Email Title: Authorization for Your Child to Participate in AAUW Tech Trek

Dear *(insert name of nominated student’s parent)*,

Congratulations!  Your child has been nominated by her teacher to attend 2023 Tech Trek STEM camp sponsored by AAUW California. The cost of this camp is sponsored by local branches of AAUW, although some branches may request a small contribution.

Click [**HERE**](https://www.aauw-ca.org/tech-trek/)to learn more about AAUW California Tech Trek.

Your child will need to complete an application and an essay and may be selected as a finalist for an interview. Branches select the girls who they think will best benefit from the Tech Trek experience and who may consider further STEM studies or careers. They are not necessarily at the very top of their class.

**Your permission and some preliminary information are required for your daughter to apply.**

**2023 Camp(s)**

At this time, your child has the opportunity to attend the following: *(delete the camp names that do not apply to this school/camper)*

* Davis July 9-15
* Fresno TBD - June
* San Diego June 25-30
* Santa Barbara - Blackwell July 16-22
* Santa Barbara - Hypatia July 23-29
* Sonoma I June 18-24
* Sonoma II July 23-29
* Whittier June 18-24
* Virtual July 23-28

If you have questions about the available camps, either residential and virtual, consult with the local AAUW Branch Coordinator listed below.

**Instructions to Allow Your Child to Apply**

You will enter some information in our online program, CampDoc. The CampDoc site is secure, encrypted, and password protected. Only authorized participants from our organization can access participant records.

The state-wide published Due Date for both Application and Parent Authorizations is February 28, 2023. *(If your branch wants to specify a different application due date, do so here.)*

Step 1 **Log in to CampDoc by clicking HERE** or using this link (xxxxxxxxxxxxx).

Step 2 Click **SIGN UP.**

Step 3 In the **Email** box, type your *email address*.

In the **Confirm Email** box, type your *email address* in order to confirm.

Step 4 In the **Password** box, type *the password* that you want to use.

In the **Confirm Password** box, type *the password* in order to confirm.

Click the **CONTINUE** button.

Step 5 Complete the information on the next screen **ABOUT YOU**. Enter your personal information here, not your child’s.

Step 6 Add your child’s name, gender, and birth date. Click **CONTINUE**.

* Click **Register for a Session**.
* Select **Camper** in the dropdown and **CONTINUE** at the bottom of the screen.
* Select **2023>>Camper Application** and **CONTINUE** at the bottom of the screen.
* Click **REGISTER** on the **CONFIRMATION** screen.
* You will receive a Confirmation of your child’s registration on the screen.

Step 7 It is highly recommended that you **add your child as an additional user** so she can log in on her own to see her records, complete the appropriate forms, and receive camp notifications. If you don’t wish to add her, she must log in using your email and password instead.

* Click your child’s name in the left menu bar.
* Click **MANAGE USERS** at the top.
* Add her personal email address.
	+ *It is STRONGLY recommended that you do not use a school email without first confirming that system-generated emails from Tech Trek ending with @campdoc.com or @aauw-ca.org will be allowed through the school firewall.*
* Click **ADD USER.**
* She will receive an invitation from CampDoc and be prompted to create her own password.

Step 8 After you have completed the **ABOUT YOU** screen and registered your child to the **2023>>Camper Application** session, you will see five options on the page.

* Registration
* Participant Profile
* Account
* Emergency Plan (more closer to camp)
* Custom Labels (for clothing and other items going to camp)

Click **PARTICIPANT PROFILE.**

Step 9 You will see two new options on the right:

* Parent Authorizations
* Camper Application

Step 10 Click **PARENT AUTHORIZATIONS.**

* Enter the Camper Information requested.
* Complete and electronically sign all Authorization items.
* Click Accept Authorization after entering your name each time.
* Under Camp Preference, if you do not have a preference, select Virtual and let the listed branch coordinator know either is OK.
* Enter the information requested below under Nomination Details. The answers have been provided by your AAUW Tech Trek Branch Coordinator.

| **Branch Tech Trek Coordinator Name:** | *(to be added by branch)* |
| --- | --- |
| **Branch Tech Trek Coordinator Email:** | *(to be added by branch)* |
| **Branch Name:** | *(to be added by branch). No abbreviations* |
| **Teacher/School Contact Name:** | *(to be added by branch)* |
| **School Name:** | *(to be added by branch)* |

* Enter Parent/Guardian name and contact information.

Your entries are saved automatically as you proceed through the form. To go back and correct or change any information you have added, click **PARTICIPANT PROFILE** on left, then the appropriate form on the right. Forms are complete when a green checkmark shows next to the name.

This will complete your setup in CampDoc and give your permission for your child to continue with the Tech Trek application process, including completing an application form and essay. Your child cannot not be interviewed by your AAUW branch for final selection until you both have completed the required forms in CampDoc.

Your signed forms and your daughter’s application are due February 28th *[OR DATE PROVIDED BY BRANCH].*

**If You Need Help**

1. For help using CampDoc (logins, passwords, finding forms, etc.), visit support.campdoc.com or email support@campdoc.com or call 734-636-1000.
2. For general questions about the Tech Trek program and your child’s eligibility, you may either:
	* Contact the Branch Coordinator listed below.
	* Contact the teacher listed above in Step 10.
3. For technical difficulties:
	* Send an email to techtrek-support@aauw-ca.org.

We’re looking forward to an exciting week of STEM learning. We hope your daughter will be selected to experience this life-changing week.

Regards,

Branch Coordinator Name

Branch

Branch Coordinator email or cellphone