2022 Tech Trek
Branch Planning Packet

OPTIONS AND FLEXIBILITY IN 2022!

OPTIONS: The state board voted in mid-January to have a VIRTUAL option annually as part of the AAUW California Tech Trek program, beginning this year (2022). COVID-19 may rear its ugly head and we all will have to switch to virtual perhaps in March or April.

Right now, the plan is for in-person camps and if we go virtual, there will be a virtual camp for the entire state . Building on the very successful 2021 virtual camp, we are looking to enhance it in 2022 with additional choices for core classes. We will definitely have the Qualcomm Thinkabit™ curriculum with additional core options to be announced in the near future. The virtual camps will offer the same curriculum state-wide and are scheduled for June 19-24, and July 24-29, 2022..

FLEXIBILITY: Another year dealing with COVID-19 is teaching us that we must be FLEXIBLE. We are planning for IN-PERSON camps and have dates confirmed and contracts in the works for the following campuses: Sonoma State, UC Davis, UC Santa Barbara and Whittier College. We are waiting for confirmation from CSU Fresno and Stanford. The UCSD camp administration has decided there will be no residential camp at UCSD in 2022.

Whether or not there is a camp near you has a very large impact on branches. Since we do not anticipate any significant increase in camp capacities**, please make sure you indicate the number of campers—for both in-person (residential) and virtual—on the branch MOU.**

The MOU again asks branches to indicate how many campers they expect to sponsor for the 2022 camps—both residential and virtual options. Yes, this means some "guesstimates" by the branches for the number of reservations for both types of camps. You will need to base your decision on your available budget (the camp treasurer for the camp you send campers to can tell you the total of funds carried forward from prior years in your branch account) and your best guess as to the option your student population is more likely to select.

Many of you, as well as the camp directors, have been asking for years for an online process due to the bulk of paperwork. Based on the recommendations of the Tech Trek of the Future Task Force, the Tech Trek Committee has been reviewing software packages to best suit our needs. The new software has a user-friendly interface and is accessible from all platforms so parents will be able to easily access the camp information for their student's camp.

Until the new software is in place (we anticipate it will be online for the camp directors' use in obtaining all the permission necessary forms, etc., that families fill out after campers are selected), we will use the software platform (REDcap) that was introduced in 2021. We believe you will find this a robust, paperless, and easy-to-follow way of managing the Tech Trek documentation processes at your branch.

2022 Tech Trek
Branch Planning Packet

IMPORTANT

1. You are required to use the new online system(s) for 2022 Tech Trek for most steps of your branch processes. These include updated 2022 documents and instructions from the AAUW National Tech Trek program. Do not use any form from a previous year; all 2022 documents have a January 2022 revision date at the bottom. Many of these forms are contracts designed to protect the Tech Trek program, AAUW, camp staff, and the branches and members involved with Tech Trek.

2. Be sure the branch Tech Trek treasurer is provided with the documents in the financial folder. 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 2022 deposits.

3. The teacher recommendation process will be the same as it was in 2019, with the branches making the school/teacher contacts. Distribute the nomination/recommendation Excel form to the teachers and collect the completed forms. Branch coordinators will submit the completed Excel spreadsheets with all the nominated students' information.

4. Imagine! Starting this year, you will no longer have to retain reams of camper paperwork (see Records Retention Policy in AAUW California Tech Trek Policy and Procedures). The online system will do it for you!

5. A workflow showing the sequence of steps is included in this packet. Many of the processes have been automated and completing one step in the process will initiate the next step. Branch Coordinators will be notified of activity by email and will have access to view the status of activity in their branch folder. All camper data provided online is safe and secure.

What's New:

1. The current AAUW National ADA policy is included in the student application form and must be provided to all nominees. This is an important step to reduce risk to the Tech Trek program.

2. We have added a generic statement to the Parent Certification and Parent Agreement forms about the required MMR and COVID-19 immunizations. Informing parents as early as possible may reduce problems around immunizations later. **At a minimum, all campers and staff will be required to provide proof of vaccination (or a medical waiver) and have a negative COVID test prior to arriving at camp.** Specific details will be provided during the registration process.

3. The California state board will be setting the 2022 camperships costs at their February 2022 meeting. Because of the carryover from 2020 (when camps were planned then canceled due to COVID), we anticipate that the costs will be the same as 2019: Fresno and Davis will be **$900**; Whittier will be **$950**; UCSB, Stanford and Sonoma will be **$1,000**. The anticipated virtual camp fees will be **$500,** so raising adequate funds for "full, in-person" sponsorships will cover any campers from your branch who attend the

virtual camp.The families will continue to make their $50 family contribution check out to the branch, but the $50 amount is included in the above camp costs.

4. As in past years, the 2022 Tech Trek forms are organized in folders (think filing cabinet) according to when you need them. The forms can all be found on the aauw-ca.org website HERE. The password is aauwca.
    - ○ A. 2022 Program Outline - Read First
    - ○ B. Getting Started
    - ○ C. Camper Selection
    - ○ D. Camper and Parent Agreement Forms
    - ○ Finance and Donation

    Many of the forms and documents are automatically generated by the system. They are labeled "SAMPLE" and are included so that you are aware of what is being communicated with the student and family.

    If you can not find a form or document, contact Karen Manelis at techtrek@aauw-ca.org.
5. We do have some Tech Trek forms in Spanish; email techtrek@aauw-ca.org should you need a Spanish version.

Tech Trek – whether residential or virtual -- 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 program.

Good luck and thank you!

Karen Manelis   Susan Stecklair
Program Director   Financial Liaison
techtrek@aauw-ca.org   techtrek-finance@aauw-ca.org

2021-2022 Timeline for
Tech Trek 2022 Camp Events

Dates are suggested for branches to use in the tech trek camper selection process. Adjust to individual branch needs.

2022	EVENT
February	Branch Packet is distributed to branch coordinators.
February	Branch coordinator completes AND branch president signs online MOU indicating the number of campers they want to send to each camp.
February	**Note: Volunteer Conduct Agreement Form must be completed before the interviewing process begins.** Branch Coordinators contact teachers with the teacher flyer, nomination instructions and nominations spreadsheet.
February	Teacher nomination spreadsheets are returned to branch coordinators. Branch coordinator sends spreadsheets to techtrek@aauw-ca.org by February 20. See instructions in Folder B of Branch Packet. Once received: Application forms and parent certification forms are sent by the system to nominated students.
February-March	Student selection process continues, including candidate interviews.
March 15 (absolute deadline)	***Final camp fees due to Tech Trek camp treasurers.***
March	Tech Trek camp directors confirm reservations with branch coordinators for final count of campers expected. Numbers can be changed later.
April 15 (absolute deadline)	**Branch Coordinators submit their selected, non-selected and alternate students via spreadsheet to techtrek@aauw-ca.org** Once received the system generates a notification letter regarding their Tech Trek status. Sample letters are in Folder B. Camper and Parent agreement forms are sent to selected students and selected students' parents.
	Branches notify schools of campers and alternates selected.
May-June	Branches and Interbranch Councils may hold get-acquainted events with campers selected to attend Tech Trek 2022, accompanied by at least one parent. Date and type of event (virtual or in-person) is local choice. Camp staff, former campers, and junior counselors (JCs) may be invited to help explain the camp experience.
May-July	A request to complete permission forms, medical history, and camp information will be sent to campers/parents electronically.. Branch coordinators will be notified when links to parents go out and may assist campers in getting the forms completed.
October 15 – Nov 14	Reservations open for 2023 camps.

2022 Tech Trek Camp Dates   Residential camps are held Sunday through Saturday

2022 Tech Trek Camp Dates	Residential camps are held Sunday through Saturday
June 12-18	California State University Fresno
June 19-25	Sonoma State University
June 19-25	Whittier College
June 19-24 and July 24-29	Virtual Camp (Sunday through Friday)
July 3-9 (tentative)	Stanford – Camp Marie Curie
July 10-16 (tentative)	Stanford – Camp Grace Hopper
July 10-16	University of California, Santa Barbara – Blackwell
July 17-23	University of California, Santa Barbara – Hypatia
July 17-23	University of California, Davis

Questions: techtrek@aauw-ca.org   Tech Trek Website: www.aauw-ca.org/tech-trek/

2022 Tech Trek Camp Administration

CAMP	FIRST NAME	LAST NAME	POSITION	EMAIL	Phone
CSU Fresno	Rebecca	Jennings	Director	fresno.techtrek@gmail.com	661-246-7925
	Sue	Jennings	Assistant Director	suejbakersfield@gmail.com	661-204-9106
	Sue	Jennings	Treasurer	suejbakersfield@gmail.com	661-204-9106
Sonoma State	Diane	Coventry	Co-Director	coventrydiane638@gmail.com	925-293-4699
	Patsy	Knight	Co-Director	knightpatsy@gmail.com	707-778-0627
	Rory	Keller	Treasurer	rory@sonic.net	707-763-2072
Stanford-Grace Hopper	Jennifer	Miller	Co-Director	jennifermiller.aauw@gmail.com	408-876-8623
	Cynthia	Miller	Co-Director	cynthiamiller.aauw@gmail.com	408-439-6530
	Gail	Chesler	Treasurer	techtrek.gc@gmail.com	925-932-4062
Stanford-Marie Curie	Kea	Jolicoeur	Co-Director	Kea.techtrek@gmail.com	530-448-4238
	Sue L.	Campbell	Treasurer	suecampbell21@aol.com	707-473-9663
UC Davis	Martha	Rees	Co-Director	mjkrees@yahoo.com	530-274-8177
	Susan	Wheeler	Co-Director	swheeler_1@yahoo.com	916-222-9299
	Gail	Johnson	Treasurer	gejohnson08@comcast.net	530-383-0881
UC San Diego	Joan	Fisher	Co-Director	sdjjfish55@gmail.com	760-443-5692
	Marsha	Swails	Co-Director	marsha@marshaswails.com	651-343-0346
	Pamela	Meyer	Treasurer	pamela.me4@gmail.com	619-855-4071
UC-Santa Barbara Blackwell - Hypatia	Susan	Pease	Director	peasemom@gmail.com	805-482-1113
	Pat	Grijalva	Director-in-Training	plgrijalva@msn.com	805-708-4190
	Vanessa	Otto	Treasurer	votto@ootto.com	805-389-0063
Whittier College	Judy	Pfeil	Director	jptime@yahoo.com	805-796-6292
	Jonae	Fedor	Director-in-Training	jonaefedors@gmail.com	661-547-6124
	Kay	Clark	Treasurer	kayclark310@gmail.com	310-890-6510
Virtual Camp	Mary	Isaac	Director	mbonkisaac@gmail.com	972-839-8888
	Kathy	Ford	Treasurer	kjsford@me.com	310-541-3981
State Tech Trek Background Check Coordinator	Judy	Pfeil	Background Check Coordinator	jptime@yahoo.com	805-796-6292
State Program Director	Karen	Manelis	Program Director	ktmanelis@yahoo.com	360-713-7663
State Financial Liaison	Susan	Stecklair	Financial Liaison	susanps@sonic.net	408-996-7492

Branch Coordinator
Job Description

Overview

The Branch Coordinator submits camp reservations to the Tech Trek Program Director, coordinates the funds sent to the Camp Treasurer for camper sponsorships, supervises camper selection, and provides camper registration information to the Camp Director.

Qualifications

The Branch Coordinator qualifications are to:
- Be a member of the branch.
- Have the necessary computer skills to maintain records, report donations to the camp treasurer, and fill out forms online.
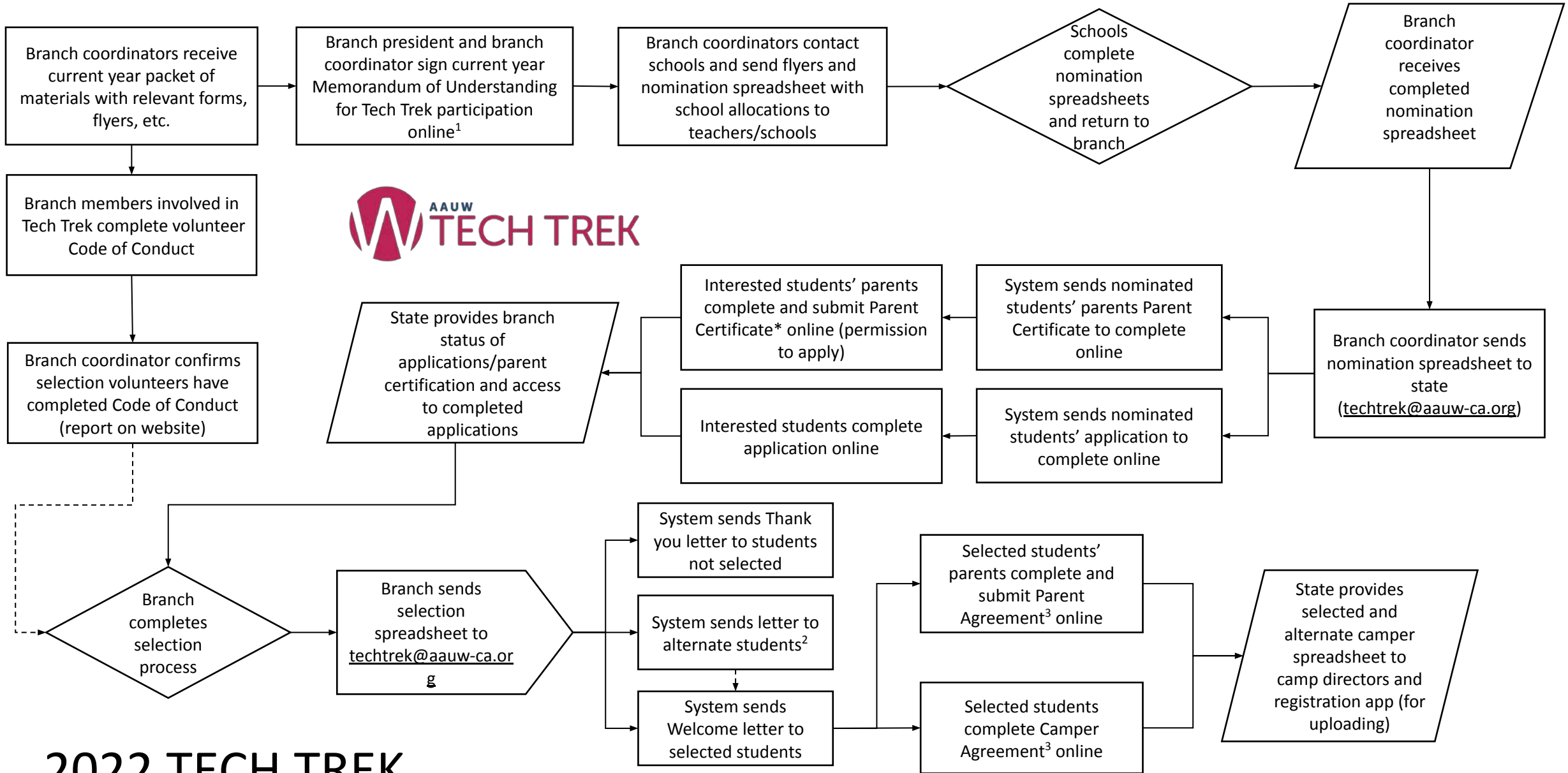- Have a working knowledge of Microsoft Word and Excel as well as email proficiency.

Duties

The Branch Coordinator duties are to:
- Read the Tech Trek branch packet sent each fall, with the understanding that there may be changes from previous years' procedures explained in the packet and meet all required deadlines.
- Coordinate with branch president to execute yearly Memorandum of Agreement and forward to Tech Trek Program Director.
- Coordinate camper selection. (See Section 160).
- Ensure all branch members who will interact with nominated and selected Tech Trek girls execute the Conduct Agreement Form and forward to Tech Trek Program Director.
- Ensure funds are sent to Camp Treasurer by deadline and using proper payment procedures. (See Section 230).
- Work with and respond to Tech Trek Program Director.
- Work with Camp Director to coordinate all aspects of registering campers and submit all required forms by the stated deadlines.
- Work with returning campers on presentations to branch members and major donors.
- Keep in touch with former campers. Maintain records of all campers and update the camper tracking form annually.
- Coordinate branch members' visits to camp on Branch Visitation Day.
- Train successor and transfer all forms and records to her/him.

Commitment Expected

- Approximately 5 hours per month, may increase during period of application review and interviews

2022 TECH TREK BRANCH WORKFLOW

AAUW TECH TREK

Branch coordinators receive current year packet of materials with relevant forms, flyers, etc.

→ Branch president and branch coordinator sign current year Memorandum of Understanding for Tech Trek participation online[1]

→ Branch coordinators contact schools and send flyers and nomination spreadsheet with school allocations to teachers/schools

→ Schools complete nomination spreadsheets and return to branch

→ Branch coordinator receives completed nomination spreadsheet

→ Branch coordinator sends nomination spreadsheet to state (techtrek@aauw-ca.org)

Branch members involved in Tech Trek complete volunteer Code of Conduct

→ Branch coordinator confirms selection volunteers have completed Code of Conduct (report on website)

State provides branch status of applications/parent certification and access to completed applications

Interested students' parents complete and submit Parent Certificate* online (permission to apply) ← System sends nominated students' parents Parent Certificate to complete online

Interested students complete application online ← System sends nominated students' application to complete online

Branch completes selection process

→ Branch sends selection spreadsheet to techtrek@aauw-ca.org

→ System sends Thank you letter to students not selected

System sends letter to alternate students[2]

System sends Welcome letter to selected students

Selected students' parents complete and submit Parent Agreement[3] online

Selected students complete Camper Agreement[3] online

→ State provides selected and alternate camper spreadsheet to camp directors and registration app (for uploading)

[1] Branch needs to determine which branch coordinator and which president will sign.
[2] Branch to notify state and camp when alternate is selected; Camper and Parent Agreements required.
[3] Both Parent and Camper Agreements required for registration.