

**ALL INFORMATION HAS BEEN UPDATED IN THE FORM.**

**SEE THE FORM [HERE](#) FOR EDITING. SEE THE FORM [HERE](#) FOR PUBLIC VIEW.**

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## 2024-2025 Tech Trek Branch MOU

In this document, you will review and agree to the terms of the Memorandum of Understanding (MOU) for the 2024-2025 Tech Trek Program. This document must be submitted by the branch president. In the case of co-presidents, designate one signer only. In this MOU you will:

- Agree to the policies set forth in the MOU.
- Commit to fund the number of camperships you have requested. Your actual allocation will be determined at the state level after February 16th and may be different from your original request.
- Designate a branch coordinator to be the point of contact for the state and be responsible for decisions regarding final assignment of campers to camps.

Complete this form by: February 16, 2025.

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### **Opt Out question:**

Does your branch plan to participate in Tech Trek this year?

Note that if opting out, your branch will still be able to participate in future years.

Yes

No

If no, it should take them to a page where they select their Branch and sign their name and that is it, so not sure if you will need to create a duplicate section with the branch or move the branch info page to the end so if they say Yes, they can go right into their branch requests page, if they say no, they go to the last page

**Add new volunteer question on same page after Branch Requests question and before Comments**

## **Volunteers \***

Camps cannot run without volunteers! Camp directors may give preferential treatment to branches who commit volunteers, especially dorm monitors and daily volunteers.

Please indicate how many ADULT camp volunteers your branch will provide in 2025.

Virtual - Staff volunteers (build or social coach):

Virtual - Daily volunteers (workshop coach):

Residential - Staff volunteers (full time):

Residential - Daily volunteers:

Please indicate how many ALUM camp volunteers your branch will provide in 2025.

Residential - Staff volunteers (peer counselors):

Virtual - Staff volunteers (build, workshop, or social coaches):

**Add new school question on same page after Branch Requests question and before Comments**

## **Partner Schools \***

Beginning with the 2024-2025 camp season, the schools that applicants are drawn from may be considered if allocations are required due capacity constraints. Specifically, branches are encouraged to seek applicants from schools that serve historically under-resourced communities, as indicated by their Title I status (which can be checked [HERE](#)).

Total # schools branch partners with:

# Title I schools:

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The AAUW 2025 Tech Trek Program Branch Participation Memorandum of Understanding is entered into on this date, between AAUW California, a California nonprofit corporation and affiliate of AAUW National, with its principal office in Sacramento, CA (AAUW California) and the branch of AAUW, an affiliate of AAUW National. This Memorandum of Understanding is in effect from January 1 through December 31, 2025.

It is understood by all parties that the branch must have a signed Memorandum of Understanding in place to participate in the Tech Trek program for the 12-month period (January 1 – December 31) which the Memorandum of Understanding covers. The branch will not be allowed to reserve camper space at the 2025 Tech Trek Camps nor select campers or conduct Tech Trek-related events if this signed Memorandum of Understanding is not completed.

Any branch choosing to not participate in the 2025 Tech Trek camp program may do so by not submitting this Memorandum of Understanding to state leadership or formally opting out. The branch will still be eligible for participating in future post-2025 Tech Trek programs.

In signing this Memorandum of Understanding, both parties agree to the following conditions under which the branch will participate in the program, to include: the selection of program participants, the distribution of program marketing and application materials, and all other aspects of the program in which the branch is involved.

Once all branch camper requests have been received, any further changes will undergo a fair and equitable review process at the camp and state level (if required), considering branch proximity to the available campuses, volunteer support commitment, and partnering schools' Title I status.

During the application process, parents will have an opportunity to indicate whether they prefer a virtual or in-person option for your consideration. If they indicate virtual and you did not request any prior, you may add afterwards by contacting [techtrek-virtual@aauw-ca.org](mailto:techtrek-virtual@aauw-ca.org).

1. The branch agrees that the processes it uses to identify, interview, select, and fund eligible girls to participate in the Tech Trek camp will be conducted in accordance with current AAUW Tech Trek guidelines, forms, and procedures as adopted by AAUW California, including completing the volunteer Code of Conduct each year.
2. The branch understands that all necessary funding for the number of girls it has selected to attend camp must be sent to the specific camp treasurer no later than March 15, 2025.
3. The branch will select participants no later than April 15, 2025 using the processes defined.
4. Once camp assignments have been made, in the event the branch is unable to fill all the slots it has reserved at a camp, the branch will notify the designated Camp Director as soon as such determination is made by the branch. This will enable backfilling the spots at the camp with participants selected by other branches. Cancellation charges may apply depending on when the cancellation occurs.
5. The branch understands that any funds received by AAUW CA Special Projects Fund (SPF) from the branch in excess of that due for the number of campers the branch will be sending to the program will be credited to the branch and held by AAUW CA SPF for future participation.
6. The branch will immediately contact the Tech Trek Program Director if any questions or issues arise regarding the participant selection process. This will ensure that issues can be resolved before they can become problems and that they are handled in a uniform manner throughout the program.
7. The branch understands that it is responsible for adhering to all fiduciary guidelines established by AAUW CA Special Projects Fund (SPF) when using the AAUW CA SPF 501(c)(3) tax ID number for the solicitation of all tax-deductible donations to support the Tech Trek Program. **The AAUW CA SPF tax ID number is proprietary to AAUW CA SPF and may not be used by a branch for any fundraising for projects that have not been approved by AAUW CA SPF.**
8. The branch understands that once funds are deposited with AAUW CA SPF, such funds may be unilaterally transferred within the Tech Trek project as required to support branch campership assignments across the state.
9. It is understood by the branch that due to COVID-19, all interviews or any other Tech Trek activities should take into consideration local advisories for in-person vs virtual format.

## Terms and Termination

1. The Branch Annual Tech Trek Participation Memorandum of Understanding will expire on December 31st each year. The 2025 Memorandum of Understanding must be reviewed and e-signed by the branch president and branch Tech Trek coordinator by February 16, 2025.
2. The Memorandum of Understanding will be electronically signed and collected online each year.
3. This Memorandum of Understanding may be terminated by AAUW California or the branch at any time for good cause. Examples include, but are not limited to:
  - a. Not adhering to the non-discrimination policy
  - b. Not using updated, current materials
  - c. Modifying forms without the approval of the Tech Trek Program Director
  - d. Not following policies and guidelines from AAUW and AAUW California, including, but not limited to, the proper selection of campers
  - e. Inability to raise necessary funds
  - f. Inability to adequately administer the program locally
  - g. Conducting Tech Trek-branded events without the approval of the Tech Trek Program Director
4. If AAUW California believes that good cause exists for termination, it shall give notice to the branch in writing.
  - a. If the cause for termination is one that can be corrected by the branch, the branch shall have 10 days from receipt of the notice in which to make the correction(s).
  - b. If the branch does not make the required correction(s), or the cause for termination is one that cannot be corrected, the Memorandum of Understanding shall terminate on the eleventh day after notice is received by the branch.
  - c. If the branch does make the required corrections within the 10-day period, this Memorandum of Understanding shall continue until it expires on December 31st of the current year.
5. If the branch believes that good cause exists for termination, it shall give notice to AAUW California in writing to the Tech Trek Program Director.
6. In the event this Memorandum of Understanding is terminated by either AAUW California or the branch, and funds are on file with AAUW CA SPF, the branch understands that the funds cannot be refunded to the branch and must remain on deposit with AAUW CA SPF for future use for branch Tech Trek campers or may be transferred to another previously approved branch program/project using AAUW CA SPF as its fiduciary agent (e.g., a branch scholarship program).

## **OTHER TERMS**

### **PROPRIETARY INFORMATION OF AAUW CALIFORNIA**

The branch understands and agrees that certain information provided to the branch or obtained by the branch from Tech Trek applicants, AAUW California officers, directors or employees may be confidential and proprietary information. The branch agrees to maintain, in confidence, all such information which is marked CONFIDENTIAL or which should reasonably be considered confidential or proprietary. This includes the secure handling of both hardcopy and electronic versions of applicants' forms.

### **PROPERTY OF AAUW AND AAUW CALIFORNIA**

All intellectual property provided to the branch by AAUW or AAUW California, including, but not limited to, forms, guidelines, procedural documents, materials, questionnaires, etc. will remain

exclusively the property of AAUW or AAUW California and the branch agrees to deal with it as such. All such property shall be relinquished to AAUW or AAUW California by the branch upon request.

## **AUDIT AND DATA COLLECTION**

1. To measure and evaluate the success of the Tech Trek experience, the branch agrees to follow-up with each girl the branch sponsors for up to five years following each girl's camp experience (through high school graduation). Frequency and content of follow-up will be determined by AAUW California.
2. Parent releases and student application data will be collected online.
3. Data collection will strictly adhere to federal and state laws pertaining to privacy and confidentiality.

## **AMENDMENTS AND ELECTRONIC SIGNATURES**

### **NOTICES**

All notices are to be executed via email relative to the AAUW California Tech Trek program. Notices will be considered given based upon the receipt date noted on the document when delivered in e-mail delivery date/time notation. Notice sent via other delivery services will be considered given based upon delivery confirmation date/time. Social media is NOT considered a viable method for delivery of notices. Written notices can be delivered to the addresses noted below. Either party may change their address by providing the other party with written notice. Notice shall be given within 15 days of an address change.

AAUW California

PO Box 160067

Sacramento, CA 95816-0067

[office@aauw-ca.org](mailto:office@aauw-ca.org)

AAUW California will retain an electronic copy of each Memorandum of Understanding in an online secure repository, with copies available (upon request) to the Tech Trek Program Director, the AAUW California president, the branch president and the branch Tech Trek coordinator.

### **AMENDMENT**

No change, amendment, or modification of this Memorandum of Understanding shall be valid unless in writing and signed by all parties to the Memorandum of Understanding.