

Below is the general timeline for branches to observe in their engagement with the Tech Trek program. Camp operations and camper records will be managed with a software program called CampDoc. Covid vaccinations, or physician authorized exemption will be required for the 2023 camp season. See AAUW California Covid Policy for more details.

Step	Action
Nov	Branch coordinator submits a request for number and type of camperships (residential/virtual).
Dec	Branch coordinators receive instructions to access resources with relevant forms, flyers, etc.
Jan 20	Branch president completes the MOU: <ul style="list-style-type: none"> <li>• Confirms the number of camperships the branch has requested</li> <li>• Agrees to the policies set forth in the MOU</li> <li>• Commits to fund the number of requested camperships</li> <li>• Designates a branch coordinator to be the point of contact for the state and be responsible for decisions regarding final assignment of campers to camp</li> </ul>
Nov-Jan	Branch coordinator promotes the Tech Trek program to the schools. <ul style="list-style-type: none"> <li>• Sends letter to the principal and teachers with program details including how many applications they would like from the teacher/school.</li> <li>• Sends program flyer</li> <li>• Sends selection criteria and nomination instruction.</li> </ul>
	Branches will manage nominations <ul style="list-style-type: none"> <li>• Nominations will not be collected in the system. Branches will manage nominations directly with schools. An optional <a href="#">nomination spreadsheet</a> is available for branch coordinators to use to track their nominations.</li> </ul>
Nov	Branch volunteers complete Tech Trek Volunteer Code of Conduct.
Dec	The Tech Trek Program will develop an allocation model if residential camper requests exceed camp capacity.
Jan 20	Branch coordinator is notified of the allocated number of residential slots. If that number is less than requested, the branch coordinator will be given the opportunity to reassign the balance to virtual camp.
Jan-Feb	Parents will be asked to complete a release form that authorizes their camper to complete an application. The link to the permission form will be sent to the branch coordinator. The branch coordinator may either: <ol style="list-style-type: none"> <li>1. Send the link to the teacher to forward to the parent.</li> <li>2. Send the link directly to the parent.</li> </ol>
Feb-Mar	Interested students complete application and attendance & ambassador agreements.
March 15 deadline	Camper funds are sent to each camp treasurer where campers have been assigned.

Mar	Branch coordinator confirms branch volunteers have completed Code of Conduct prior to interviews.
Mar-Apr	Once parent releases are submitted and application is received, branch coordinator schedules and completes the selection process.
April 15 deadline	Branch coordinator notifies the Tech Trek program of final selections and designates which camp the selected campers are assigned to.
Apr	Schools are notified of student selection status (selected, alternate, not selected).
Apr	Applicants and parents are notified of their selection status. <ul style="list-style-type: none"> <li>• Welcome letter sent to selected students</li> <li>• Notification letter sent to alternate students</li> <li>• Thank you letter sent to students not selected</li> </ul>
	Selected campers' parents confirms student will attend designated camp. If not confirmed, Branch Coordinator selects replacement if available.
April-May	Campers and parents complete the enrollment process in the CampDoc system for the specific camp. <ul style="list-style-type: none"> <li>• Complete required medical forms including immunizations.</li> <li>• Submit additional releases and permissions.</li> </ul>
Apr-May	Camp directors / branch coordinators monitor and update CampDoc records to assure all records are complete.
May-June	Branch hold an orientation for selected campers before camp.
June-July	Campers attend camp.