

# AAUW California 2022 Tech Trek Program Annual Branch Participation Memorandum of Understanding



The AAUW 2022 Tech Trek Program Annual Branch Participation Memorandum of Understanding is entered into 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, 2022.

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 (January 1 – December 31), which the Memorandum of Understanding covers. The branch will not be allowed to reserve camper space at the 2022 Tech Trek Camps, nor select campers or conduct Tech Trek-related events, if this signed Memorandum of Understanding is not completed and available online.

Any branch choosing to opt out of participating in the 2022 Tech Trek camp program may do so by not submitting this Memorandum of Understanding to state leadership. The branch will still be eligible for participating in future post-2022 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:

## BRANCH RESPONSIBILITIES

- 1) The branch requests reservations for campers at the 2022 camps. You may reserve slots for both types of camps. You will be asked to indicate whether your branch will participate in residential in-person camps, virtual camp, the number of campers for each type of camp and whether you want to send your residential in-person campers to virtual camp should the residential camp be canceled.

Check to indicate where you want to send campers	Type of camp	Number of campers	
<input type="checkbox"/>	Residential in-person only for all campers		
<input type="checkbox"/>	If residential is canceled, send campers to virtual camp		
<input type="checkbox"/>	Virtual camp only for all campers		
<input type="checkbox"/>	Send some campers to residential in-person and some campers to virtual camp.	# Residential campers	# Virtual campers

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- 2) The branch may request a family contribution.

<input type="checkbox"/> Yes, my branch requires a family contribution	<input type="checkbox"/> No, my branch does not require a family contribution
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- 3) 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 California.
- 4) 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, 2022.
- 5) The branch will select participants no later than April 1, 2022 using the processes defined.
- 6) 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 backfilling the spots at the camp with participants selected by other branches.
- 7) 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.
- 8) The branch will immediately contact the Tech Trek Program Director and Camp Director(s) 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.
- 9) 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.
- 10) 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.

## **TERM AND TERMINATION**

- 1) The Branch Annual Tech Trek Participation Memorandum of Understanding will expire annually on December 31<sup>st</sup> moving forward. The 2022 Memorandum of Understanding must be reviewed and e-signed by the branch president and branch Tech Trek coordinator by February 28<sup>th</sup> 2022.
- 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

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- 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
    - i) Memorandum of Understanding shall continue until it expires on December 31<sup>st</sup> 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).

#### **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) In order to measure and evaluate the success of the Tech Trek experience, the branch agrees to conduct follow-up interviews/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 California.
- 2) Camper nomination and application data will be collected online in 2022. An option will be available to download the forms and upload completed forms as needed.
- 3) Data collection will strictly adhere to federal and state laws pertaining to privacy and confidentiality.

#### **NOTICE**

- 1) All notices are to be executed through electronic signature via email from the California Tech Trek program. Notices will be considered given based upon the receipt date noted on the document when delivered in e-mail

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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) Written notices can be delivered to the addresses noted below. Either party may change their
  - a) address by providing the other party with written notice. Notice shall be given within 15 days of an address change.

AAUW California  
915 L Street, Suite C, Box #418  
Sacramento, CA 95814  
[office@aauw-ca.org](mailto:office@aauw-ca.org)

**RECORDS MAINTENANCE**

AAUW California will retain an electronically certified digital 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 both parties to the Memorandum of Understanding.

AAUW California, Inc.  
By: \_\_\_\_\_  
President, on behalf of AAUW California  
Date: \_\_\_\_\_

\_\_\_\_\_  
by: \_\_\_\_\_  
Branch President  
Date: \_\_\_\_\_

By: \_\_\_\_\_  
Branch Tech Trek Coordinator  
Date: \_\_\_\_\_