**NOTIFYING STUDENTS ABOUT TECH TREK**

Every girl who submitted an application and essay, whether you interviewed her or not, must be informed of her status. Those not chosen need to be informed ***at the same time*** as those who were chosen in order to avoid uncomfortable situations at school and hurt feelings. This is important.

Reports indicate that most branches write their own letters to students selected to attend camp and their alternates. Such personalized letters are always better than a form letter.

However, there is some **key phrasing that must be included in the correspondence you have with your campers and their families**. Please document all contact with applicants and campers selected in writing**.** (Be sure to enclose the Attendance Agreement and Parent Contribution forms for the family to complete.)

You will find actual letters for easy adaptation in the folder “3. Selecting your campers”.

**Letter to AAUW Tech Trek Campers:** (remove bullets in your letters to campers)

* Congratulations on being selected as the AAUW Branch representative to AAUW Tech Trek, to be held at (campus name and city), (Dates).
* Please complete and return the enclosed Attendance Agreement Form by \_\_\_\_\_\_\_. Once this is received, our Branch will submit your daughter’s name as a selected camper to the Tech Trek Camp Director for (campus name).
* Each family is asked to pay a $50 Parent Contribution to the branch**.** If this is a problem, please contact me.
* Your family is responsible for driving your daughter to and from camp. Please contact me immediately if this presents a challenge to you. It will not affect her selection as a camper.
* After our branch has submitted your daughter’s name, the camp director will be in direct contact with you 3-4 weeks before camp begins, or before, with forms to be completed, tentative camp schedule, additional information on what to bring, finalized arrival times and location, campus map, driving directions, etc. (Please stress to your campers that deadlines to submit these forms are important and final; late forms could mean not attending camp.)
* Please feel free to contact me with any questions you have.

(Your Name), Tech Trek Coordinator, AAUW Branch

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Letter to AAUW Tech Trek Alternates**

Remember to notify students chosen as alternates promptly (and those not chosen), before they hear their status from friends. Be realistic with alternates about the chances that they will be called to fill in for a camper. It happens, but rarely. With the volatile nature of the pandemic, should all camps become virtual there will the added capacity such that alternates may be invited to attend a virtual camp. Congratulate them on being selected as the branch alternate, a special achievement of which they should be proud. You may even choose to present them with a small gift.