

Below is the general timeline for branches to observe in their engagement with the Tech Trek program.

Camp operations and personal camper and staff records will be managed with a software program called CampDoc.

MMR vaccinations, or a physician-authorized exemption, are required, and Covid vaccinations per CDC guidelines are required but may be waived with an affirmative declination online for the 2024 camp season. See AAUW California [Vaccination Policy](#) for more details.

Step	Action
Sep	Communications and updates are made available on the AAUW California website, including Tech Trek information. Branches follow up with campers to get accurate contact information and set up meet and greets with sponsors, schools, and alumnae and their families.
Oct	Post- camp meeting(s) with camp directors and committee members take(s) place, online or in-person as health and budget constraints may allow. Meetings include early budget reviews, survey results, personnel changes, committee schedules, and camp and national updates. Branch coordinator peer group session schedule is published.
Nov	Branch coordinator submits a request for number and type of camperships at specific camp locations (residential/virtual).
Nov-Jan	Branch coordinator promotes the Tech Trek program to the schools: <ul style="list-style-type: none"> • Sends letter to the principal and teachers with program details including how many applications they would like from the teacher/school. • Sends program flier. • Sends nomination criteria and nomination instructions.
Nov-Mar	All branch volunteers complete the Tech Trek Volunteer Code of Conduct , regardless of whether they have direct contact with students or not.
Dec	Branch coordinators receive news and information about the program with instructions for accessing resources with relevant forms, fliers, etc.
Dec-Jan	The Tech Trek program leaders will develop an allocation model if residential camper requests exceed camp capacity.
Dec - Feb	Branches manage nominations. <ul style="list-style-type: none"> • Branches will manage nominations directly with schools. An optional nomination spreadsheet is available for branch coordinators to use to track their nominations. • It is not necessary to submit the nominations spreadsheet to the Tech Trek administration.

Jan	Branch coordinators are notified of the number of residential slots available to them. If that number is less than requested, the branch coordinator will be given the opportunity to reassign the balance to virtual camp.
Jan-Feb	Branch president completes the MOU: <ul style="list-style-type: none"> • Confirms the number of camperships the branch has requested • Agrees to the policies set forth in the MOU • Commits to fund the number of requested camperships • Designates a branch coordinator to be the point of contact for the state and be responsible for decisions regarding final assignment of campers to camps
Jan-Feb	Online sessions are open for camper and staff applications. Parents of all minors will need to complete a release form that authorizes their camper or alumna to apply. The branch coordinator may either: <ol style="list-style-type: none"> 1. Send the online link to the teacher to forward to the parent or 2. Send the link directly to the parent.
Feb-Mar	Students complete an application online, along with reading and signing attendance and ambassador agreements.
March 15 deadline	Campership funds are sent to each camp treasurer where campers have been assigned.
Mar	Branch coordinator confirms branch volunteers have completed Volunteer Code of Conduct by checking the spreadsheet that tracks responses (login required) prior to interviews.
Mar-Apr	Once the applications are received, the 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"> • Welcome letter sent to selected students • Notification letter sent to alternate students • Thank you letter sent to students not selected
Apr 30	Branch Coordinator confirms camper attendance with the parent. If not confirmed, branch coordinator selects replacement if available.

Apr-May	<p>Campers and parents complete the enrollment process online in the CampDoc system for the specific camp by:</p> <ul style="list-style-type: none"> • Completing required medical forms including immunizations. • Submitting additional releases and permissions. • Completing any additional forms or questionnaires specific to the camp they are attending.
Apr-May	Camp directors / branch coordinators monitor and update online records to assure all records are complete. All records should be submitted two weeks prior to camp for review by the camp leadership team.
May-Jun	Branch holds an orientation for selected campers before camp.
Jun-Jul	Campers attend camp.