

Policies and Procedures



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COVID-19 Modifications for the 2020-2021 Camp Year

In light of the COVID-19 pandemic and the current uncertainty about the timing and scaled availability of a COVID-19 vaccine, AAUW National is requiring that all Tech Trek camps must be fully virtual in 2021. This means that all camp activities and events for Tech Trek camps held in 2021 must be held via conference software, and cannot include in-person, on-site activities or events. This is an unfortunate but necessary precaution to ensure the safety of campers and their families, our Tech Trek staff and volunteers, as well as the countless additional campus employees who assist with the camps each summer.

With virtual camps, some of the policies and procedures set forth below will not apply in the same way that they have in prior years. The policies and procedures below reflect these modifications for the 2020-2021 camp year.

AAUW Tech Trek Stakeholder Responsibilities

The following policies and procedures stipulate the necessary components to plan and execute a virtual AAUW Tech Trek camp. All staff and volunteers associated with AAUW Tech Trek are responsible to fully review, agree, and adhere to all the policies and procedures within this document. See the AAUW Tech Trek SharePoint Drive for additional information, forms and examples of communications.

AAUW Organizing Affiliates and Camp Directors

Organizing Affiliates and Camp Directors will work in close coordination on all aspects of the planning and execution of an AAUW Tech Trek camp. All camps must hold an active membership with the American Camp Association (ACA), with that membership being held either by the camp individually or with the Organizing Affiliate, in order to ensure that camp is aligned with ACA best practices.

Organizing Affiliates and Camp Directors are responsible for the following:

Staff and Volunteer Recruitment and Training

- Train all staff on camp protocols, staff expectations, and AAUW's National Diversity & Inclusion Policy, and provide access to the Staff and Volunteer Manual
- Recruit teachers, workshop presenters and speakers for the camp and collect necessary commitment and release forms
- Arrange for background checks of all camp staff and selected volunteers
- Submit the name of a designated website editor to the AAUW National staff. (Permission to edit site website will be given to designee.)
- Compile and store proof that volunteers have read the AAUW Tech Trek Policies & Procedures. AAUW National reserves the right to request this documentation at any time.

Fiscal & Legal Responsibility

- Conduct all fundraising through a fiscal sponsor relationship established with a 501(c)(3) AAUW affiliate.

- Organizing Affiliates must execute a fiscal sponsorship agreement between the Organizing Affiliate and a 501(c)(3) AAUW affiliate, consistent with the fiscal sponsorship agreement template provided by AAUW National. As fiscal sponsor, this AAUW affiliate is responsible for receiving, overseeing and disbursing all funds raised for the Tech Trek program. AAUW National reserves the right to request a copy of the fiscal sponsorship agreement at any time.
- Contact information for a point of contact for the fiscal sponsor must be submitted to AAUW National staff. (All online donations received by the national office will be sent via check to designated point of contact on a monthly basis.)
- Ensure that all financial documents are up to date and accurate. AAUW National may request financial records and general ledgers at the end of camp season.
- Review and sign all applicable contracts.
- Raise all funds necessary to cover cost of the AAUW Tech Trek camp. \$2,000 grants are available from the national office for 2021 camps.
- Retain an appropriate insurance policy for local Tech Trek site that meets with ACA standards regarding virtual camps, if any.

Camp Logistics & Curriculum

- Design programmatic goals and measures of success for individual camps
- Review and approve all curricula in accordance with AAUW standards of operation as laid out in the Staff and Volunteer Manual.
 - Review all curricula proposed by presenters for rigor and age-appropriate content.
 - Confirm that the overall curriculum contains at least one curricular offering in each of the following in the class schedule: science, technology, and engineering.
 - Ensure curriculum reflects AAUW's desire to expose attendees to college majors and careers in which women are underrepresented.
- Execute and plan all scheduling of Tech Trek programming.
- Coordinate virtual platform for camp.
- Send camp packet to families and camp staff (including release forms, as modified to reflect a virtual camp).
- Submit post-camp report.
- Store student and parent contact information.
- Allow national AAUW staff to observe camp, if requested.
- Implement evaluation of students, camp staff, planning committee and other volunteers and submit results to national office in the fall (specific date to be determined by AAUW staff).
- Use the AAUW National Tech Trek logo and all national funder logos on all camp materials following the style guide provided by the AAUW National office.

Camper Application Process and Registration

Handle and coordinate all aspects of the camper recruitment, application, and registration processes, including:

- Gather review committee for camper recruitment, applications and selection.
- Send selection notification to parents/families.
- Collect permission, release, and core curriculum forms from families of selected students (as modified to reflect a virtual camp).

AAUW Tech Trek Leadership Team

The AAUW Tech Trek Leadership Team is a critical team of volunteers that will develop and plan all aspects of the Tech Trek program. Organizing Affiliates and Camp Directors are tasked with training all staff and volunteers, as well as managing the deadlines for the group and provide resources and information.

In general, we recommend that each camp has a leadership team that consists of:

- Director/Co-Director
- Assistant Director
- Camp Treasurer
- Curriculum Coordinator
- Fundraising Coordinator
- Marketing Coordinator
- Social Media Coordinator
- Volunteer Coordinator
- Branch Coordinator
- Background Check Coordinator
- Tech Trek Financial Liaison

This is not an exhaustive list of leadership positions for your camp. What is important is that you have enough volunteers and support to plan all the aspects of your camp. For general descriptions of positions, see the documents in SharePoint.

AAUW National

AAUW National will work with both Organizing Affiliates and Camp Directors to ensure the smooth planning and execution of each Camp, including:

Staff and Volunteer Recruitment and Training

- Offering training support and resources through webinar, office hours, and relevant research and articles.
- Maintain the AAUW Tech Trek Policies & Procedures and Staff & Volunteer Manuals on the AAUW Tech Trek SharePoint Drive.

Camp Logistics

- Host Site Resources websites and provide technical assistance to a designated website editor
- Assist with online donations and distribute funds.
- Provide \$2,000 grant opportunity to camps that apply for the funds.
- Maintain relationship with a background check vendor.

Camp Evaluation

- Provide evaluations for camp, staff and committee, teachers, and volunteers. Compile and disperse data to each camp and Tech Trek sites collectively.
- Provide independent evaluator report and distribute to all camps and funders.

Staff and Volunteer Recruitment and Training

Organizing Affiliates should work closely with members and branches in developing their volunteer leadership teams. Any member involved in Tech Trek will need to be trained on AAUW National and local Tech Trek policies and procedures. Organizing Affiliates and Camp Directors will train staff and volunteers as well as manage the deadlines for the group and provide resources and information.

All policies and training guidelines mentioned in this document and related documents are AAUW's protocols and must be adhered to by all camps. Camps may expand upon training guidelines, but may not establish any rules, guidelines, policies, or protocols that contradict anything in this document.

Staff and Volunteer Training Guidelines

All staff and volunteers must review and act in accordance with the "Tech Trek Policies and Procedures" and "Diversity and Inclusion" regulations and complete training in anti-bullying and sexual assault. The National office will provide a framework for required staff and volunteer training. All additional volunteer training materials distributed by states and/or branches must also be shared with the National Office to ensure they are aligned with AAUW Tech Trek Policies and Procedures.

Definitions

- Paid staff, including, but not limited to:
 - Teachers
 - Camp directors
 - Co/Assistant directors
- Volunteers
 - School district and teacher liaisons
 - Application reviewers/interviewers
 - Financial/fundraising liaisons
 - Any other AAUW members involved in Tech Trek planning, regardless of official title
 - Workshop presenters
 - Virtual session moderators or non-camper participants
 - Speakers at Professional Women's Night.

Hiring Standards

All Tech Trek staff must be screened and selected utilizing the following:

- A standard application completed by the applicant that includes an authorization for the release of information to conduct background checks.
- Individual interview with the applicant.
- Reference checks.
- Successful completion of background check.

All Tech Trek staff are required to sign the Code of Conduct and Abuse Policies for Protection of Tech Trek Campers. (Located in SharePoint)

To the extent possible, no person is permitted to supervise an immediate family member while volunteering at Tech Trek. For this policy, immediate family member is defined as spouse, partner, child,

parent, sister, brother, similar in-law relationship, stepchild, stepparent, stepsibling, grandparent, or co-habitant.

Paid teachers are independent contractors hired by camp directors.

Background Checks and Fingerprinting

Camp Director must ensure that all Tech Trek camp staff 18 years or older undergo an annual federal background check as required by the camp's insurance policy. Confirm what coverage your insurance carrier requires.

OneSource

OneSource is the company that AAUW National has contracted with to perform background checks that do not require fingerprints. To sign up to use OneSource camp directors should submit a request to AAUW National staff. Your contact information will be given to OneSource and they will contact you with the paperwork you need to use their system.

OneSource fees begin at \$15. Contact OneSource to request an online application entry link for a \$1 fee. Every search performed incurs an additional cost. Searching more than one last name or address adds to the cost of the search. Some counties also have additional costs for searching their databases.

LiveScan (Tech Trek in California Only)

All volunteers and staff in California shall be fingerprinted using LiveScan. Those guests not fingerprinted will 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 include specifics on copy distribution. It is most important to start the process as early as possible. It sometimes takes two or more months for volunteers to be notified of unclear prints.

Background Check Results

It is recommended that you check with your insurance carrier regarding the hiring of staff with adverse entries on a background check. In the event that your insurer covers all background check results, an adult staff member who has undergone a successful background check must be in the room with campers at all times.

Removing Personnel

In the event a Tech Trek personnel fail to follow policy or meet expected requirements, the following procedure shall be followed:

1. The staff member's supervisor and/or the Tech Trek State Coordinator and/or AAUW STEM staff explains the reason for disciplinary action.
2. A plan of action to remedy the behavior is outlined, including consequences.
3. The staff member either agrees to the plan or is dismissed immediately.
4. If the staff member fails to meet standards agreed upon within the timeline established, the staff member's supervisor has the authority to remove her immediately.

Fiscal & Legal Responsibility

Camps are responsible for raising all necessary monies to execute a Tech Trek camp; as well as retain proper insurance and sign all necessary contracts.

Fiscal Responsibilities

All AAUW Tech Trek camps/organizing affiliates are responsible for obtaining a fiscal sponsor and executing a fiscal sponsorship agreement with a 501(c)(3) AAUW affiliate, consistent with the fiscal sponsorship agreement template provided by AAUW National. All fiscal sponsors must be a 501(c)(3) AAUW affiliate. Fiscal sponsorship agreements between the Organizing Affiliate and fiscal sponsor are required. A local point of contact for the fiscal sponsor should be established and contact information must be submitted to AAUW's Finance Department to ensure timely disbursement of online donations and other monies. AAUW National also reserves the right to request financial records and general ledgers.

Camper Registration Fee

For the 2021 camps, each Organizing Affiliate may decide whether to charge a fee for camp. If a fee is charged, it must be consistent across all camps managed by the Organizing Affiliate. If the family cannot afford the fee, an AAUW branch may elect to absorb the fee. All camp fees are NOT tax deductible.

Donation Submission

Donations to your Tech Trek camp should be sent directly to your fiscal sponsor. AAUW National will continue to assist with online donations for camps that will be transferred to the fiscal sponsor each month. All other donations are to be sent to your fiscal sponsor.

Legal Responsibilities

- All camps must hold general liability insurance for the duration of the camp.
- All camps must be in compliance with their state liability laws.

Camp Logistics and Curriculum

Camp Directors are responsible for all logistical aspects of running the camp, including the hiring of staff and recruiting of volunteers, designing the camp's learning outcomes and evaluative measures, creating the camp schedule, and hosting a supportive and nurturing virtual learning environment for campers and staff alike. They are responsible for keeping parents informed about the camp schedule. Camp Directors also need to keep AAUW National abreast of camp curriculum and evaluations, any camper or staff concerns, and any other potential legal liability issues.

While Tech Trek camps are welcome to create their own logos and use them, **all Tech Trek materials must also use the AAUW National Tech Trek logo (and all national funder logos when applicable) on all camp materials following the style guide provided by the AAUW National office.**

The current AAUW Tech Trek logo, is available in SharePoint and should appear on items given or sent to campers, including but not limited to:

- t-shirts
- backpacks
- lanyards
- water bottles
- materials such as binders and worksheets

If you would also like access to the AAUW National logo please request it through staff and note what it will be used for.

Curriculum Requirements

- Teachers and workshop presenters must provide learning objectives for each piece of curriculum
- Each camp must have at least one teacher as a backup for camp, able to teach either a core class or a workshop in case of emergency
- Camp must have at least one curricular offering in each of the following: science, technology, and engineering

Running a Virtual Camp

We recognize that many of you will be running a virtual camp for the first time. There are significant resources available on the ACA website, particularly on topics that you may not have previously needed to account for, like platform security:

Guidelines for Virtual Youth Programs:

<https://acacamps.app.box.com/s/mrwj9vg8li644lznrpkmqfpbl8y65eer/file/662105740791>

Webinar: COVID-19 Can't Cancel Inclusion: <https://vimeo.com/407637185>

Privacy and Security for Online Programs:

<https://acacamps.app.box.com/s/jc8gra12mcym0648mwccndryk56jl72>

Camper Application Process and Registration

Planning volunteers are in charge of the camper recruitment, application, and registration processes. They should be in communication with Camp Directors about these processes to make sure they understand the learning objectives of the camp, how to portray the camp to campers and their families, and alert Camp Directors to any concerns they might have with an applicant or registered camper.

Camper Application Process

AAUW National requires only the following in regard to camper selection:

- Teacher nomination
- Camper written application

AAUW does not require or encourage interviews of campers or their families. Please consider if the questions posed in an interview can be similarly answered via an application or the submission of an additional recommendation letter (could be a different teacher or someone else who can attest to the student's abilities and interest in STEM, like a Girl Scout leader or athletic coach).

For those camps that continue to conduct interviews, the following is required:

- Volunteers conducting interviews must follow the guidelines set forth in the Diversity and Inclusion manual.
- All volunteers must use the same set of interview questions developed by their Organizing Affiliate and/or Camp Directors. These questions must be submitted and approved in advance by National.
- All interviews must take place via conference video and interviews are to be conducted by a minimum of two volunteers.

Student/Alternate Selection

The committee should select alternates to attend Tech Trek if any selected girls cannot attend. If a student cannot attend Tech Trek an alternate and their parents/guardian should be notified immediately so that families can receive the appropriate paperwork and pay the fee, if any, as soon as possible.

If families want to know more about why a girl was not selected or was selected as an alternate, do not share the answers from the girl's application. Inform family members that a committee chose the girls based on their overall assessment of the total application process, including the nomination comments, application, and essay, and their decision is not one based on the individual girl, but on a group of girls who were all in the running to attend.

Tracking Former Campers

It is the responsibility of each state to determine the tracking process for their campers. This information may be requested by AAUW National to compile longitudinal studies.

Diversity and Inclusion Policy

The following are AAUW rules and regulations. For more information on any of these topics, consult the Diversity and Inclusion Manual in SharePoint.

AAUW Inclusion Policy

In principle and in practice, AAUW values and seeks an inclusive membership, workforce, leadership team, and board of directors. There shall be no barriers to full participation in this organization or any of its programming on the basis of age, disability, ethnicity, gender, gender identity, geographical location, national origin, race, religious beliefs, sexual orientation, and socioeconomic status.

According to the Americans with Disabilities Act (ADA), a disability is a physical or mental impairment that substantially limits one or more major life activities, such as seeing, hearing, speaking, walking, working, learning, breathing, performing manual tasks, and caring for oneself.

Medical Conditions and Developmental Disorders

In accordance with our inclusion policy, no Tech Trek camp shall deny the acceptance of a camper based on a developmental disorder or medical status. It is the responsibility of the camp director, nominating teacher and parent or guardian of the camper to work collectively on a case-by-case to assess the student's needs, and if reasonable accommodations are able to be provided for the camper. All camps agree to adhere to the regulations outlined in the Diversity and Inclusion Manual.

Anti-Bullying Policy

AAUW Tech Trek is committed to providing a safe learning and physical environment for all campers, staff and volunteers. Bullying of any kind, from any individual, will not be tolerated. Bullying shall be defined as any repeated behavior from an individual or a group with the intention to hurt another/others.

In the event that bullying is occurring at a Tech Trek camp, AAUW National staff must be notified immediately. All staff and volunteers must complete an anti-bullying training to be eligible to participate in the planning or execution of a Tech Trek camp. All camps must agree to the regulations outlined in the Diversity and Inclusion Manual.

Transgender Campers

AAUW Tech Trek does not discriminate based on gender identity, and our priority is that all campers have a positive, educational and fun experience at Tech Trek.

- A family and child's privacy is the first and foremost priority.
- It is the responsibility of camp staff to keep the transgender child's gender identity private.
- Parents of a transgender camper are in no way required to notify camp directors, staff, AAUW members, branch coordinators, or anyone else associated with Tech Trek, that their child is transgender before the virtual event.

If a parent of another camper wants to speak with you about the transgender student it is important to communicate the following:

- Tech Trek has a diversity and inclusion policy that welcomes all people who identify as female.
- Staff cannot talk about any campers' personal private situations.
- It is illegal to ask students whether they have female or male anatomy.
- Parents should trust camp staff are handling any situation with respect and care, just like they would if the parent's child had a situation that was private.

For additional resources, visit the Diversity and Inclusion Manual in SharePoint or contact Lesley Perry.