

**AAUW CA TECH TREK PROGRAM ANNUAL BRANCH PARTICIPATION
MEMORANDUM OF UNDERSTANDING**



The Annual Branch Tech Trek Participation Memorandum of Understanding is entered into the _____ day of _____ 2019, between AAUW California, a California nonprofit corporation and affiliate of AAUW National, with its principal office in Sacramento, CA (AAUW CA) and the _____ Branch of AAUW, an affiliate of AAUW National. This Memorandum of Understanding is in effect from October 1st through September 30th of the AAUW year 2019-2020.

It is understood by all parties that the Branch must have a signed Memorandum of Understanding in place in order to participate in the Tech Trek program for the 12 month period (October 1-September 30) that the Memorandum of Understanding covers. The Branch will not be allowed to reserve camper space at any Tech Trek Camp nor select campers if this signed Memorandum of Understanding is not on file with the State Project Coordinator and the AAUW CA office.

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:

BRANCH RESPONSIBILITIES

- 1) The Branch agrees to send to the State Project Coordinator, by the deadline established by the State Project Coordinator, the number of places it wishes to reserve at the camp it intends to enroll campers.
- 2) The Branch agrees that the identification, interview, and selection 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 guidelines, forms, and procedures as adopted by AAUW CA.
- 3) 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 1st of the camp year.
- 4) The Branch will provide the Camp Director with the names of the participants it has selected no later than April 15th of the camp year.
- 5) In the event the branch is unable to fill all of the slots it has reserved at a camp, the branch will notify the Camp Director as soon as such determination is made by the Branch. This will enable the Camp Director to attempt to fill the additional spots at the camp with participants selected by other branches.

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- 6) The Branch understands that funds already received by AAUW CA SPF (Special Projects Fund) from the Branch for participants in excess of 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 participants selected by the branch for future camp participation.
- 7) The Branch will immediately contact the State Project Coordinator and Camp 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.
- 8) 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.

TERM AND TERMINATION

- 1) The Branch Annual Tech Trek Participation Memorandum of Understanding will expire annually on September 30th. The new Memorandum of Understanding must be reviewed and approved by the Branch Board, and signed by the Branch President and Branch Tech Trek Coordinator by October 1st.
- 2) The signed Memorandum of Understanding will be scanned and emailed to the State Project Coordinator and the AAUW CA office by October 10th of each year.
- 3) This Memorandum of Understanding may be terminated by AAUW CA 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 State Project Coordinator
 - d. Not following policies and guidelines from AAUW and AAUW CA, including, but not limited to, the proper selection of campers
 - e. Inability to raise necessary funds
 - f. Inability to adequately administer the program locally
- 4) If AAUW CA 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 September 30th.

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- 5) If the Branch believes that good cause exists for termination, it shall give notice to AAUW CA in writing to the State Project Coordinator.
- 6) In the event this Memorandum of Understanding is terminated by either AAUW CA 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. Branch Scholarship Program).

PROPRIETARY INFORMATION OF AAUW CA

The Branch understands and agrees that certain information provided to the Branch or obtained by the Branch from Tech Trek applicants, AAUW CA 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 CA

All intellectual property provided to the Branch by AAUW or AAUW CA, including, but not limited to, forms, guidelines, procedural documents, materials, questionnaires, etc. will remain exclusively the property of AAUW or AAUW CA and the Branch agrees to deal with it as such. All such property shall be relinquished to AAUW or AAUW CA by the Branch upon request.

AUDIT AND DATA COLLECTION

- 1) In order to measure and evaluate the success of the Tech Trek experience, the Branch agrees to conduct follow-up interview/questionnaires for 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 interviews/questionnaires will be determined by AAUW CA.
- 2) The Branch agrees that it will make its records regarding the AAUW Tech Trek program available for audit by AAUW CA for up to three years after the termination of this Memorandum of Understanding.
- 3) The Branch agrees to provide standardized information about its Tech Trek Camp participants to Camp Directors and/or the State Project Coordinator in the format and at the intervals requested by AAUW and/or AAUW CA. Data collection will strictly adhere to federal and state laws pertaining to privacy and confidentiality.

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NOTICE

- 1) All notices are to be issued in written format either in person, USPS, or E-mail to the addresses listed below. Notices will be considered given based upon the receipt date noted on the document when delivered in person, USPS postmark, or 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.
- 2) Notices are to 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 CA
1331 Garden Highway, Suite 100
Sacramento, CA 95833
office@aauw-ca.org

_____ AAUW Branch

AMENDMENT

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

AAUW California, Inc.
By: _____
President, on behalf of AAUW CA
Date: _____

_____ AAUW Branch
By: _____
Branch President
Date: _____

By: _____
Branch Tech Trek Coordinator
Date: _____

Date of Branch Board Approval _____

A copy of this signed Memorandum of Understanding (either hardcopy or electronic scanned copy) is to be kept on file at the Branch by the Branch President and the Branch Tech Trek Coordinator. AAUW CA will retain a copy of this Memorandum of Understanding in the State Project Coordinator's files, in the AAUW CA State President's files and at the AAUW CA office.