuse or neglect at the earliest possible stage.
-



## 408. Health Aide Nurse

### 408.1 Overview

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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.

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### 408.2 Qualifications

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The qualifications for being a Camp Nurse/Health Aide are to:

- Be an AAUW California member. (New graduates are eligible for very low-cost memberships. On-Line branch membership also costs less.)
  - Pass Live Scan or background check as mandated by Camp Director (typically six weeks prior to camp).
  - Have extensive nurse's training, senior year student or retired nurse with updated training.
  - Complete required First Aid courses. CPR certificate is preferred if no RN or MD is on site.
  - Be interviewed by camp director if new to the camp
  - Be physically capable of walking the campus.
  - Have experience working with children.
  - Must complete any required training prior to camp.
- 

### 408.3 Duties

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The duties of the Camp Nurse/Health Aide are to:

- 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.
  - 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.
  - Be familiar with infirmary supplies; replenish as needed, submit a voucher for reimbursement. 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.
  - Keep Dorm Moms informed of camper health issues.
- 

*408.3 Duties, continued next page*

**408.3 Duties,**  
continued

- 
- Attend staff meetings as requested by the Camp Director.
  - 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.
  - Remain on campus for the duration of the camp and arrive early for orientation and training according to the Camp Director's instructions.
  - Be a mandated reporter.
-

## 409. Intern

### 409.1 Overview

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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.

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### 409.2 Qualifications

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

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## 410. Junior/Senior Counselor

### 410.1 Overview

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Junior/Senior Counselors are former campers who serve as assistants to the camp staff and role models to the campers.

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### 410.2 Qualifications and Expectations

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The qualifications for a Junior/Senior Counselor are to:

- Be at least two years (three is preferred) after attending camp for junior counselor, more for senior counselor.
  - Be able to exercise good judgment, emphasize safety, and exhibit exemplary behavior as a role model to the younger campers.
  - Be flexible.
  - Be friendly and able to conduct oneself with a positive attitude.
  - Abide by dorm closure and bedtime hours, sleep in assigned bed, abide by dress code, and attend all meals and activities.
- 

### 410.3 Duties

---

The duties of a Junior/Senior Counselor are to:

- Assist in preparation of buildings and campus areas for Sunday registration.
  - Assist the teacher to whose class you are assigned.
  - Assist Dorm Moms where assigned.
  - Meet and greet campers and their families on Sunday arrival.
  - Attend dorm meetings in your buildings.
  - Meet with your supervisor each day to be informed of the day's activities, new assignments, and changes in schedules.
  - Assist in daily activities as assigned.
  - Assist on campus field trips.
  - Perform other tasks as assigned by Camp Director.
-

## 412. Live Scan Coordinator

### 412.1 Overview

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The Live Scan coordinator is certified by the state as the sole member of AAUW California 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.

---

### 412.2 Qualifications

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The qualifications for a Live Scan Coordinator are to be:

- An AAUW California member.
  - An efficient record keeper.
  - Able to pass the FBI check.
- 

### 412.3 Duties

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The duties to the Live Scan Coordinator are to:

- Maintain list of potential staff members, sent by the camp directors, having the Live Scan procedure.
  - Notify camp directors when each name is approved.
  - Keep approval documentation secure.
  - Send the camp directors the forms and instructions each year in the spring.
-

## **413. Procurement Coordinator**

### **413.1 Overview**

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The Procurement Coordinator arranges for the purchase of all-camp items such as T- shirts, pens, lanyards, or neck wallets. The Tech Trek State Program Director may serve as the procurement coordinator.

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### **413.2 Qualifications**

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The qualifications for the Procurement Coordinator are to:

- Be an AAUW California member.
  - Have the ability to use Excel, Word, and email.
  - Have strong communication skills.
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### **413.3 Duties**

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The duties of the Procurement Coordinator are to:

- Act as a liaison between the designer and the company.
  - Secure from camp directors the number of items needed.
  - Place the orders.
  - Coordinate delivery sites and dates for each camp's shipment.
  - Arrange for payment with the Financial Liaison.
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## **414. Camp Website Coordinators**

### **414.1 Overview**

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In affiliation with the State Program Director, the CA Webteam Chair and team, oversee the platform, design, content, and access of AAUW Tech Trek web pages for CA camps. Together with approved camp editors, they ensure service consistency, compliance, maintenance and updates to the content and appearance of those web pages. Updates and design changes are supported at the request of the Camp Directors and the State Program Director.

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## 415. Fund Development Committee

### 415.1 Overview

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The Fund Development Committee is an ad hoc group appointed by the Tech Trek Coordinator to identify Tech Trek camp needs across the state and develop a funding campaign to meet those needs.

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### 415.2 Qualifications

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The qualifications for the Fund Development Committee are to:

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- Be AAUW California members.
  - Have knowledge of Tech Trek needs
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### 415.3 Duties

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The duties of the Fund Development Committee are to:

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