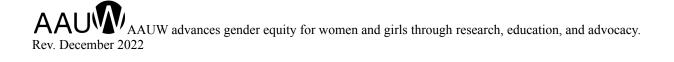# Tech Trek Timeline

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

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

Covid vaccinations, or a 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 news and information about the program with instructions to access resources with relevant forms, flyers, etc.
Jan 20	Branch president completes the MOU: ● 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
Nov-Jan	Branch coordinator promotes the Tech Trek program to the schools: ● 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
Dec - Feb	Branches manage nominations. ● 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.
Nov	All branch volunteers complete the Tech Trek Volunteer Code of Conduct, regardless of whether they have direct contact with students or not.
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: 1. Send the link to the teacher to forward to the parent. 2. Send the link directly to the parent.

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Feb-Mar	Once the signed parental permission form is received, students will receive the application to complete, along with attendance and 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 Volunteer Code of Conduct 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. ● 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.
April-May	Campers and parents complete the enrollment process in the CampDoc system for the specific camp by: ● 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 CampDoc records to assure all records are complete.
May-June	Branch holds an orientation for selected campers before camp.
June-July	Campers attend camp.