2022 Branch Planning Packet

We are so excited to be planning for IN PERSON camps in summer 2022 on seven College/University partner campuses! Yes, we’re going back to IN PERSON programming.

The California state board voted January 15 that there will also be a virtual option offered every year whether or not there are in-person camps, starting in 2022.

So many of you, and the camp directors, have been asking for an online process for many years due to the bulk of paperwork. We are working diligently to find the best software to use for the future and hope to have a system in place for camper forms in 2022. We will be starting from the point where the branch submits names of campers and alternates to their camp directors and adding selection (nominations and applications) processes in 2023.

**Important:**

1. Please save these files to your hard drive. If you don’t know how, contact Karen Manelis ([techtrek@aauw-wa.org](mailto:techtrek@aauw-wa.org); 360-713-7663).
2. Attached are the updated 2022 documents and instructions from the National Tech Trek program. All 2022 forms will have a revision date of December 2021 or a date in 2022. Do not use any form from a previous year. Many of these forms are contracts designed to protect the Tech Trek program, AAUW, camp staff, and the branches and members involved with Teck Trek.
3. As you know, we are currently planning for in person camps in 2022. To date, however, only Sonoma State, UC-Davis, UC-Santa Barbara, Whittier College have provided cost information and confirmed dates. COVID-19 may rear its’ ugly head this winter and we all will have to switch to virtual come March or April. Right now, the plan is for in-person and if we go virtual, there will be one virtual camp for the entire state with multiple choices for core classes; date to be determined.
4. We are currently reviewing camp registration software programs and hope to have one in place for the 2022 camps. Right now, we are concentrating on getting the camper forms onto a platform and add modules for the nomination, application and selection process for 2023. Thus, Tech Trek forms will be sent in stages for the 2022 camps. **What is included in this packet are the branch MOU and the nomination and application forms and finance information ONLY.** The deadline for submitting a signed MOU is February 28. Any other forms that will NOT be included in the online software will be sent later in the spring
5. **FINANCIAL - FOLDER** **D** – Be sure to email (forward) all files in the financial folder to your branch treasurer. This will ensure that your money ends up in the right place, that your donors can take the often-crucial tax deduction, and that your branch gets credit for the deposits.

**What’s New:**

1. The current ADA policy from AAUW must be provided to all nominees with the application form. This is an important step to reduce risk to the Tech Trek program and is included with the application form.
2. We have added a generic statement to the Application Form about the required MMR and COVID-19 immunizations**.** Informing parents as early as possible may reduce problems around immunizations later. **All campers and staff will be required to provide proof of vaccination (or a medical waiver) and have a negative Covid test within 48 hours before arriving at Camp.**
3. 2022 camperships costs will be the same as 2019: Fresno, Davis and San Diego, **$900**; Whittier will be **$950**. UCSB, Stanford and Sonoma will be **$1,000**. The AAUW California board will finalize these costs at a special board meeting in mid February. The families will continue to make their $50 cframil fee heck out to the branch, but the $50 amount is included in the above camp costs. Virtual camp fees will be between $400 and $500, so raising “full, in-person” sponsorships will cover any campers from your branch who attend the virtual camp.
4. As in past years, the 2022 Tech Trek forms are numbered and organized in folders (think filing cabinet) according to when you need them. Check the “0-Contents” file as an example. Make sure you have every file mentioned in **Folders A - D** at this time. If not, contact Karen Manelis at techtrek@aauw-ca.org
5. Most files are in Word or PDF forms (and a few in Excel), so you, your teachers and prospective students and their parents can complete on computers and return by email if that is your preferred method. The contracts are interactive pdfs that will permit you to complete the necessary information, while not changing the relevant text.
6. The Teacher Recommendation Form for this year is a Word document that teachers can complete online or print and fill out. Make sure you add the information on how you prefer to receive this information (email or hard copy) and the deadline for submission.
7. We do have some Tech Trek forms in Spanish; email [techtrek@aauw-ca.org](mailto:techtrek@aauw-ca.org) should you need a Spanish version

**How to Start**

Please make sure to review and use the documents included in the 2022 Branch Packet; review dates on all forms will be December 2021 or with a 2022 date. **Do not use forms from previous years.**

1. **Contact your schools:**

* Principals, counselors, science, math, robotics, and technology teachers.
* Find out if they can accept information and forms by email and if they use Excel. If not, copy and deliver the files on a CD, thumb drive or in hard copy (Teacher Flyer and Teacher Recommendation forms.) Using email as much as possible will reduce everyone’s work and save money.
* Collect teacher recommendations and deliver application packets to the teachers for distribution to nominated students. The packet includes the student application and parent certification form. Include the deadline for submission. Please remember to put branch name and contact information on every file or form.
* Teachers can collect completed applications, parent certification form (with original signatures) and essay for pick up or students can mail them to the branch.

1. **Select your campers:**

* Collect completed applications (including essays) and parent certification forms.
* Review with your selection committee.
* Interview students (mandatory) and parents (preferred).
* Make your selection and choose alternates.

1. **Finalize the paperwork:**

* Send out Parent Contribution Form with Attendance Agreement along with the invitation for their daughter to attend Tech Trek.
* Get Attendance Agreement signed by selected campers/parents and collect $50 Parent Contribution (or the branch can cover this if the family cannot afford it).
* Send hard copy originals of the Attendance Agreements and Camper Applications to camp directors no later than April 15; earlier is better.
* Send camper information to camp directors – including T-shirt size – on the provided Campers Selected spreadsheet via email. Please make sure to read the instructions for completing the Camper Selected spreadsheet. If you do not use Excel, find someone in your branch who does to help you or contact the project director ([techtrek@aauw-ca.org](mailto:techtrek@aauw-ca.org))
* Do read and go over these forms with your campers. Keep the Parent Certification form with the campers’ branch file. Directors don’t need them; you do.

**Finally:**

Please help the camp directors by following the timeline and the directions in this packet. Just like you, they volunteer their time and work long hours preparing an exciting, memorable, life-changing experience for the students you worked so hard to find and send to camp.

**If you have questions, please contact us. We are always available to you.**

**Tech Trek Program Director**

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Tech Trek does make a difference in the lives of our campers, and so do you. Thank you for all your hard work and dedication. Without you, there would be no Tech Trek. Your suggestions are always welcome.

Good luck and thank you!

Karen and Susan