



**American Association of University Women
of the State of California, Inc.**



POLICIES AND PROCEDURES

January 2026

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100. Tech Trek: AAUW California

100.1 Mission Statement

Mission statement: The AAUW California Tech Trek Program strives to develop interest and excitement in STEM and self-confidence in middle school girls by providing a weeklong Science, Technology, Engineering, and Math (STEM) camp experience on a college campus or from the comfort of their home, while participating in hands-on STEM activities under the guidance of role models, both during camp and in the five years following the camp experience.

100.2 Tech Trek – a Program

Tech Trek is a program of AAUW. As such, AAUW California abides by all governing rules of the organization. The AAUW California Special Projects Fund acts as the fiduciary agent for the project. The Executive Committee, i.e., the state president and the chief financial officer (CFO), through their oversight, do the following:

- Review all documents for signing or renewal pertaining to office operations, e.g., leases, agreements, contracts.
- Ensure best business practices are in place for the administration of the office and its related functions, facilities, and equipment.

100.3 Policy Adoption

These policies have been adopted by the AAUW California BOD to govern this project.

110. Leadership Structure

110.1 Jurisdiction	<hr/> AAUW California and AAUW California Board of Directors (BOD) state that the Tech Trek Camps are under the jurisdiction of the AAUW California BOD. <hr/>
110.2 SPF as a Fiduciary Agent	<hr/> AAUW California Special Project Fund (AAUW California SPF) is a non-profit 501(c)(3) corporation that serves as the fiduciary agent for the AAUW California Tech Trek Camps. It is not involved in the day-to-day administration of the camps. <hr/>
110.3 Program Director	<hr/> The Tech Trek program director (TT program director) is appointed by the AAUW California president. The TT program director is responsible for the oversight of the Tech Trek program in California, consults with the Tech Trek Committee and AAUW National, and reports to the AAUW California BOD. <hr/>
110.4 Tech Trek Financial Liaison	<hr/> Tech Trek financial liaison (TT financial liaison) is appointed by the AAUW California president. The TT financial liaison is responsible for the financial oversight of the Tech Trek program in California and is the overall project treasurer. <hr/>
110.5 Tech Trek Medical Advisor	<hr/> Tech Trek medical/health advisor (Tech Trek medical advisor) is appointed by the AAUW California president on the recommendation of the TT program director and financial liaison. The TT medical advisor is responsible for the medical and health-related oversight of the Tech Trek program in California and ensuring that all participants and volunteers are safe while delivering the program. <hr/>
110.6 Funds Development Committee	<hr/> Funds development committee , an ad hoc group, is appointed as needed by the TT program director and reports to the TT financial liaison to identify Tech Trek camp needs across the state and develop a funding campaign to meet those needs. <hr/>
110.7 Camp Director	<hr/> Camp director (for each camp) is appointed by the TT program director. She is responsible for the organization and administration of a specific camp. The camp director reports directly to the TT program director. <hr/>
110.8 Camp Treasurer	<hr/> Camp treasurer (for each camp) is appointed by the camp director. The camp treasurer is responsible for the detailed, day-to-day financial accounting of their specific camp. The camp treasurer works with the TT financial liaison to ensure the camp meets all the project’s fiduciary requirements. <hr/>
110.9 Branch Coordinator	<hr/> Branch coordinator (for each AAUW California branch) is the primary contact person to coordinate all aspects of sponsoring campers, including, but not limited to, submitting reservations via the Memorandum of Understanding, contacting local schools, selecting the campers, fundraising, sending funds to camp treasurers, sending camper registration information to camp directors, and engaging sponsored girls in the alum community. <hr/>

See Section 400 for all Tech Trek job descriptions.

120. Participation Agreements and Contracts

120.1 Camp Reservations

The Tech Trek program director initially communicates with the AAUW California branches regarding the expected number of reservations available for each branch in the fall. Formal commitments are made via the Branch Participation Memorandum of Understanding.

120.2 Branch Participation Agreement

Each participating AAUW California branch completes an online Branch Participation Memorandum of Understanding (MOU) annually with AAUW California in compliance with program rules. Copies may be provided to the branch, state office, and program. The Tech Trek program director will track agreement submission each year and has records retention responsibility for associated data.

120.3 Annual Training

All volunteer staff, including branch Tech Trek selection committee members, must complete annual volunteer Code of Conduct training as required by policy prior to interacting with minors. Additional training may be administered by camp directors or their designees.

130. AAUW California Tech Trek Website

130.1 Location and Authority

The official website for Tech Trek is through the AAUW California website (www.aauw-ca.org/techtrek). Information on the website will be kept current by the web editor(s) or media coordinator(s) appointed by the Tech Trek program director. All content must be approved by the Tech Trek program director before posting to the AAUW website.

130.2 Purpose

The purpose of the website is to provide information to Tech Trek personnel, teachers, AAUW California branch coordinators, former and prospective campers, and the general public.

130.3 Camper and alum Privacy

At no time will pictures of campers or alums have any personal identifying information attached to them. This is to protect the program participants' privacy.

140. Timeline and Deadlines

140.1 Activities

Each camp director determines the detailed timeline for her camp and coordinates that timeline with the overall state project timeline and deadlines. Timeline and deadlines for the overall Tech Trek project are as follows (this timeline begins after the camp year has completed, in August of every year):

Date	Activity
September	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 post-camp meet and greets with sponsors, schools, and alums and their families.
October	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. Camp directors or treasurers prepare a preliminary budget for the following year for the Financial Liaison to share with the state Finance Committee for review prior to the CFO submitting a motion to approve to the state board.
November	Tech Trek program director provides resources to the participating camps and branches by the end of November that provide all necessary guidelines and documents for use in communicating with schools, campers, donors, and other stakeholders. Tech Trek program director requests branch participation intent and provides camp directors and financial liaison access to related data.

December	Camp directors and Program Director jointly determine whether allocations will be required at camp(s), the protocol that will be used to determine any such allocations, and any options available at affected camps. Allocations may be based on the level and type of volunteerism historically provided to the camp, the portion of selected candidates from Title I schools (or other institutions that can demonstrate similar economic eligibility criteria such as Free or Reduced Price Lunch recipients greater than 40% of total student population), or a mix of both.
Dec-March	Camp directors and branches engage teachers, alums, and volunteers in the coming camp season.
January	Final adjustments are made to camper fees if required and submitted for review by BOD in mid-January.
January - March	Branch contacts schools, begins nomination and application process. Invitations to apply are sent. Staff application link distributed to branches and camps and placed on the website.
February 15 Deadline	Branch Participation Memorandum of Understanding is submitted online by branch president and TT branch coordinator.
March 15	Deadline for branches to submit camper sponsorship fees to camp treasurers.
April 15	Branch coordinators identify selected campers online; campers and camps notified.
February-April	Camp directors order camp supplies, finalize daily schedules, and keep all camp staff and volunteers updated.
April	Camp directors review camp staff and stipend with Tech Trek program director for final budget approval at least two months prior to camp. Later staff additions/changes are sent to the Tech Trek program director with appropriate budget addendum
April - June	Camp directors distribute information to campers 1-2 months in advance of the camp date, ensuring that all campers and staff are in the system of record for data collection with all needed information submitted, appropriate

	notifications sent, and documentation review completed.
May-June	Branches conduct meet and greets and orientations with new campers, alums, and branch members.
June-August	Camps take place. Directors send staff and camper lists, camp schedules and the after-camp report (see 403.3) to the Tech Trek program director before the Tech Trek Annual Meeting in the fall.

150. Camp Assignments

150.1 Camp Assignments

The camp directors and the Tech Trek program director, in consultation with the branch coordinators, will make the final decision on camp assignments, if needed.

160. Camper Selection

160.1 Sponsorship Authority

Only AAUW California branches may sponsor campers and only the branches have the authority to select campers with any funds they solicit from individuals or outside organizations. However, the Tech Trek program director has the discretion to allow special arrangements with non-AAUW entities (called partners) to also sponsor campers to ensure a diverse representation of girls from across the state. All potential campers shall go through the same selection process as outlined in this document.

160.2 Camper Selection Procedures

Branches may select students from any middle school in their area. AAUW encourages primary focus on public schools.

All branches shall follow the following procedures to ensure a comfortable fit between the applicants and camp:

Step	Action
1.	Science and math teachers at participating schools recommend their students to the branch, using the Camper Selection Criteria that is available online HERE for public viewing.
2.	Recommended students are asked if they wish to apply for a campership; if yes, their parents provide permission for the branch to contact them.
3.	Students complete an application and write an essay on a set subject.
4.	The branch selection team communicates with the nominees and their parents with the completed application package including parent authorizations. The team reviews the required paperwork for completion then arranges for the applicant interviews. Interviews may be conducted in person or remotely. Nominee assessment should be conducted via interview and application review
5.	The selection committee chooses the applicants they think will best benefit from Tech Trek according to the published criteria and number of sponsorships they have available. Alternates may be assigned.
6.	The branch coordinator submits all required information about selected campers to the TT program director and camp director(s) via CampDoc and ensures that campers complete and submit all required documentation by the deadlines prior to camp.

160.2.1 Camper Selection Criteria

Criteria for selecting finalists:

1. Teacher recommendations are focused on the goals of Tech Trek to identify 7th grade girls whose established interest and/or curiosity in STEM is at risk of being lost during high school. Current interest in STEM is required.
2. The candidate herself, and not her family members, wants to attend camp. **Note:** Students need to know there will be schoolwork at camp. It is mostly hands-on, with little or no homework, but the students are expected to be attentive and fully participate in classes and all activities.
3. Following selection, the branch coordinator and families must identify any special American with Disabilities Act (ADA) accommodation(s) that a camper may require and must notify the camp director as early as possible, no later than two weeks before camp. Under the guidance of their licensed health aide or the TT medical advisor, the camp director is responsible for reviewing and determining whether the requested accommodation(s) are reasonable.

160.3 Camper Selection Timeline

Some dates are generalized and should be adjusted to each branch's needs. However, other deadlines are specific. School district calendars should be consulted well ahead of time before trying to schedule interviews.

Date	Activity
Winter	Branch coordinator distributes information and the request for potential camper recommendations to counselors, administrators, and/or math and science teachers at local middle schools.
By Feb 15	Math and science teachers submit names of recommended students who are currently in the 7th grade to the branch coordinator and/or direct nominated students' parents to the designated online registration system to initiate completion of parent permission and student application. Branch coordinators may limit the number each teacher may submit.
By March 15	If not already initiated via teachers, the branch coordinator may contact recommended students' parents with instructions for providing permission to request a camper submit an application and essay.
By March 21	Branch reviews application materials submitted and selects finalists for interview.

By April 10	Branch interviews finalists (mandatory) and their parents (optional). Branch selects recipients and notifies all applicants, in writing, of their standing (selected, selected as alternate, not selected). All applicants shall be notified at the same time, preferably at home.
By April 15	Branch coordinator submits names/addresses/emails of campers selected to respective Tech Trek camp director.
May - June	Branches may hold a get-together for the selected campers before camp. This can be held in conjunction with other branches in the area.
Summer	Branch coordinators and branch members are encouraged to attend branch visitation day held by most camps. Visitors will be able to see campers at work, meet camp staff, and see the facilities.
Fall	Branches conduct post-camp meetings with alums and families, school contacts, and branch members.

170. Tech Trek Alum Community

170.1 Tracking Former Campers

Branch coordinators are expected to keep track of their campers for five (5) years after their attendance at Tech Trek. Upon request, Branch coordinators will receive a spreadsheet listing current information on file for former campers and are expected to assist the Tech Trek program director in keeping the information updated and current. An online tool will be created to facilitate regular updating by alums and branch members. A tool kit is available to provide guidance to branches and alums wishing to establish a local Tech Trek Alum group (TTAG).

170.2 Tech Trek Alum Community

The Tech Trek program director will appoint a coordinator to oversee the operation and vitality of a Tech Trek Alum community (TTAC) Advisory Board composed of and managed by alum members who are invited to apply annually.

The TTAC advisory board is responsible for establishing their own governance structure modeled on existing local TTAG organizations, with the ultimate mission of planning statewide alum events/activities and making program recommendations to support effective STEM community building after camp and into high school years.

Expenses incurred for statewide activities or programs are paid from the Tech Trek general account. Expenses incurred for local TTAG activities are paid from branch or interbranch council funds. Special funding may be available from unrestricted funds for alum projects as approved by the AAUW California BOD

Alums will be notified of planned activities or events via the Tech Trek website, email, or other social media channels such as LinkedIn, Instagram, Slack, or other platforms. Branch coordinators may also be engaged to help notify former campers.

180. Annual Meeting

180.1 Purpose

AAUW California requires state projects to meet annually, either in-person or remotely. The purpose of the Tech Trek annual meeting is to:

1. Review and assess the past year.
2. Discuss possible changes for the coming year, including camper fees.
3. Learn from one another.
4. Learn about new Tech Trek and SPF procedures.
5. Train new camp directors and treasurers.

180.2 Location and Timing

The Tech Trek program director and financial liaison establish the date and location of the annual meeting after conferring with the camp directors and treasurers. The meeting is held in the fall, usually in September or October. The location may alternate each year between northern and southern areas in the state with easy airport access or be remote. In-person meetings will be one day only unless special circumstances require an additional day.

180.3 Attendance at Annual Meeting

The meeting will include the following:

- Tech Trek program director
- Tech Trek financial liaison
- AAUW California president
- Representative from SPF
- Camp directors*
- Camp treasurers*

* Camp directors and camp treasurers are expected to attend the annual meeting.

If in person, relevant meals and snacks are provided to all attendees, depending on budgets. Two representatives from each camp (camp director and camp treasurer), the Tech Trek program director, and Tech Trek financial liaison will be reimbursed for travel expenses from Tech Trek funds.

Representatives from SPF and the AAUW California president will provide their own funding to attend. In the case of co-camp directors, travel funding is provided for only one to attend unless the camp treasurer is unable to attend. Additional attendees may be approved by the Tech Trek program director in consultation with the Tech Trek financial liaison, dependent on the Tech Trek administrative budget to cover the additional expenses.

180.4 Outgoing/Incoming Camp Personnel Attendance

Since only two representatives per camp may attend the annual meeting, priority is given to new camp personnel attending. Outgoing camp personnel may attend the annual meeting at their own expense. Outgoing camp directors who are not continuing in the position

should meet with the new camp director before the annual meeting to share lessons learned. The same applies to the camp treasurer position.

200. Finance

210. Budget

200.1 Overview

AAUW California SPF is the fiduciary agent for Tech Trek. Tech Trek follows AAUW California SPF and AAUW California policies and procedures for all financial transactions. The SPF fiscal year is from January 1 to December 31. It is different from the standard AAUW fiscal year.

See also sections 404, 405, and 420 for job descriptions of all positions involved in Tech Trek finances.

210.2 Budget Authority and Approval

Tech Trek must submit proposed budgets and final financial reports in accordance with both SPF, a 501(c)(3) entity, and AAUW California BOD requirements:

1. Submit SPF required reports per SPF policy by the SPF deadline.
2. Submit a preliminary Tech Trek budget to the AAUW California finance committee for its review and approval. It should include a report of the previous year's budget and actual totals, broken down by individual camps, along with explanatory notes of where expenditures or revenues were notably different from the budgeted amount.

The AAUW California finance committee will present the proposed budget to the AAUW California BOD for approval.

210.3 Budget Timeline

The following is the timeline for Tech Trek budget activity.

Period	Activity
Sep	Camp directors and treasurers prepare a year-end report of actual expenses compared to budget. The report is submitted to the financial liaison by September 1 unless otherwise scheduled by the program director.
Sep-Oct	Camp directors and treasurers submit a preliminary camp budget to the Tech Trek financial liaison by September 15, who then prepares and submits a preliminary consolidated Tech Trek budget to the AAUW California finance committee for CFO to prepare a motion for AAUW California BOD review and approval.
Dec	Camper fee changes should be approved by the BOD no later than December

210.4 Budget Preparation and Camper Fees

Budget preparation follows these guidelines:

1. Camp budgets shall be prepared at the account level (see Chart of Accounts in 270.3.1) using the best information available, with the understanding that some expenses and revenues may not be easily estimated that far in advance. The year-end financial report shall include explanatory notes to address notable differences between budgeted and actual totals.
2. The AAUW California BOD must approve changes in camper fees prior to requesting branches to complete the Tech Trek Memorandum of Understanding in January each year.
3. Tech Trek funds may not be used to pay AAUW dues for camp staff other than for adult alum staff who are attending college.

210.5 Use of Credit Card

A personal credit card can be used for budgeted camp expenses of \$2,500 or more. Contact the Tech Trek Financial Liaison for purchase over \$2,500 if expedited payment is needed.

210.6 Denied Vouchers

If the Tech Trek program director or Tech Trek financial liaison declines a voucher request for payment, the Tech Trek program director/Tech Trek financial liaison must notify the voucher's author of the decision and the reason within two weeks of receipt of the voucher.

The voucher's author may appeal the decision to the AAUW California finance committee. The appeal must be submitted within two weeks from the receipt date of the Tech Trek program director/Tech Trek financial liaison notification of the decision declining payment.

210.7 For an Advance

For an advance to cover budgeted expenses:

1. The camp director submits an advance form to the Tech Trek program director for approval. The Financial Liaison approves and forwards after confirming that sufficient funds exist in the camp account.
2. Any advance must be cleared with supporting receipts and unused funds must be returned within 45 days of the advance check issue date. Until documentation has been received and reconciled with the amount of the advance, no additional funds, including but not limited to travel, other expenses, and stipends owed to the recipient of the advance will be released. In the unusual event that the advance exceeds the expense, the balance due to AAUW California should be remitted with the final voucher.

220. Camper Fees

220.1 Fees Vary

The Tech Trek camp fee varies between camps because of the vast differences in fees charged by the colleges and universities where camps are held throughout the state of California. During the review of camps at the Tech Trek annual meeting in the fall, the camp directors and treasurers discuss camp fees and suggestions for changes are presented to the AAUW California BOD.

220.2 Fees Set

The AAUW California BOD sets camper fees no later than the January meeting.

220.3 Fees from Families

Each camper's family may pay a non-refundable nominal fee to the sponsoring AAUW California branch as a commitment to attend camp. If the family cannot afford the fee, the branch may elect to absorb the nominal fee. The family fee is due in the first week of May to the branch. The family contribution is NOT tax deductible and shall be deposited into the respective branch's account. DO NOT SEND to the respective camp treasurer.

220.4 Fees from the Branch

The branch total due per camper already includes the family contribution; it is up to the branch to recoup any parent/family contribution.

230. Deposits

230.1 Overview

After receiving the Tech Trek program director’s approval of the branches’ reservation request in the fall, each branch coordinator is responsible for sending the funds necessary to the appropriate camp treasurer(s) to cover all reserved camper fees by March 15.

230.2 Deposit Procedure

For donor contributions to be tax-deductible, the check must be payable to AAUW California SPF, with Tech Trek entered on the memo line.

- If the donor wants to donate to a specific branch, the name of the branch should be entered on the memo line.
- If a donor wants to donate to a specific camp for operations (and not to provide a scholarship), the name of the camp and operations should be entered on the memo line.

Checks made payable to AAUW California SPF must NOT be deposited into a branch bank account. If the donor does not care about a tax deduction for the donation or the branch is a 501(c)(3), the branch may collect cash and checks made payable to the branch and transmit a branch check to the camp treasurer for transmission to SPF.

230.2.1 Branch Deposits

The checks received for Tech Trek should be transmitted to the camp treasurer within two weeks of receipt using the SPF branch deposit form.

- The branch coordinator/treasurer shall mail the checks and a paper copy of the completed deposit form to the camp treasurer.
- At the same time a deposit is mailed, the branch coordinator shall email an electronic copy of the deposit form to the camp treasurer letting them know it is coming.

Checks dated no later than December 31 shall be sent to the camp treasurer by January 10 so they can be processed by January 15 to be counted as prior year donations.

230.3 Deposit Directions for Donations

Many foundations and corporations will only make donations if they can mail their checks directly to the entity on file with the IRS as a 501(c)(3): AAUW California Special Projects Fund.

Branches or camps anticipating donations of this type should complete an SPF Donor Designation Form. [SPF Donor Designation Form August 2020 | AAUW California Special Projects Fund](#)

230.4 Deposit Procedure for Camp Treasurers

Camp treasurers follow these steps when depositing checks.

Step	Action
1.	Camp treasurers and other sources shall transmit received checks within two weeks of receipt to the address provided by SPF. Deposit forms and instructions can be found in the committee Google drive folders by year HERE . Treasurers should be familiar

and comply with the SPF policies and procedures [HERE](#). The branch name should not be abbreviated to avoid errors in bookkeeping.

2. When transmitting a REFUND check for a vouchered and paid expense, the deposit form should be clearly marked REFUND OF EXPENSE to alert the bookkeeper not to charge an administrative fee for the transaction.

Do NOT combine donation deposits and refunds on the same deposit form.

3. Ensure that each deposit has its own distinct deposit number and file name, using this format:

D (for deposit) - Camp Number - Year - # of transmittal.

For example: **D-Camp Number-FY-Sequence#-Branch Name**

Example: The first deposit for FY 2025 for the San Diego camp from the La Mesa El Cajon branch would be:

D-5032-2025-1-La Mesa El Cajon

The electronic file shall have the same name.

4. When mailing the deposit to the address provided by SPF, email an electronic version of the deposit form to:

- SPF bookkeeper at spf-ca.bookkeeper@aauw.net
 - Tech Trek financial liaison at techtrek-finance@aauw-ca.org
 - Camp director at techtrek-campname@aauw-ca.org
 - Branch coordinator(s), as confirmation of deposits
-

5. The camp treasurer receives a copy of the SPF transaction reports and reviews it to confirm the deposits have been accurately recorded.
-

6. The camp treasurer uploads copies of all deposit forms to the appropriate Google drive folder by year and enters the transaction in the online accounting/bookkeeping tool.

230.4 Donation Acknowledgements

Per IRS regulations, any single donation of \$250 or more will receive a letter of acknowledgment from AAUW California SPF as the fiduciary for AAUW California and the Tech Trek project. For single donations less than \$250, the branch should write a letter of acknowledgment on branch letterhead only when the check was made payable to the AAUW California Special Projects Fund and when the amount did not include a meal, merchandise, or other benefit to the donor, using the following text:

“Contributions to the [insert project name] made payable to the AAUW California Special Projects Fund (AAUW California SPF) are tax deductible to the donor. No goods or services were provided in exchange for the donation.”

In addition to this paragraph, the letter should include the amount of the check and the date.

230.5 Branch Carryover Funds

Any remaining balance in branch deposits after the camp is held and camper fees have been deducted will be applied to the next year’s camp sponsorships at the most current camper fee rate.

230.6 SPF and Tech Trek Fees

1. SPF administrative fee of 5% will be deducted from each camp’s total new deposits, not from the branch balances with each camp. The SPF fee is shown on monthly financial reports from SPF and the camp treasurer shall enter it into the expense tracking record.
 2. Tech Trek administrative fee is 1% of all camper fees, including new deposits and funds carried over from prior years. The Tech Trek fee is calculated by the Tech Trek financial liaison and deducted from the total camper fees after the final number of campers is determined for each camp. The Tech Trek financial liaison prepares a transfer voucher that is emailed to the SPF bookkeeper to record with a copy to the camp email and enters the transaction in QuickBooks.
-

230.7 Exception Processing

Deposit Check Discrepancy - If SPF receives a check in a deposit with a date or payee error, they will destroy the check and send an email to the Branch Coordinator, Camp Treasurer and Financial Liaison letting them know of the discrepancy. The camp treasurer will update Quickbooks to remove the destroyed check from the deposit. The branch coordinator will follow-up with the donor to get a replacement check.

Deposit Class Discrepancy - If SPF records a deposit in the wrong class, send a transfer request to the Tech Trek Financial Liaison (see Transfers 250).

SPF Direct Donations

If the camp knows the donation is coming:

1. The camp treasurer completes the SPF Donor Designation Form on the SPF website: [SPF Donor Designation Form August 2020 | AAUW California Special Projects Fund.](#)
2. Before submitting the form – Print the screen to a pdf file.
3. Send a copy to the Trek Tech Liaison at techtrek-finance@aauw-ca.org
4. Record the deposit in QBO (if it does not show up in a reasonable amount of time, this alerts the camp that it has been misapplied).
5. Upload the form to the Google drive under deposits for the camp.

The Tech Trek Liaison should:

1. Watch for the deposit.
 2. If it shows up in Admin Undesignated:
 - a. Record a journal entry in QBO by debiting cash and crediting Suspense (#21xx)
 - b. Write a transfer to SPF moving the money from Admin Undesignated to the correct camp.
 - c. Do not record the transfer in QBO.
 - d. When the transfer shows up on the SPF statement, reverse the QBO entry in a. above by crediting cash and debiting Suspense (#21xx)
-

240. Refunds-Cancellations and Early Departures

240.1 Cancellations or No Shows

If a camper cancels at any time after being notified of acceptance, the sponsoring branch should send an alternate. If the branch does not have an alternate to send to camp, other branches with available funds should be offered the opportunity to send an alternate camper.

240.2 Filling Vacancies

If a camper cancels and another branch can fill the vacancy, the branch that released the spot is not required to pay for the camper's spot.

However, if the vacancy remains unfilled and the site does not allow refunds, the branch may forfeit the camper's fee. If a substitute is found, only the branch that sends the camper is obligated to pay.

240.3 Early Departure

Branch coordinators shall be notified of any early departures of campers by camp directors. The branch has the option of requesting up to \$100 per day from the parents; any prior funds received as camper fees from the branch are kept by the camp.

Branches may not be refunded any camper fees for the early departure of their camper unless the campus site does not charge or refunds the camp for unused food and lodging. Any such refunds will go back into their branch deposits carryover for the next year.

250. Transfers

250.1 Inter-Camp Transfer

When a branch has deposited money to one camp and needs any portion of their balance to pay for campers at another camp, the respective camp treasurers coordinate the accounting transfer in cooperation with the Tech Trek financial liaison who submits the transfer request to SPF. The SPF 5% fee is transferred to the camp receiving the transfer and credited to the transferring camp. Transfer forms and instructions can be found on the Tech Trek Finance Google drive [HERE](#).

250.2 Camp Treasurer Transfer Procedure

Camp treasurers take these steps when completing transfers:

Step	Action
1	<p>The sending camp treasurers assign a unique transfer number and file name using this format:</p> <p style="padding-left: 40px;">T (for transfer)-Camp Number-Camp Year-# of transmittal-camp from:camp to.</p> <p>Example: The first transfer for FY 2025 from UC San Diego to Virtual camp would be :</p> <p style="padding-left: 40px;">T-5032-2025-1-SD:Virtual</p> <p>The electronic file shall have the same name.</p>
2	<p>The sending camp treasurer completes the transfer form with sending and receiving camp information, posts the original to the Tech Trek Finance Google Drive, enters the transaction in QuickBooks, and emails a copy of the form to the Financial Liaison at techtrek-finance@aauw-ca.org with the Transfer number in the subject line.</p>
3	<p>The financial liaison will email the approved form to the SPF Bookkeeper with a copy to the sending and receiving camp and branch coordinator, if applicable.</p>
	<p>Note: Transfers may be requested by the receiving camp treasurer or branch coordinator.</p>

260. Grants

260.1 Grants Clearinghouse Coordinator

When necessary, the Tech Trek program director and Tech Trek financial liaison shall appoint a grants clearinghouse coordinator to maintain a record of camps, branches, and grants so that multiple branches do not apply for funds from the same source.

260.2 Review of Grants by AAUW California and SPF

Grant applicants shall notify SPF and the AAUW California CFO of their applications as they begin the application process. If the request is for the Tech Trek program, the program director and financial liaison shall also be notified. SPF will provide the applicant with information relevant to the use of SPF as the fiduciary agent. Review may take two weeks or more, so the grant preparer must provide enough time for both organization's officers to review the submission.

260.3 SPF Notification

The AAUW California SPF president shall be provided copies of all grant applications and award letters sent to the Tech Trek financial liaison.

Grant applications shall include:

- a. Project or scholarship contact person information.
- b. SPF information including address and direction to make the check payable to the AAUW California Special Projects Fund but may be abbreviated to AAUW California SPF. If the grantor wishes to provide payment electronically, contact the SPF treasurer for bank information.

Grant applicants shall:

- a. Provide SPF with a copy of the application.
 - b. Submit a matching funds, designated funds, & grants form to ensure the funds are credited to the correct account.
 - c. Submit vouchers to request expenditure of the funds using the process described in 270.1 Vouchers, of these policies and procedures.
 - d. Provide SPF with a copy of the final grant report.
-

**260.4 Grant
Distribution**

When Tech Trek receives a grant, the administration and distribution of the grant is the responsibility of both the Tech Trek program director and Tech Trek financial liaison. They shall follow the guidelines and specifications contained in the grant application and award letter.

As much as possible, unless designated otherwise, funds from Tech Trek grants shall be distributed evenly among the camps as stipulated in the grant guidelines and specifications and used to cover administrative costs. However, the Tech Trek program director and Tech Trek financial liaison have the discretion and authority to distribute grant funds in whatever manner they deem in the best long-term interests of the project.

270. Vouchers and Issuing Checks

270.1 Voucher Rules

Tech Trek expenses are paid by AAUW California SPF through the existing voucher system. Voucher forms and instructions can be found at the SPF website: <https://specialprojectsfund-ca.aauw.net/>. AAUW California SPF makes payment if the expenditures are within the project's budget allocations and the project has adequate funds on deposit with AAUW California SPF to cover the expenses. These are the rules:

- All vouchers shall be submitted electronically.
- All vouchers shall be accompanied by scanned copies of receipts/invoices.
- Invoices or bills for goods or services from a vendor or institution shall be submitted with a voucher for payment directly to the vendor or institution.
- Reimbursement for mileage driven shall be made at the current rate approved by the AAUW California BOD. (Contact the AAUW California CFO for the current rate.) Mileage is calculated using the addresses for location of origin and destination and a map indicating the miles traveled.
- Vouchers shall not be approved for payment until the AAUW California BOD has approved the Tech Trek budget for that fiscal year, unless with prior approval from the AAUW California president.
- Vouchers **must** be submitted within 45 days after the expenses were incurred, to ensure timely payments.
- Payees shall be advised that it can take up to 3–4 weeks from the initiation of a voucher until payment is received.

270.2 Voucher Signature Requirements

Since voucher submissions are electronic, the camp treasurer will send the voucher to the Tech Trek financial liaison for review and approval. The financial liaison's embedded signature will be on the approved voucher that is sent by the camp treasurer to SPF for payment.

270.3 Chart of Accounts for Tech Trek

When preparing expense reports, camps will use the SPF chart of accounts, below. See definitions of pertinent line items. Contact the financial liaison if unsure of which account to use. Should a new type of expense arise for which there is no applicable account, the financial liaison shall work with the SPF to determine its best placement or arrange to have a new account created.

270.3.1 Account Structure

The following is the chart of accounts structure:

Account Name	Definition
Campus Cost	Lodging, meals, classrooms/lecture halls, labs, keys, internet, pool fees, parking, on-campus transportation.
Training and Development	Costs to bring in staff early or a meal after camp. Costs for directors/staff to visit other camps (must be budgeted and approved by program director ahead of time), expenses for branch visits or meeting with branches. Does not include the annual directors' meeting and may not be used for stipends, only actual travel and meeting expenses.
General Supplies and Services	Supplies and services needed to run the program or camp, including: <ul style="list-style-type: none"> ● Equipment - cost more than \$500 each and have an expected life of more than one year. Each camp is to track as a fixed asset and report to financial liaison when requested. ● Equipment rental that is not included in campus costs ● Camper supplies: notebook, swag, photos ● Staff supplies: kitchen supplies, swag, mileage, background checks ● Teaching supplies: materials used by campers and staff during camp for coursework or workshops ● Gifts
Field Trips/Special Events	Includes field trip costs (entry fees & meals not through university food services) plus transportation; also includes virtual field trips or other activities not paid through campus costs.
Insurance	Liability, cyber, sexual molestation and abuse, and accidental death and dismemberment (AD&D) insurance premium costs to be divided as incurred between camps by financial liaison.
Postage	Cost for shipping materials to branches or campers or having materials shipped to camp.
Printing & Copies	Materials sent to campers, staff, and branches and camper/staff notebooks—all copying except for teaching or workshop materials (See General Supplies and Services).

Storage	Storage space
Software	Purchase of software and licenses.
Stipends	Payments made to camp personnel in gratitude for volunteering. Sub accounts exist for camp leadership, medical staff, instructors, counselors, dorm monitors, workshop presenters, and speakers. W-9s are only required if annual stipend payments are expected to be greater than \$2,000.
Other Consulting Services	Includes legal services. This is primarily used by the Program.
Travel and Meetings	This is to track meetings and events other than camp-related, including annual meeting costs, which are budgeted and borne by the General Admin account.

270.4 Voucher Process

The following is the process for creating a voucher.

Step	Action
1	Each voucher shall have its own distinct number and file name, using the format: V (for voucher)-Camp Number—Camp Year—voucher#—payee V-Camp Number-FY-Sequence#-Payee Example: the first voucher for FY 2025 for UC San Diego to be paid to the campus would be: V-5032-2025-1-UCSD The electronic file shall also have the same name.
2	The initiator will email a copy of the voucher and original receipts to the camp treasurer.
3	Anyone may prepare a voucher using the designated form, but typically the camp treasurer prepares the voucher and submits it to the Tech Trek financial liaison for review and approval.
4	Each year, the camp treasurer verifies that a W-9 with the same name and address as on the voucher is on file with SPF. If not, the payee must provide a new W-9. The camp treasurer mails new W-9s to 'SPF Bookkeeper' at PO Box 865, Spring Valley, CA 91976.
5	The camp treasurer emails copies of the vouchers and receipts to the Tech Trek financial liaison at techtrek-finance@aauw-ca.org for review and approval with the voucher number on the subject line. The camp treasurer uploads the voucher and supporting documents to the Tech Trek Finance Google drive HERE in the camp year folder and enters the voucher in QuickBooks. Any special processing must be included on the voucher and the email in LARGE RED LETTERS .

6	The Tech Trek financial liaison digitally approves the voucher, adds a sent date in the body of the voucher and emails voucher and supporting documents to spf-ca.finance@aauw.net , spf-ca.bookkeeper@aauw.net , and camp personnel using the techtrek-campname@aauw-ca.org address.
7	If the recipient of the check is other than the payee, this must be pre-approved by the financial liaison or program director, marked in bold on the voucher and noted in the email to the SPF bookkeeper with a copy to the SPF treasurer. Stipend checks will only be paid to the name on the W-9.
8	Payment is processed and delivered according to SPF policies and procedures.
9	Camp directors may request a cash advance for up to \$2,500 to provide cash on hand for expenses that occur before camp begins. There must be more than \$2,500 in the SPF camp account before the request is submitted. The cash advance is requested with a voucher.
10	The cash advance shall be cleared by submitting a voucher and receipts.

270.5 Void Checks

If a check is void or needs to be returned for any reason, it should be marked VOID and mailed to the Tech Trek financial liaison, who will mail the void check to the SPF bookkeeper and email notification of the void check to the SPF treasurer.

270.6 Expense Reimbursement Form

The Expense Reimbursement form can be used by camp leaders to collect requests for reimbursement for expenses and mileage from staff and volunteers. Camp Directors and Treasurers can access the responses and receipts to prepare voucher requests.	
1.	The Tech Trek Director, Financial Liaison, Camp Director, or Camp Treasurer will send an email (via CampDoc if camp-related) to qualifying volunteers with a link to complete the Tech Trek California Expense Reimbursement Request form online for expenses incurred on behalf of the Tech Trek.
2.	The Tech Trek Director or Financial Liaison sends an email containing the link to potential recipients of grants or reimbursement of pre-approved expenses, such as adult alum student membership dues.
3.	Expense request submitters must have a Google account to complete, upload receipt(s), and submit the form for approval.
4.	The completed form with the subject line 'New Tech Trek Expense Request Received' is sent to the submitter and the selected camp via group email, with the completed form and receipts attached.

	5. The data from the form responses are also sent to the Expense Reimbursement Responses spreadsheet that all camp treasurers and directors can access.
	6. The camp/program director uses Reply All to approve the request, including the camp group email address (which includes the Camp/Program Treasurer), and types 'Approved', or sends the expense back to the originator with questions/comments that need to be resolved before approving.
	7. Once approved, the Camp/Program Treasurer creates a voucher with the approved expenses and forwards the Expense Reimbursement email, with the director-approved voucher and receipts attached, to the financial liaison at techtrek-finance@aauw-ca.org for final approval and submission to SPF for payment.
	8. The camp or program treasurer enters the voucher as a check in the accounting system.
	9. The financial liaison forwards the approved voucher request and receipt(s) to the SPF bookkeeper with a copy to the camp email, posts both to the Google Drive in the current year folder, and updates the Expense Reimbursement Response spreadsheet with the sent date and voucher number.
	Camp staff should indicate in CampDoc whether they are waiving expenses or stipends. Expenses should still be submitted using the Tech Trek Expense Reimbursement Request so that we have a full accounting of the costs associated with camp.
	<i>Note: Declined or waived payments for expenses, stipends, or mileage may not be directed to another individual or branch deposit account.</i>
	To record donated stipends or expense reimbursement, the camp treasurer will create a zero voucher check in the accounting system with the expense account on the first line and a credit on the next line to the appropriate income account.
	If a voucher is rejected, an email will be sent to camp personnel with the reason for the rejection. The camp treasurer will update and resubmit the request to the Tech Trek financial liaison.

270.7 Donated Expenses and Stipends

270.8 Voucher Exception Processing

280. Reconciling SPF Accounts to QuickBooks

280 Overview

The SPF bookkeeper provides monthly reports of transactions processed by SFP. These are considered bank statements and reconciled by the camp treasurers against QuickBooks.

280.1 Reconciliation Process

The following is the process for reconciling SFP accounts to QuickBooks.

Step	Action
1	SPF emails monthly reports to the financial liaison.
2	The financial liaison notifies camp treasurers and posts the reports to the Tech Trek Finance Google Drive.
3	The camp treasurer records any SPF or PayPal fees with a single journal entry.
4	The camp treasurer identifies and resolves any differences between SPF and Quickbooks and completes the reconciliation in QuickBooks.

General Expense Allocation

Shared expenses (e.g., software) are allocated to the camps annually based on actual camp attendance. At the close of the camp year, the Financial Liaison will book a journal entry moving the expenses from General Admin to each camp's expense and send an email to SPF.

Revenue Recognition

Camp revenue is recognized annually using a journal entry based on actual camp attendance. At the close of the camp year, the Financial Liaison will book a journal entry moving branch donations from Restricted Donations into an income account.

Branch Balance Confirmation

A designated 'home' camp treasurer will email a report to the branch coordinator with the Transaction Detail by Account. The email should list the ending balance by camp (sample below):

"Our records indicate that you have:

\$XXXX at Camp A

\$YYYY at Camp B..."

290. Liability Insurance

290 Overview Liability insurance for Tech Trek California is purchased by AAUW California to cover all members and anyone working for AAUW California in Tech Trek, including volunteers, which is why camp staff must be members of AAUW CA. The Tech Trek financial liaison will submit a voucher for repayment to AAUW California and allocate costs to camps appropriately after renewal annually.

300. Program Health Safety and Security

300.0 Overview The following sections cover the California Tech Trek program health safety and security requirements and procedures for all campers and staff.

300.1 Health Safety-Related Procedures This section covers health safety-related procedures including program medical supervision, vaccination policy, and other health-related practices and procedures.

300.1.1 Program Medical Supervision

To facilitate current and consistent health practices being used at all camps, a medical/health advisor is recommended. The advisor must have an active professional license as a physician, registered nurse, nurse practitioner, or physician’s assistant and will be responsible for overseeing all program health-related policies and procedures, personnel, and training at camps. More details of the role are provided in section 400.

300.1.2 Vaccination Policy

All attendees at in-person camps, both campers and staff, must be immunized in accordance with the Tech Trek California Vaccination Policy, which may be updated from time to time to reflect current public health guidelines and considerations.

300.1.3 Other Health-related Practices and Procedures

Camper and staff medical documentation must be reviewed as early as possible prior to camp start for missing health-related forms and special needs, including immunizations, insurance records, and Americans with Disability Act accommodations. Camp directors are responsible for ensuring this is done although it may be delegated to health staff or others and the TT medical/health advisor is responsible for overseeing the review process across all camps.

300.2 Security-Related Procedures

This section covers security-related procedures including camp supervision, participant privacy, and camper and staff procedures and codes of conduct.

300.2.1 Camp Supervision

The student-adult ratio is:

- A minimum 1:10 ratio of adults to minors at in person Tech Trek camps. For example, if there are 80 campers and eight junior counselors or coaches under the age of 18, there must be nine adults over the age of 18 assigned to the camp. Or, if there are 18 campers and two JCs under the age of 18 in a class, there must be a teacher and one other adult in the classroom.
- A minimum 1:15 ratio of adults to minors at virtual Tech Trek camp and during workshops or field trips where other adults are present.
- Peer counselors or minor coaches:
 - Shall have an adult supervisor as determined by the camp director.

Live Scan-approved supervision:

- When campers are physically with any staff who has not been Live Scan-approved through California Tech Trek, the camp director must ensure that a Live Scan-approved adult staff member is always in the room.

300.2.2 Privacy

**300.2.2.1 Media
and Data
Releases**

Participant privacy is critical to the AAUW California Tech Trek program before, during and after camp. A parent or guardian must provide initial explicit written permission for any minor interaction with branch or camp personnel before or during camp, whether camper or minor staff. AAUW California Tech Trek will coordinate with AAUW California to secure appropriate cybersecurity insurance to address data leaks and other data security issues.

Photographs or video recordings made during Tech Trek educational or recreational activities may be taken. This may be done as a group photo, individual photos during camp activities, or as part of a media story, and may appear in the Tech Trek website, news stories, publications or reports on the camp or program.

Data may be collected during classes and before or after camp that may be used to forward the mission of Tech Trek. All campers and staff complete a media release during the application process explicitly approving or disallowing AAUW California Tech Trek's usage of their name, personal information, or photographic image in any media format.

**300.2.2.2 Data
Privacy and
Cybersecurity**

Camp directors are responsible for ensuring campers and staff without authorized media releases are identified clearly and excluded from photos, videos and media publications.

All data will be collected and stored in a secure and protected environment whether paper or electronic. Records will be retained in accordance with section 330. Software used will be certified as compliant with very strict criteria standards for data security and privacy, including ISO 27018 (Personal Data Protection), HIPAA (Health Insurance Portability and Accountability Act), and FERPA (Family Educational Rights and Privacy Act).

AAUW California Tech Trek will coordinate with AAUW California to secure appropriate cybersecurity insurance to address data leaks and other data security issues.

**300.2.3.1 Camp
Code of Conduct:
Behavior
Guidelines**

The following are the guidelines for the Camp Code of Conduct:

- To make this camp a success, it is vital that everyone realize that standards of conduct and behavior must be understood and observed. Proper conduct is expected the entire time a student is in camp.

Campers and staff are to:

- Cooperate with all camp leaders, including dorm monitors, teachers, counselors, and any other camp volunteers.
- Demonstrate courtesy and respect for everyone and behave in a responsible manner. In the classroom setting, campers and staff may not interrupt their classmates or teacher, make fun of them or their expressed views, or disrupt the learning environment.
- Listen carefully to all orientations and observe all safety rules and procedures.
- Attend all scheduled events on time. Contribute to the camp community by sharing ideas and participating in discussions and activities.
- Stay with the assigned group unless the leader gives permission to do otherwise.
- For in-person camps:
 - Never leave the residence hall alone or without permission.
 - Wear a lanyard with name tag, room key, and meal ticket at all times outside of the dorm room and pay replacement fee for any lost keys and/or meal tickets.
 - Always lock the room when leaving.
 - Observe "lights out" and "courtesy noise" policies (to be explained on arrival at camp).
 - Be responsible for personal belongings and not hold AAUW California Tech Trek responsible for any personal property that may be lost, damaged, or stolen while participating at a Tech Trek camp.
 - Give permission for belongings to be searched by event staff while present, when required for the health, well-being, or safety of self or other participants.
 - Not possess or use tobacco, alcohol, or any illegal substance, which would be grounds for immediate removal from camp.
 - Not possess firearms or other weapons, which would be grounds for immediate removal from camp.
- Be responsible for her own health and well-being: dressing appropriately for the weather, eating meals, drinking enough water, getting enough sleep, taking medications (if applicable), and notifying the event staff if she does not feel well or suspects a health problem.
- Respect the property of others, including college property and facilities and borrowed technology. Treat all equipment and/or supplies provided for camper use with care. Camper understands

that she will be assessed for damages to any equipment/supplies if her use of such equipment/supplies is negligent and/or abusive.

- During camp, do not download programs nor make any changes to any program or system files, other than those the teacher specifies.
- Observe other rules that may be announced at the time of camp.

**300.2.3.2 Camper
Code of Conduct-
Disruptive Behavior**

Although students who are disruptive may be given the opportunity to correct their behavior before they are removed from the program, extreme circumstances may require the camp director to remove a student from camp immediately at the parent's expense.

**300.2.3.3 Camper
Code of Conduct-
Serious Infractions**

If there are serious infractions of the Camp Rules, the girl may be sent home early at the parent's expense or denied entry to the virtual camp. A note shall be made in her online record if a camper is sent home for disciplinary reasons and the program director shall be notified.

**300.2.3.4 Problem
Parents**

If camp directors have difficulties with parents who will not follow the rules, they are to discuss the issue with the Tech Trek program director who will decide the course of action, which may include referring the issue to the AAUW California president to resolve. See AAUW National document (Incident Reports) on their potential involvement.

**300.2.4 Bullying
Prevention Guide**

Bullying and/or physical or verbal abuse is not compatible with the mission of AAUW California Tech Trek and will not be tolerated whenever and wherever it occurs, regardless of whether it is done by camper or staff. Everyone should understand how to prevent bullying and be prepared to deal with it proactively and thoughtfully. AAUW California has established a Bullying Prevention Guide (Appendix B) to facilitate its recognition and to provide tools to help address it if/when it occurs at camps. All camp staff must formally acknowledge review of the guide during the onboarding process.

**300.2.5 Camp
Personnel Selection**

The following describes how camp personnel are selected:

Personnel	Selection
Camp Director	Appointed by the Tech Trek program director, the camp director must pass the AAUW California Live Scan fingerprinting process and annual background checks. If a camp director is ready to step down, the Tech Trek program director will take into consideration the recommendation of the current camp director, but the final decision on a replacement camp director lies with the Tech Trek program director. Individuals holding this position may be reappointed for up to five 1-year terms, with extensions as approved by the AAUW California BOD.
Camp Treasurer	Selected by the camp director with the help of the Tech Trek financial liaison, the camp treasurer must work closely with the camp director. If not also volunteering onsite, only an annual background check is required.
Assistant Director(s)	Selected by the camp director to fulfill delegated duties of the camp director including staff supervision, curriculum coordination, and other delegated duties. Must pass the AAUW California Live Scan fingerprinting process and annual background checks.
Dorm Monitors	Selected by the camp director and must pass the Live Scan fingerprinting process and annual background checks.
Teachers	Selected by the camp director and must pass the Live Scan fingerprinting process and annual background checks.

Peer Counselors and Virtual Coaches	<p>Selected by the camp director from a list of recommended former Tech Trek campers. Their Tech Trek experience does not necessarily have to have been at that camp, though experience with that campus is valuable. This is especially true of girls who return year-after-year. Camp directors should use their own discretion as to the maturity level of an alum.</p> <p>Former campers are eligible for counselor or coach roles as follows:</p> <ul style="list-style-type: none"> ● In-person alums are eligible for in-person three years after their camp or if they are age 16 before or during the summer of camp. ● Virtual alums are eligible to volunteer at a virtual camp in the year following their camp or age 14; they are then eligible for an in-person camp counselor role three years after their camp or age 16. <ul style="list-style-type: none"> ○ It is strongly recommended that virtual campers first volunteer at a virtual camp. <p>If this is the first two years of a new camp, the peer counselors are selected from recommended former campers from the nearest camps, some of whose branches will now send to the new camp.</p> <p>All peer counselors are selected after an application/essay/interview process. If they are 18, then they must also pass the Live Scan fingerprinting process (for in-person camps) and annual background checks (both in-person and virtual camps).</p>
Camp Nurse/Health Aide	Selected by the camp director and must pass the Live Scan fingerprinting process plus annual background checks.

302.2 Stipends and Staff Expenses

Tech Trek is staffed largely by volunteers with critical skills, from supervisory roles like dorm monitors and camp leaders to IT personnel, teachers, and professional workshop presenters. To show gratitude to our various critical staff members, stipends may be offered. Staff members are not employees and stipends are not wages to compensate for a certain amount of time commitment. Staff must agree to that during the application process.

Staff members eligible for a stipend may choose to decline it affirmatively after selection, but they may not request or direct that their

stipend be paid to or on behalf of another volunteer or organization. Service hours may also be offered for schools and employers. Taxes will not be taken out of stipends and the recipient is responsible for paying any tax owed directly to the relevant authorities depending on their location.

TAX DISCLAIMER Volunteers agree that they are responsible for consulting their own tax advisor as to the tax consequences associated with their options. The tax rules governing options are complex, change frequently, and depend on the individual taxpayer's situation.

Stipends may be awarded as follows:

- Camp director: \$2,500. In the case of co-directors, the director stipend is split between them.
 - Core Teacher: \$1,200-1,500 for minimum 15 classroom hours
 - Camp treasurer: \$500
 - Assistant Director: As determined by the camp director, typically 25-50% of the camp director role
 - Workshops must be delivered to all campers, and the stipend covers however many repetitions of the workshop are required to reach all campers.
 - One presenter receives the stipend; multiple presenters must split any stipend unless otherwise agreed to by the camp director.
 - Workshop stipend ranges are as follows:
 - 60-minute workshop for all campers: \$150-200
 - 90-minute workshop to all campers: \$200-300
 - Workshops longer than 90 minutes to all campers: \$300-350
 - Camp directors must obtain program director approval prior to authorizing workshop stipends outside the range indicated.
 - Health Aide/Nurse: \$300 -1,500, depending upon qualifications and license. Only actively licensed RNs, PAs, NPs. or MDs receive \$1,500.
 - Dorm Monitors: \$100-300
 - Intern or camp-director-in-training: 25-75% of the stipend given for the position the Intern is training for, dependent on the level of duties and responsibility given to the Intern compared to what that position typically requires.
 - Additional stipends are at the discretion of the camp director with the Tech Trek program director's prior approval.
 - All stipends are to be reviewed explicitly during the budgeting process and approved by the Tech Trek program director prior to camp.
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302.3 W-9 Form Submission

Per AAUW California SPF rules to meet IRS reporting regulations, current W-9 forms with current address shall be submitted to AAUW CA SPF for individuals paid \$2,000 or more in stipends for the calendar year. This requirement applies to anyone who receives a stipend or honorarium regardless of age, income level, or employment status. All W-9 forms shall be promptly mailed by the camp treasurer to AAUW CA SPF as described in Section 270. Stipends may not be paid to organizations.

A W-9 form is required each year by SPF when an individual volunteers or provides services to Tech Trek whose annual stipend (all camps) is expected to exceed \$2,000.

W-9 forms are available on the IRS website: www.irs.gov.

302.4 Fingerprinting and Background Checks

Onsite volunteers and staff who stay overnight or spend more than 16 hours a month or 32 hours a year with Tech Trek minors, including core teachers, shall be fingerprinted at least once for a background check using Live Scan. If there is a program gap of more than five years after the initial Live Scan, it must be redone. Volunteers may help at several camps so the five years do not have to be at the same camp.

Any adult personnel not Live Scanned shall be escorted onsite by someone who has successfully completed the Live Scan process through Tech Trek. This includes workshop presenters, speakers, and day-of volunteers who may assist with camper registration or to give dorm monitors breaks.

If not included in personnel/staff online registration forms, current forms and instructions will be provided to the camp directors by the LiveScan Coordinator. Some volunteers' prints may be rejected as unclear and must be retaken. It is most important to start the Live Scan process as early as possible as it occasionally takes two or more months for unclear prints to be approved.

Following an initial Live Scan background check (in-person camps only), all adult personnel/staff must complete an annual background check via a link that will be shared through the online registration form.

Camp directors and treasurers will have access to reports and cost details via direct login to the provider, currently OneSource. Costs will be paid monthly by the financial liaison and allocated out after camps close each year.

302.5 Family as Volunteers

No relative of a camper is allowed to volunteer as staff at the camp where her relative is attending.

**302.6
Personnel/Staff
Code of Conduct**

In order to make this camp a success, volunteer staff members (teachers, dorm monitors, counselors, and other volunteers) must agree to the following:

- Demonstrate courtesy and respect for all staff members and campers, providing a welcoming and pleasant learning environment.
 - Read all instructions prior to camp, listen carefully to all orientations, and observe and enforce all safety rules and procedures.
 - Attend all scheduled events on time.
 - Not bring minor children or other family members or friends to camp at any time during the camp week, understanding that this experience is for the selected campers and all volunteers must agree to devote their focus and attention on the campers' needs.
 - For in-person camps:
 - Wear a lanyard with name tag, room key, and meal ticket at all times outside of the dorm room and pay replacement fee for any lost keys and/or meal tickets.
 - Always lock the room when leaving.
 - Respect the property of others, including college property and facilities. Treat all equipment and/or supplies provided for my use with care. Understand that she will be assessed for damages to any equipment/supplies in the event that use of such equipment/supplies is negligent and/or abusive.
 - Be responsible for personal belongings and not hold AAUW California Tech Trek responsible for any personal property that may be lost, damaged, or stolen while participating at a Tech Trek camp.
 - Not possess or use tobacco, alcohol, or any illegal substance.
 - Not possess firearms or other weapons.
 - Be responsible for her own health and well-being: dressing appropriately for the weather, eating meals, drinking enough water, getting enough sleep, taking medications (if applicable), and notifying the camp director if not feeling well or suspecting a health problem.
 - Observe other rules that may be announced at the time of camp.
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**302.7 Removing
Personnel**

Should any Tech Trek personnel fail to follow the project's policy or meet its requirements, the following procedure shall be followed:

- The staff member's supervisor and/or the Tech Trek program director explains the deficiencies.
- A plan of action to remedy the deficiencies is outlined, including consequences.
- The staff member either agrees to the plan or is dismissed immediately.

- If the staff member fails to meet standards agreed upon within the timeline established, the staff member's supervisor has the authority to remove the staff member from the position.
 - The Tech Trek program director shall be notified if a staff member must be dismissed from camp for failing to follow policy or any other disciplinary reason and a note must be placed in her file in the registration system.
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310. Equipment

310.1 Equipment

Equipment is defined as anything that will last more than a year. Equipment that costs more than \$500 per item becomes a fixed asset upon purchase and must be reported to the state annually. All equipment is the property of AAUW California. No equipment may be used outside of the camp week for non-AAUW activities without the explicit pre-approval of the program director, who is responsible for program equipment inventory. If not in use, the camp shall make equipment available to requestors with final approval from the Tech Trek program director who is responsible for equipment inventory. The requestor is responsible for shipping and maintenance costs of such equipment.

Camp directors, or a responsible designate, SHALL check any Tech Trek equipment such as computers or other electronic devices for completeness, including cables, batteries, etc. both upon arrival and before it is forwarded to the next camp or returned. If any items are missing upon receipt of the equipment, the last camp or individual known to have received the items may be charged the cost of replacing the missing equipment.

320. Classes, Workshops, and Field Trips

320.1 Class Size and Content

The preferred maximum number of students in any core class is 22, and the Tech Trek program director should be notified if any core class is expected to have more than 25 students. Smaller core class sizes are preferable to facilitate learning.

Classes should provide 50% or more hands-on learning and project-based curriculum is preferred, with activities culminating in a presentation that is shared. Exposure to female STEM professionals is also encouraged. Class time must be a minimum of 15 hours and should include project presentation preparation time.

320.2 Workshops

Workshops may be somewhat larger than core classes, ranging in size from 25-40, because they often have multiple adult presenters who can assist with activity supervision. Presenters are often professionals from the community or faculty members or other, but they can also be other staff members.

Workshops should strive to be 75% hands-on; if an hour long, 15 minutes should be spent lecturing or instructing and 45 minutes designing and building. 75% of workshops should be STEM-based and presenters should be female, but exceptions may be made in emergencies and with prior approval from the program director.

320.3 Field Trips

Each camp director will seek to include a minimum of one field trip experience that expands the opportunities to teach some aspect of STEM studies, using the resources that best fit the location and camp budget.

Camp directors should avoid field trips that have only a peripheral involvement with STEM, such as an afternoon at a beach or waterpark to “study the physics of waves”.

Camps are encouraged to reach out to local companies who employ STEM workers to sponsor field trips to their facility, providing additional opportunities for exposure to STEM professionals, especially women.

330. Records Retention

330.1 Introduction

In accordance with AAUW California’s Data Privacy Policy (Appendix C), records containing PII (personally identifiable information) shall be retained, and then shredded or deleted if online, according to the following time periods.

330.2 Camper Information

Camper information records are held for the following retention periods:

Information	Retention Period
Application	2-3 years
Attendance Agreement	7 years
Medical releases	7 years
Transportation Plan	2 weeks post-camp
Biographical information	3 years
Permission (media, application, and field trips)	7 years
Incident reports	7 years
Early release	7 years
Camper Contact information	5 years minimum post-camp

330.3 Volunteer Information

Volunteer information records are held for the following retention period:

Information	Retention Period
Biographical information	Updated as needed
Live Scan background check	Updated 5 years after last volunteer assignment
Annual background check	Updated annually, purged every 3 years
Medical and media releases	7 years

Branch coordinator information	purpose served
Minor Staff Parent Authorizations	purpose served

330.4 Disposal Method

Following the retention schedule, records are disposed of in the following manner.

- Paper records containing sensitive information are to be shredded at the time of disposal.
- Electronic records are to be deleted from the hard drive of all computers they are stored on.
- Hard copies of electronic records (CDs or DVDs or other current media) are to be destroyed.
- Any shredding done professionally is a camp or branch expense under General Supplies.

330.5 Records Storage

The camp director stores paper and camp-specific electronic records at the camp level until disposal and transfers all records to a new camp director whenever there is a change in that position.

Electronic application, registration, and alum tracking records shall be maintained by the Tech Trek Program director and accessible as needed by the Tech Trek financial liaison and other personnel designated by the AAUW California president and AAUW National Tech Trek program.

Electronic records shall be updated regularly to the current media for usability until the time of disposal.

Financial records are maintained as specified by the Tech Trek financial liaison, and camp treasurers.

Live Scan records are maintained by the Live Scan coordinator, with electronic records available for three years before being systematically purged by the Department of Justice. Paper records shall be scanned and filed in a secure online location for future access.

Paper Live Scan records shall be kept under lock and key and electronic records shall be password protected at all times.

340. Evaluation

340.1 Overview

All camps may ask for evaluations from staff, campers, and parents. Questions cover the classes and field trips, how well the staff interacted with campers, and any changes they might recommend. Staff may recommend campers who they think will be good candidates as junior counselors or coaches. It is strongly recommended that evaluations be done in an electronic format such as Google forms or Survey Monkey and sent by email.

340.2 National Camper Survey

Tech Trek AAUW National will provide an electronic link to the recommended camper pre- and post-camp surveys, with periodic convenings to discuss desired changes initiated by the national Tech Trek program director. Survey results will be shared with state program and camp directors after review.

340.3 Camp Experience Feedback

AAUW California Tech Trek will conduct an annual assessment of the program by collecting anonymous feedback from campers and staff members a few months after camp. These data will be used to assess camp and program health and to highlight any areas needing improvement.

400. Position Descriptions

Tech Trek is a program whose mission has evolved over the years to focus on engaging more females in STEM studies and careers longterm by exposing them to people and activities in STEM that may pique their interest, initially for a week, and hopefully in a sustained way until they enter college at minimum.

Research has demonstrated that communities of practice composed of people who look like learners help ensure successful entry into STEM pathways which remain very gender-binary and to that end, camp directors should strive to ensure that all staff members who interact directly with the girls are also female so that they speak from the same perspective as the girls with respect to how to succeed in STEM fields.

The individuals who spend the most time coaching and guiding them through the week are first their alum peers who have been through the camp, followed by dorm monitors, and then instructors and presenters. In an emergency in the last two weeks before camp, a one-time exception for an instructor or presenter may be approved by the program director. Camp directors are expected to locate appropriate resources to staff the camp thereafter and there are no assurances the exception will be approved again.

410. Tech Trek Program Director

410.1 Overview

The Tech Trek program director oversees the entire project, is the primary spokesperson for Tech Trek California, and is the primary resource person and liaison between National, camp directors, and branch coordinators. She reports to the AAUW California President. Appointment is for a 1-year term by the AAUW California President, with the term of office running from January 1 to December 31 to ensure effective project management and oversight during and through camp season.

Individuals holding this position may be reappointed for up to five 1-year terms.

410.2 Qualifications

The Tech Trek program director qualifications follow:

- Be a female AAUW California member.
 - Have flexibility, computer skills (Excel, Word, and Google tools), and be accessible.
 - Have good organizational, communication, and people skills.
 - Have a basic knowledge of simple financial forms such as budgets, profit & loss statements, and balance sheets.
 - Have time to devote to the task
 - 5-10 hours per month October through March
 - 11-30 hours per month April through September.
 - Meet all requirements of an AAUW California committee chair to be accepted by the AAUW California BOD.
 - Complete annual background check after initial Live Scan.
 - Preferred: one or more years volunteering at a California camp in the last five years.
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410.3 Duties: Approval and Delegation

Note: The Tech Trek program director may, with the approval of the AAUW California BOD, appoint assistants and delegate these duties as needed, as long as the Tech Trek program director is the primary contact responsible for overseeing that all duties are fulfilled.

410.4 Duties

The Tech Trek program director duties include managing the Tech Trek project on behalf of AAUW California in consultation with the camp directors, reviewing evaluations, and facilitating the setting of goals and plans for the Tech Trek program. Duties are to:

- Provide informative articles for AAUW California publications, maintain content on the Tech Trek website, and provide the state web team with current content for the state website's Tech Trek page.
 - Work closely with the Tech Trek financial liaison in all aspects of the project's finances, including reviewing the proposed budget prior to AAUW California BOD approval, planning the Tech Trek annual
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meeting, submitting any required reports to AAUW California SPF and AAUW National Tech Trek, coordinating bulk purchases for all camps, and ensuring all vouchers approved meet requirements in Section 200.

- Work with the Governance Committee in reviewing and updating Tech Trek policy and job descriptions.
- Visit as many camps each year as possible and facilitate evaluations.
- Answer all emails and phone call inquiries from schools, parents, campers, and the public.
- Work with the state web team to create group email lists for communication with Tech Trek staff and branch contacts.
- Organize a Tech Trek workshop or plenary at state conventions in conjunction with the state Program Chair and Convention Chair.
- Provide quarterly and annual reports as requested by the AAUW California Finance Committee.
- Perform such other duties as requested by the AAUW California State president or AAUW National.

410.4 Supervision of Camp Directors

The Tech Trek program director supervises and serves as the primary resource for camp directors by doing the following:

- Recruiting new camp directors for AAUW California BOD approval. Assisting the Tech Trek financial liaison in recruiting new camp treasurers.
 - Providing training for new camp directors and ongoing training for returning camp directors.
 - Responding in a timely manner to camp director questions, concerns, or suggestions.
 - Assisting camp directors in recruiting camp staff.
 - Arrange for the purchase of all-camp branded items such as t-shirts, pens, lanyards, neck wallets, etc. This may be delegated.
 - Removing and replacing a camp director who fails to follow the project's procedures and requirements. (See Section 302.7)
 - Leading and facilitating the Tech Trek Annual Meeting (see Section 180). Working with camp directors to determine a time and location that reasonably accommodates their schedules.
 - Providing branch coordinators and camp directors with all forms and instructions required to perform their duties.
 - Coordinating with the financial liaison for the review and approval of staff stipend lists from camp directors and sending the Finance Committee the approved stipend list prior to the final budget review in April.
 - Collecting post-camp reports from camp directors at the close of the camp.
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- Providing any information (e.g., staff and participant numbers for each camp)required by the Tech Trek financial liaison for insurance certificates for each camp facility.
 - Coordinating shared camp equipment and the schedule of rotation between camps.
 - Budgeting for new program equipment and purchasing new/replacement equipment. Maintaining a current inventory of all camp fixed assets (item description, serial number, location) and storage unit content value, reporting any inventory changes to the Finance Committee and the insurance company upon request.
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**410.5 Resource
for Branch
Coordinators**

The Tech Trek program director serves as the primary resource for branch coordinators by:

- Preparing and distributing an annual Tech Trek branch packet with all forms and instructions required in coordination with the Tech Trek financial liaison.
 - Coordinating branch camper reservations and Branch Participation Memoranda of Understanding to support camp capacity as defined by the camp director.
 - Offering training and support to branch coordinators.
 - Updating and communicating marketing collateral, including the Tech Trek brochure.
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420. Tech Trek Financial Liaison

420.1 Overview

The Tech Trek financial liaison is responsible for the financial oversight of all California Tech Trek camps run under the Tech Trek camp project and is the overall project treasurer. Appointment is for a 1-year term by the AAUW California president with approval of the AAUW California BOD, with the term of office running from January 1 through December 31 to ensure continuity between pre and post camp financial accounting. Individuals holding this position may be reappointed for up to five 1-year terms.

420.2 Qualifications

The Tech Trek financial liaison qualifications follow:

- Be an AAUW California member.
- Understand financial forms such as budgets, profit & loss statements, and balance sheets.
- Have the necessary computer and accounting skills for budget oversight of individual camps and the overall state project, including proficiency in Excel and Word.
- Possess organizational skills, people skills, and flexibility.
- Be willing to learn QuickBooks Online for camp accounting and budgeting.
- Have time to devote to the task.
 - 5-10 hours per month Oct-Mar
 - 11-20 hours per month Apr-Sep
- Meet all requirements of an AAUW California committee chair and accepted by the AAUW California AAUW California BOD.
- Complete annual background check after initial Live Scan.
- Preferred: prior experience as a camp or branch treasurer

420.3 Duties

The Tech Trek financial liaison's duties are to:

- Ensure sound fiscal management of the project, including detailed budgeting and grant administration.
- Keep detailed records of all deposits and expenditures for the Tech Trek general administration budget.
- Work with the camp treasurers to monitor the individual camp budgets. Maintain financial records showing actual expenditures against the approved budget.
- Serve as financial consultant to camp treasurers, camp directors, and branch coordinators.
- Provide training and current forms for camp treasurers.
- Collect all budget reports in the required format and by assigned deadlines from camp treasurers.
- Review and approve all vouchers submitted by camp treasurers, verifying that they are completely and properly filled out and adhere to all SPF and Tech Trek policy guidelines and limits.

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- Serve as fiscal liaison for the AAUW California BOD, SPF, finance committee, and individual camps.
 - Prepare and submit an annual project budget and year-end financial report to the finance committee.
 - Facilitate all camp-related transactions requiring use of the AAUW California credit card(s) with camp directors and AAUW California CFO.

425. Medical/Health Advisor

430.1 Overview

The Tech Trek program medical/health advisor is responsible for overseeing all health-related aspects of the Tech Trek program, including making recommendations regarding personnel training and health-related camp procedures. This position is appointed by the Tech Trek program director.

430.2 Qualifications

The medical/health advisor qualifications are to:

- Be an AAUW California member
 - Pass Live Scan (first year) or background check (annually)
 - Have an active California Registered Nurse, Physician's Assistant, Nurse Practitioner, or Physician license.
 - Have demonstrated expertise in understanding regulations governing California public health requirements for camps and volunteers, including both physical and mental health and insurance implications.
 - Have experience working with children from a medical or health perspective.
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430.3 Duties

The medical/health advisor duties are to:

- Maintain 24/7 cell phone availability during camps without licensed medical/health personnel/staff to address medical or health concerns onsite at camps.
 - In collaboration with Camp Directors, oversee the onboarding and identification of training needs for camp medical/health personnel/staff.
 - Provide instructions to camp medical/health personnel/staff for any health-related onsite training required of other camp staff, including CPR, First Aid, bullying prevention, etc.
 - Review all special medical or health needs with camp medical/health staff, such as medical exemptions, immunization records, medications, ADA accommodations, and other exceptional circumstances and report unresolved cases to the Tech Trek program director.
 - Provide year-round expert guidance to the Tech Trek program director and AAUW California BOD regarding all medical or health-related practices and procedures required to ensure camper and staff health-related safety, including policy and personnel training recommendations.
 - Attend Tech Trek committee or AAUW California BOD meetings as requested by the Tech Trek program director.
 - Be a mandated reporter.
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430. Camp Director

430.1 Overview

The camp director is responsible for all the preparation, coordination, and supervision of a Tech Trek camp at one campus location. This position may be divided into two or more co-directorships or duties may be shared with assistant directors or planning committees, but the overall responsibility must reside with the director or co-directors. The camp director/co-directors shall be directed to a current posting/copy of the Tech Trek policy and will be provided with any required training by the Tech Trek program director.

430.2 Qualifications

The camp director qualifications are to:

- Be an AAUW California member.
 - Enjoy working with 12-13-year-olds and have good negotiating skills and flexibility.
 - Have prior experience as a teacher or assistant director at the Tech Trek campus for which they become camp director. For new campsites, have experience at the teacher or assistant director level at one Tech Trek camp. Alternative camp work experiences may apply at the Tech Trek program director's discretion, possibly requiring additional training.
 - Have time to devote to the task throughout the year, but in particular in the two months prior to the camp. Must be present on the campus for the duration of the camp.
 - Position is year-round
 - Approximately 25 hours/month Aug-Mar
 - Approximately 35-40 hours/month Apr-Jul
 - Monthly hour-long Tech Trek committee calls
 - Possess good organizational and people skills.
 - Have basic knowledge of simple financial forms such as budgets, profit & loss statements, and balance sheets.
 - Have working knowledge of Microsoft Word and Excel as well as email proficiency.
 - Complete annual background check.
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403.3 Duties

The Tech Trek camp director has responsibility to:

- Oversee curriculum development, including at least one engineering and one computer science class; negotiate contracts and approvals with the hosting facility and AAUW California Tech Trek leadership; coordinate with the campus conference service personnel; arrange field trips ; and submit a post-camp report to the program director.
- Identify and select volunteers to serve as core teachers, health aide/nurse, dorm monitors, counselors, workshop presenters, and any other positions that are necessary for running the camp successfully.
- Procure necessary camp supplies except for those purchased for the entire project.
- Develop the daily schedule for the week of camp and submit a draft for review during the budget process.
- Work with the branch coordinators to ensure that all camper paperwork is provided, and money has been deposited with the camp treasurer for reserved camp spots.
- Provide Live Scan forms and information on the procedure for new camp staff members 18 years and over, and information for annual background checks for returning staff.
- Coordinate with camp treasurer, preparation of vouchers according to SPF instructions for vendors and volunteers to be paid. Ensure current W-9 forms are on file with SPF for all receiving stipend payments.
- Provide numbers and other input for camp supplies that are ordered for the entire project.
- Provide camp treasurer with camper reservations count by branch. Coordinate with the camp treasurer throughout the year on preparing and tracking vouchers and financial reports and to develop the camp budget.
- Promptly answer emails from Tech Trek leaders, camp staff, branches, and families of campers assigned to the camp.
- Immediately consult with the health aide/nurse when notified by the staff member first reviewing camper health/medical forms of any out-of-the-ordinary health issues or special needs. If the health aide/nurse does not receive satisfactory information from the potential camper's family, the director will follow up to ensure proper communication. It is critical that the camp be prepared to handle the health issues of all campers.
- Attend local branch and IBC meetings and the AAUW California Annual Event, whenever possible and convenient, to promote Tech Trek, network, and recruit staff.
- Attend the mandatory Tech Trek annual meeting and provide meaningful input for improvement of the overall Tech Trek project.
- Manage print and electronic records for the camp according to the

Record Retention file. (See Section 330 for records retention policy).

- Oversee camp website updates, blogs, and private camp Facebook pages.
 - Provide numbers to Tech Trek program director for insurance certificates.
 - Handle public relations/press relations/public outreach with policy makers and ensure that safety/security procedures are followed.
 - Manage communication with parents/families.
 - Be a mandated reporter.
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440. Camp Treasurer

440.1 Overview

The camp treasurer is expected to maintain accounts of all camp expenses and income.

440.2 Qualifications

The qualifications for being a camp treasurer are to:

- Be an AAUW California member.
 - Possess working knowledge of Microsoft Word and Excel as well as email proficiency.
 - Have the necessary computer and accounting skills to maintain records, create budgets, report donations to the SPF treasurer and fill out forms online.
 - Be willing to learn/work with QuickBooks Online.
 - Have time to devote to the task throughout the year, but in particular in the two months prior to and after camp.
 - 30-40 hours per month Jun-Oct
 - 10-20 hours per month Nov-May
 - Complete annual background check.
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440.3 Duties

The duties of the camp treasurer are to:

- Provide ongoing information to the camp director as to the status of the camp finances throughout the year and consult with her regarding branch deposit issues that arise.
 - Assist the camp director in creating a budget for the camp for submission to the Tech Trek financial liaison in early September. Reviews for budget update in January.
 - Receive funds from the branches and forward them on to SPF within 14 days of receipt using the correct forms. (See Section 230.3 for procedures).
 - Assist the branches when they have questions regarding any of the financial forms and on any other questions regarding missing checks, matching gift project checks.
 - Notify branches as to their financial standing regarding payment for campers periodically. At the conclusion of the camp, provide branches an accounting of any money carried over to the next year.
 - Keep updated on AAUW financial policies concerning donations and the correct way for donors to write checks to claim an IRS deduction. Ensure that all checks forwarded to AAUW-California SPF are made out correctly. Deposit received funds within 30 days to remain compliant with SPF's 501(c)(3) status.
 - Work with the Tech Trek program director, Tech Trek financial liaison, and other camp treasurers to develop new or improve existing processes and procedures.
 - Submit vouchers, within 30 days, to pay universities according to university timing requirements. After camp is over, the camp
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treasurer submits vouchers to reimburse directors, teachers and staff for stipends, mileage and supplies used at camp.

- Ensure vouchers have the necessary supporting documents.
 - Maintain camp financial information in QuickBooks, reconcile with Special Project Fund records, initiate camp transfers, recognize revenue and maintain records on the Google drive.
 - Attend Tech Trek annual meeting in the fall, if possible.
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450. Branch Coordinator

450.1 Overview

The branch coordinator submits camp requests to the Tech Trek program director, coordinates the funds sent to the camp treasurer for camper sponsorships, supervises camper selection, oversees submission of camper registration information to the program director and camp directors or via the online registration system, and maintains/updates camper contacts for at least five years following camp attendance.

450.2 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 complete forms online.
 - Have basic proficiency in word processing, spreadsheets, internet access, and email.
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450.3 Duties

The branch coordinator duties are to:

- Read the Tech Trek branch information sent each fall, with the understanding that there may be changes from previous years' procedures and schedules/deadlines included therein.
 - Coordinate with branch president to execute yearly Memorandum of Agreement. 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.
 - Ensure funds are sent to the camp treasurer(s) by deadline and using proper payment procedures. (See Section 230.)
 - Work with and respond to the Tech Trek program director.
 - Work with the camp directors to coordinate all aspects of registering campers. Ensure all required forms are submitted by the stated deadlines.
 - Keep in touch with former campers for a minimum of five years after camp attendance. Maintain records of all campers and update the camper tracking form annually. Contact techtrek-ttac@aauw-ca.org for more information.
 - Coordinate branch members' visits to camp on Branch Visitation Day if applicable.
 - Train successor and transfer all forms and records to her/him.
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460. Core Teacher

460.1 Overview

The core teachers are selected by the camp director and provide the primary focus of the camp curriculum.

460.2 Qualifications

The qualifications for becoming a core teacher are to:

- Be an adult AAUW California Member.
- Be an experienced teacher, ideally with middle school or high school teaching experience and credentialed in the STEM fields, but STEM professionals may also be considered if their skills in working with the campers' age group can either be observed or confirmed from a reference of a current highly qualified Tech Trek teacher.
- Have a passion for STEM subjects and ability to connect with 12-14-year-old girls.
- Conduct self professionally, have integrity, and be a team player.
- Be flexible in scheduling and maintain the content of her course.
- Complete Live Scan or OneSource background checks by the camp director's stated deadline (typically six weeks prior to camp).

460.3 Duties

The duties of the Core Teacher are to:

- Develop a curriculum in consultation with the camp director, with content that fills a minimum of 15 hours of class time, not including workshops. The academic level of the curriculum should provide the campers with a meaningful and challenging experience.
 - Project-based curriculum with a culminating presentation demonstrating what was learned is preferred.
 - Obtain camp director's prior approval for the purchase of all class equipment and supplies.
 - Be a mandated reporter.
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470. Dorm Monitor

470.1 Overview

Dorm monitors provide the social-emotional foundation the campers need while on their Tech Trek adventure. They look out for the girls' best interests and consider their needs, ensuring they get where they need to be and do what they need to do, and that they are treated with respect and concern.

470.2 Qualifications

The qualifications for the dorm monitor are to:

- Enjoy working with 12-14 year old girls and have good negotiating skills and flexibility.
 - Remain on campus for the duration of the camp and arrive early (for orientation and training) according to the camp director's instructions.
 - Must be an AAUW California member.
 - Be responsible for between 7-10 campers, serving both as their advocate and enforcer of camp rules and ensuring they get where they need to go, have fun, and stay safe.
 - It is required that dorm monitors be over the age of 18 and strongly recommended that they be over 21.
-

470.3 Duties

- Know where assigned campers are at all times.
 - Attend any staff meetings as required by the camp director.
 - Hold regular dorm group meetings and assist in any other camp activities for the dorm group.
 - Assist in classrooms and on field trips as needed by the camp director.
 - Be willing and able to intervene and deal with potential minor difficulties between campers, homesickness, and limited discipline issues.
 - Receive training as a mandated reporter. A **mandated reporter** is a person who, because of his or her profession, is legally required to report any suspicion of child abuse or neglect to the relevant authorities. These laws are in place to prevent children from being abused and to end any possible abuse or neglect at the earliest possible stage. The Camp Director maintains the responsibility to report cases to the appropriate authorities.
-

480. Camp Nurse/Health Aide

480.1 Overview

The camp nurse/health aide is on hand to provide basic medical and emotional support as needed and is the first line of medical assistance provided to campers. If not a licensed provider (MD, PA, NP, RN), the health aide works under the direction of the camp director with medical guidance from the Tech Trek medical advisor.

480.2 Qualifications

The qualifications for being a camp nurse/health aide are to:

- Be an AAUW California member.
- Pass Live Scan (first year) or background check (annually) (typically six weeks prior to camp).
- Have an active California Registered Nurse, Physician Assistant, Nurse Practitioner or Physician license. EMTs, CNAs, or others with current certification working in a healthcare field must be reviewed by the Tech Trek medical/health advisor to determine any needed training requirements (First Aid, CPR, etc.).
- Be interviewed by camp director if new to the camp
- Be physically capable of walking the campus.
- Have experience working with children.
- Must complete any required training prior to camp as determined by program procedures or medical/health advisor.

480.3 Duties

-
- Attend staff meetings as requested by the camp director.
 - Maintain 24/7 cell phone availability to all staff and camp volunteers for medical concerns and be available to attend any activities or field trips as required by the camp director.
 - Remain on campus for the duration of the camp and arrive early for orientation and training according to the camp director's instructions.
 - Be a mandated reporter.
-

490. Intern

490.1 Overview

An Intern is someone in training to take on a new job for the camp the following year. Ideally the intern will “shadow” someone during the camp to learn the job, taking on small pieces of the assigned role under supervision.

490.2 Qualifications

An Intern, upon completing the internship, will meet all the qualifications of the position for which she is training.

491. Peer Counselor/Coach

491.1 Overview

Peer counselors and coaches are former campers who serve as assistants to the camp staff and role models to the campers. At residential camps, they are counselors, at virtual camp, they are coaches. Lead counselors or coaches are over 18 years old and are able to supervise minors.

491.2 Qualifications and Expectations

The qualifications for a peer counselor or coach are:

- Three years after attending camp or at least 16 years old before or during the summer of in-person camp for peer counselors or one year after attending virtual camp or age 14 for peer coaches at virtual camp. Lead counselors and coaches are over 18 and typically have more experience.
- Able to exercise good judgment, emphasize safety, and exhibit exemplary behavior as a role model to the younger campers.
- Able to be flexible.
- Friendly and able to conduct oneself with a positive attitude.
- Willing to abide by dorm closure and bedtime hours, sleep in assigned bed, abide by dress code, and attend all meals and activities.

Time commitment

- In-person schedules generally run Sunday to Saturday 6:30 a.m. to 10 p.m. every day; virtual runs from Sunday to Friday, 8:30 a.m. to 9 p.m. The days are long and counselors are busy from morning to night.
- This is a weeklong commitment and counselors and coaches should not schedule other commitments during this time such as non-camp coursework, babysitting, or work.
- In-person camps have a ‘fully connected’ no-cell-phone policy that applies to all staff and campers except those in a supervisory capacity.

491.3 Duties

The duties of a peer counselor are to:

- Assist in preparation of buildings and campus areas for Sunday registration and workshops.
 - Assist the teacher to whose class you are assigned (if assigned).
 - Room setup
 - Classroom assistance
 - Assist assigned dorm monitor.
 - Ensure assigned campers are ready for breakfast in the morning and lights out at night.
-

-
- o Accompany assigned campers to meals.
 - Meet and greet campers and their families on Sunday arrival.
 - Attend dorm meetings in your buildings.
 - Meet with your supervisor each day to be informed of the day's activities, new assignments, and changes in schedules.
 - Assist in daily activities as assigned.
 - Assist on campus field trips.
 - Perform other tasks as assigned by the camp director.
 - o Some tasks at in-person camps may be eligible for volunteer stipends, such as social media or IT coordinator.
 - All coach roles at virtual camps are eligible for stipends.
 - o Lead counselors over 18 may supervise minor counselors. They may also fill a role as a dorm monitor or dorm monitor-in-training under the tutelage of a designated dorm monitor with more campers than allowed per adult : minors ratio of 1:10.
-

492. Live Scan Coordinator

492.1 Overview

The Live Scan coordinator is certified by the state Department of Justice as the Custodian of Record and sole member of AAUW California receiving results from Live Scan background checks. All persons who may ever be alone in-person with a Tech Trek camper must undergo this background check that involves digital fingerprinting. This includes camp directors, nurses, core teachers, dorm mothers and any counselors 18 or older. It does not include virtual staff, branch coordinators, workshop presenters, speakers, or other short-term volunteers who will not ever be physically alone with minors.

492.2 Qualifications

The qualifications for a Live Scan Coordinator are to be:

- An AAUW California member older than 21.
 - An efficient record keeper.
 - Able to pass the FBI check.
-

492.3 Duties

The duties of the Live Scan Coordinator are to:

- Maintain access to list of Live Scan cleared volunteers.
 - Update CampDoc when each name is approved.
 - Keep approval documentation secure.
 - Notify camp directors via CampDoc regarding who must complete each year.
-

493. Procurement Coordinator

493.1 Overview

The procurement coordinator arranges for the purchase of all-camp items such as T- shirts, pens, lanyards, or neck wallets. The Tech Trek program director may serve as the procurement coordinator.

493.2 Qualifications

The qualifications for the procurement coordinator are to:

- Be an AAUW California member.
 - Have the ability to use Excel, Word, and email.
 - Have strong communication skills.
-

493.3 Duties

The duties of the procurement coordinator are to:

- Act as a liaison between the program and vendor(s)
 - Secure from camp directors the number of items needed.
 - Place the orders.
 - Coordinate delivery sites and dates for each camp's shipment.
 - Arrange for payment with the financial liaison.
-

494. Camp Website Coordinators

494.1 Overview

In collaboration with the Tech Trek program director and the California webteam camp directors or website coordinators will manage the design, content, and access of AAUW Tech Trek web pages for California camps. Each camp will provide updated relevant content such as sample schedules, images, or videos to enable the program to ensure service consistency, compliance, maintenance and updates to the content and appearance of web pages. Updates and design changes by camp directors and the program director are supported via requests to webteam@aauw-ca.org.

495. Funds Development

495.1 Overview

Funds development is an ad hoc group that may be appointed by the Tech Trek program director to identify Tech Trek program needs across the state and develop a funding campaign to meet those needs.

495.2 Qualifications

The qualifications for the funds development are to:

- Be AAUW California members.
 - Have knowledge of Tech Trek program needs.
 - Have specific skills or experience at fundraising or grants management
-

495.3 Duties

The duties of the funds development committee are to:

- Gather information regarding the needs of the camps and program, quantify in dollars, and prioritize.
 - Evaluate potential fund sources.
 - Create and implement the plan of action and timeline.
 - Report to the Tech Trek program director and the Tech Trek financial liaison.
-



Appendix A - Tech Trek Vaccination Policy

1. AAUW California Tech Trek will be in compliance with all federal, state, local, and campus-specific vaccination guidance and regulations for in-person events.
2. All in-person attendees must be vaccinated with Mumps, Measles, and Rubella (MMR) vaccines that are approved by the CDC or submit a doctor-authorized medical exemption per Appendix A no later than two weeks prior to camp start date. COVID-19 vaccinations are also required but selected participants may affirmatively decline in writing via online camp registration system no later than two weeks before camp.
 - a. Individuals are considered vaccinated for MMR after having received 2 doses of an approved MMR vaccine at least 28 days apart.
 - b. Unvaccinated individuals aged 12 and above are considered vaccinated for COVID-19 (1) two weeks after receiving the second dose in a two-dose 2025-2026 COVID-19 Novavax vaccine series or (2) two weeks after receiving a single dose 2025-2026 COVID-19 Moderna or Pfizer bivalent vaccine.
 - c. Individuals previously vaccinated with any pre-2025 series should receive 1 dose of the 2025-2026 version of Pfizer, Novavax, or Moderna vaccines to be current or up to date.
3. Evidence of immunization or medical exemption/waiver must be submitted via the CampDoc online camp registration system following camper selection, no later than two weeks prior to camp start date. It is strongly recommended that affirmative declination be submitted at the same time.
4. Parents will be required to complete a waiver releasing AAUW from all liability associated with COVID, no later than two weeks prior to camp start date. The waiver will be provided for parent signature during the online registration process.
5. Masking may be required indoors by all attendees and staff except during meals or when properly socially distanced.
6. Social distancing will comply with current campus, city, county and state requirements.
7. If Covid symptoms develop at any time among campers or staff, rapid antigen testing will be done. If the camper or minor staff member tests positive, parents will be contacted for pick up as soon as possible. The affected individual will be isolated from the rest of the camp while waiting for parents to arrive. Adult staff members who test positive will be required to leave camp.



AAUW advances gender equity for women and girls through research, education, and advocacy.

AMERICAN ASSOCIATION OF UNIVERSITY WOMEN TECH TREK

EXEMPTION MEDICAL AND/OR DISABILITY EXCEPTION REQUEST FORM

Exception to Mumps, Measles, and Rubella (MMR) and SARS-CoV-2 (COVID-19) Vaccination Requirement

CAMPER OR VOLUNTEER NAME	CAMPUS
VOLUNTEER ROLE (IF APPLICABLE)	PARENT NAME (IF MINOR)
PHONE NUMBER	PHONE NUMBER
EMAIL	EMAIL

This form should be used by American Association of University Women California (AAUW California) Tech Trek campers or volunteer staff to request a Medical Exemption and/or Disability Exception to the Mumps, Measles, and Rubella (MMR) and COVID-19 Primary Series vaccination requirements per AAUW California and CDC guidelines.

Those who are otherwise permitted by AAUW California policy and/or applicable public health directives to decline COVID-19 vaccinations should instead use the Affirmative Declination Statement form in the online registration system.

Fill out Part A to request a Medical Exemption due to Contraindication or Precaution. Fill out Part B to request an Exception based on Disability. More than one section may be completed if applicable. Do not identify any diagnosis, disability, or other medical information. That information is not required to process your request.

Your request must be supported by a health care provider’s certification, signed by a physician, nurse practitioner, or other licensed medical professional practicing under the license of a physician.

Part A: Request for Medical Exemption Due to Contraindication or Precaution

- I am requesting an Exception to the MMR and Covid 19 vaccination requirement based on Medical Exemption. The Contraindications or Precautions to MMR vaccination (recognized by the U.S. Centers for Disease Control and Prevention, the California Department of Public Health, or in the case of internationally administered vaccines, the World Health Organization) apply to me with respect to all available MMR Vaccines.

AMERICAN ASSOCIATION OF UNIVERSITY WOMEN TECH TREK

MEDICAL EXEMPTION AND/OR DISABILITY EXCEPTION REQUEST FORM

Exception to Mumps, Measles, and Rubella (MMR) and SARS-CoV-2 (COVID-19) Vaccination Requirement

My request is supported by the attached certification from my health care provider. The certification must be signed by a physician, nurse practitioner, or other licensed medical professional practicing under the license of a physician.

Part B: Request for Exception Based on Disability

- I have a Disability and am requesting an Exception to the MMR and/or COVID-19 vaccination requirement as a Disability accommodation. My request is supported by the attached certification from my health care provider.

Please provide any additional information that you think may be helpful in processing your request. ***Do not identify your diagnosis, disability, or other medical information.***

While my request is pending and if it is approved, I understand that I or my child must comply with Tech Trek's Non-Pharmaceutical Intervention requirements (e.g., face coverings, regular asymptomatic testing) for individuals who are not up to date on MMR or COVID-19 vaccination as a condition of physical presence at any Tech Trek- sponsored location. I also understand that I or my child must comply with any additional Non-Pharmaceutical Interventions applicable to my/her position, as required by AAUW California and the campus.

I verify the truth and accuracy of the statements in this request form.

Volunteer or Minor's Parent Signature: _____ Date: _____

Submitted to AAUW: _____ Date: _____ By: _____

AMERICAN ASSOCIATION OF UNIVERSITY WOMEN TECH TREK

MEDICAL EXEMPTION AND/OR DISABILITY EXCEPTION REQUEST FORM

Exception to Mumps, Measles, and Rubella (MMR) and SARS-CoV-2 (COVID-19) Vaccination Requirement

CERTIFICATION FROM HEALTH CARE PROVIDER

Your patient is a student or volunteer who has requested an Exception to AAUW's MMR and COVID-19 vaccination requirement based on (a) Medical Exemption due to a Contraindication or Precaution; and/or (b) Disability. Your patient is seeking to support their request for such an Exception with a certification from their qualified licensed health care provider.

HEALTH CARE PROVIDER NAME	LICENSE TYPE, # AND ISSUING STATE
FULL NAME OF PATIENT	DATE OF BIRTH OF PATIENT
PATIENT'S ID NUMBER	HEALTH CARE PROVIDER PHONE/EMAIL
PHYSICIAN SUPERVISOR AND LICENSE # (FOR A PHYSICIAN ASSISTANT WORKING UNDER A PHYSICIAN'S LICENSE)	

Please note the following from the Genetic Information Nondiscrimination Act of 2008 (GINA), which applies to all student or volunteer participants:

The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, we are asking that you not provide any genetic information when responding to this request for medical information. "Genetic information," as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

Please complete Part A of this form if one or more of the Contraindications or Precautions to MMR and/or COVID-19 vaccinations recognized by the U.S. Centers for Disease Control and Prevention (CDC), the California Department of Public Health (CDPH), or in the case of internationally administered vaccines, the World Health Organization (WHO), apply to this patient. Please complete Part B if this patient has a Disability, as defined below, that makes MMR and/or COVID-19 vaccination inadvisable in your professional opinion. More than one section may be completed if applicable to this patient.

Important: Do not identify the patient's diagnosis, disability, or other medical information as this document will be returned to AAUW California.

Part A: Contraindication or Precaution to MMR and COVID-19 Vaccination

- Covid 19. I certify that one or more of the Contraindications or Precautions (recognized by the CDC, the CDPH, or in the case of internationally administered vaccines, the WHO) for each of the currently available Vaccines used for COVID-19 applies to the patient listed above. For that reason, vaccination using **any** of the currently available COVID-19 Vaccines is inadvisable for this

AMERICAN ASSOCIATION OF UNIVERSITY WOMEN TECH TREK

MEDICAL EXEMPTION AND/OR DISABILITY EXCEPTION REQUEST FORM

Exception to Mumps, Measles, and Rubella (MMR) and/or SARS-CoV-2 (COVID-19) Vaccination Requirement

patient in my professional opinion. The Contraindication(s) and/or Precaution(s) is/are: Permanent Temporary.

If temporary, the expected end date is: _____.

- Mumps, Measles, and Rubella (MMR). I certify that one or more of the Contraindications or Precautions (recognized by the CDC, the CDPH, or in the case of internationally administered vaccines, the WHO) for each of the currently available Vaccines used for MMR applies to the patient listed above. For that reason, vaccination using **any** of the currently available MMR Vaccines is inadvisable for this patient in my professional opinion. The Contraindication(s) and/or Precaution(s) is/are: Permanent Temporary.

If temporary, the expected end date is: _____.

Part B: Disability That Makes MMR and COVID-19 Vaccination Inadvisable

“Disability” is defined as a physical or mental disorder or condition that limits a major life activity and any other condition recognized as a disability under applicable law. “Disability” includes pregnancy, childbirth, or a related medical condition where reasonable accommodation is medically advisable.

- I certify that the patient listed above has a Disability, as defined above, that makes MMR vaccination inadvisable in my professional opinion. The patient’s disability is: Permanent Temporary.

If temporary, the expected end date is: _____.

- I certify that the patient listed above has a Disability, as defined above, that makes COVID-19 vaccination inadvisable in my professional opinion. The patient’s disability is: Permanent Temporary.

If temporary, the expected end date is: _____.

Signature of Health Care Provider

Appendix B - Tech Trek Bullying Prevention Guide

Bullying is not compatible with the mission of AAUW and will not be tolerated whenever and wherever it occurs. Those who represent AAUW should understand how to prevent bullying and be prepared to deal with it proactively and thoughtfully.

What Is Bullying?

Bullying is harassment or aggressive behavior that is intended to intimidate, dominate, coerce, or hurt another person (the target) mentally, emotionally, or physically. It is *not* “just messing around,” and it is *not* “part of growing up.” Bullying is a form of victimization, not conflict. It is no more a “conflict” than is child abuse or domestic violence.

Forms of Bullying

Bullying takes many forms:

Verbal — Name-calling, belittling, taunting

Social — Spreading rumors; destroying or manipulating friendships; excluding or ostracizing the target

Physical — Hitting, shoving, kicking, using physical coercion, intimidation through gestures

Criminal — Assault; sexual aggression

Cyberbullying — Using digital technology such as social media, cell phones, etc., to engage in these kinds of behaviors

A bullied youth may develop a poor self-image, lose self-esteem, quit activities and clubs, or begin bullying other youth, thus perpetuating the bullying cycle. Studies indicate bullied youth tend to be future bullies. As a leader, either break the cycle or do not let it start.

How to Spot Bullying

A youth who is being bullied may:

- Be reluctant to join activities or be unwilling to participate.
- Avoid activities, arrive late, or leave early (to avoid the bully).
- Avoid certain places or areas.
- Experience nightmares, bedwetting, or insomnia (triggered by fear).
- Seem nervous around certain youth.
- Wait to use the restroom away from the group.
- Appear sad, moody, angry, anxious, or depressed.
- Seek, carry, or hide weapons (for protection).
- Lose money or personal items such as clothing or patches (taken by the bully).
- Feel sick, often with seemingly psychosomatic illnesses.
- Appear lonely, have difficulty making friends, or suddenly have fewer friends.
- Seem reluctant to defend himself verbally or physically when teased or pushed.
- Have bruises, cuts, defensive wounds, or other physical marks.
- Mention or consider suicide.

How to Address Bullying

These tips can help event leaders respond effectively:

- Immediately stop the bullying. Stand between the bully and the target, preferably blocking their eye contact. Do not immediately ask the reason for the bullying or try to determine the facts.
- In a matter-of-fact tone of voice, state what behaviors you saw or heard. Tell all that bullying is unacceptable.
- Support the bullied youth in a way that allows him or her to regain self-control, to save face, and to feel safe from retaliation. Follow up with the youth later, but at the time of the incident, do not ask what happened or be overly solicitous. Young people often find it uncomfortable to be questioned in front of peers, and a bullied youth may feel embarrassed to be shielded by an adult.
- Do not require anyone to apologize or make amends during the heat of the moment. Everyone should have time to cool off.
- Speak to bystanders but do not put them on the spot to explain publicly what they observed. In a calm and supportive tone, praise them if they tried to help. If they did not act, or if they responded aggressively, guide them in how to appropriately intervene or get help when they witness bullying; e.g., “Maybe you weren’t sure what to do. Next time, please tell the person to stop or get an adult’s help if you feel you can’t work together to handle the situation.”
- Immediately notify parents or guardians of both the target and the youth who bullied of what occurred. Address the parents’ or guardians’ questions and concerns. Inform them of the next steps.
- Hold anyone who bullies others fully accountable for their actions. If appropriate, impose immediate consequences. As a first step, you might take away program opportunities.
- Increase supervision to ensure the bullying is not repeated and does not escalate. Let the bullies know you will be watching to be sure there is no repetition or retaliation.
- Encourage the individual who bullied to make amends (after follow-up with a parent or guardian) in a way that would be meaningful for the youth who was bullied.

Cyberbullying

A rapidly growing form of bullying, cyberbullying uses the power of the internet, cellular networks, and social media to harass the target. Cyberbullying encompasses text or instant messages with hostile or degrading comments, embarrassing digital images, and fictitious online posts intended to humiliate, threaten, or coerce. Cyberbullying can devastate the target, whether a lone bully participates or others witness or join the attack. The target may obsess over what is posted, become depressed, avoid school or social activities, or have suicidal thoughts. In extreme circumstances, cyberbullying can lead to suicide.

Parents and adults should talk with youth about their online activities and stay alert to signs of cyberbullying such as sleeplessness, withdrawal, stress, avoidance, declining grades, or lowered self-esteem.

Ways to Address Cyberbullying

- Encourage a child to speak up immediately if he or she is the victim of cyberbullying. Assure that a young person has a trusted adult—whether parent, teacher, or volunteer—in whom to confide.
- Block cyberbullies by using available privacy controls such as blocked-sender lists and call-blocking.
- Do not erase the messages or pictures. Save them as evidence.
- If the cyberbullying is criminal or you suspect it may be, contact the police. Areas falling under the jurisdiction of law enforcement include threats of violence, extortion, obscene or harassing phone calls or messages, harassment via stalking or hate crimes, child pornography, sexual exploitation, and taking a photo or video image of someone in a place where he or she would expect privacy.

Seeking Professional Help

Bullying is a form of abuse that can cause psychological, physical, and academic problems. Parents may want to talk with a counselor about a counseling or mental health referral. A professional can assess how much support and assistance a bullied youth needs. If a youth is sick, stressed, not sleeping, or having other problems because of bullying, a health professional should be contacted.

A young person who bullies others will also need the help of caring adults. They may need help recognizing their behavior, taking responsibility for their actions, developing empathy, and finding ways to make

amends. Volunteers can offer guidance in how to interact with others in socially appropriate ways. Assess possible reasons for the bullying behavior, such as lack of self-control, poor social skills, academic problems, or a troubled family life. Depending on the severity of the bullying behavior or the related circumstances, therapeutic intervention might be needed for the bully as well as the target.

Incidents Requiring an Immediate Report

The following must be reported to the AAUW state Program Director for action immediately:

- Any threat or use of a weapon
- Any negative behavior associated with race, religion, sexual identity or orientation, or disability
- Any reports to authorities where a state's mandatory reporting of child abuse laws apply
- Any abuse of a child that meets state reporting mandates for bullying or harassment
- Any mention or threats of suicide

Anti Bullying Action Plan

- Stop the abuse, bullying, or policy violation.
- Protect the targeted youth.
- Summon assistance from other leaders, authorities, etc.
- Gather factual information about the bullying incident, including details of who was involved, what happened, and when and where it happened.
- Notify parents or guardians of both the target and the youth who bullied.
- Take corrective action.
- Notify the state Program Director.

Bullying Prevention Resources

Anti Bullying and Anti-Cyber Intimidation Programs Website:
learning.learningforlife.org/digital-programs/abc

Cyberbullying Research Center

Website: cyberbullying.us

NetSmartz Workshop Website: www.netsmartz.org

StopBullying.gov Website: www.stopbullying.gov



Appendix C - Tech Trek California Data Privacy and Protection Policy

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Policy Brief and Purpose

At AAUW California Tech Trek, we take privacy and security of personal data very seriously in accordance with [AAUW's Privacy Policy](#). We are committed to continuously evaluating data protection as a global program while maintaining the highest levels of adherence to federal, state, and international regulations.

This policy is intended to instruct and establish proper handling standards to ensure the quality, integrity, and appropriate availability of TECH TREK data. This policy defines the responsibilities of TECH TREK, our staff, agents, and volunteers participating in our program in relation to the access, retrieval, transmission, storage, destruction, and retention of data to help ensure the safe, proper, and legal collection and processing of data across the TECH TREK California program.

Policy Scope

This policy applies to all data collected or processed to support the TECH TREK program. This includes data used in the administration, operations and development of the programs and supporting events. The policy covers, but is not limited to, data in any form, including data collected via registration systems, surveys, forms, audio-visual, third party, backup, archived data, or other data collected both electronically and on paper. The policy applies to all individuals who have access to TECH TREK data, including but not limited to employees, volunteers, and vendors and other entities that have a contractual obligation to provide or access data controlled or collected by TECH TREK related to their approved roles and responsibilities.

Terms and Definitions

(Note: **Bolded** words in definitions also have entries in this list.)

Anonymization is a type of data **deidentification** that permanently and completely removes personal identifiers from data through techniques such as suppression, generalization, or noise addition.

Anonymized data are data that can no longer be associated with an individual in any manner and are permanently stripped of personally identifying elements which can never be re-associated with the data or the underlying individual. In contrast to **personal data**, anonymized data are not protected by the GDPR or other privacy frameworks.

Children's Online Privacy Protection Act (COPPA) is a law created to protect the privacy of children under 13. The Act was passed by the U.S. Congress in 1998 and took effect on April 1, 2000. COPPA is managed by the Federal Trade Commission (FTC). Although nonprofits are exempt from COPPA, TECH TREK has elected to comply with COPPA.

Consent means a freely given, specific, informed, and unambiguous indication of the data subject's wishes by which he or she, by a statement or by a clear affirmative action, signifies agreement to the processing of **personal data** relating to themselves or for minors they are lawfully permitted to consent on behalf of.

Data collection happens when a user deliberately offers or shares **personal data** – for example when filling out a registration form on a website.

Data controller refers to an entity that alone or jointly with others determines the purposes and means of processing **personal data**. TECH TREK is the data controller of record for all **personal data** collected

from program participants via TECH TREK-managed systems including, but not limited to, CampDoc and third-party platforms controlled by TECH TREK. TECH TREK branch coordinators and Tech Trek alum group advisors may also be data controllers if they collect data outside of any Tech Trek systems for their internal purposes, such as the maintenance of local mailing lists and local consent forms.

Data minimization is the principle that **data controllers** should only collect and retain personal data which is necessary to complete the task for which the data was collected. Data controllers must only collect and process personal data that is relevant, necessary, and adequate to accomplish the purposes for which it is collected and processed.

Data owner describes the persons or departments who exercise operational authority for specified information and hold responsibility for establishing controls for its collection, processing, and dissemination.

Data processors refer to a third party, including vendors and other entities with a business relationship with a **data controller**, that **processes** personal data on behalf of a data controller. **Data Controllers** have a legal requirement in most jurisdictions to engage in **vendor risk management** to ensure that all data processors handle **personal data** securely and only process data according to the policies set forth by the data controller and agreed to by the **data subject**.

Data security refers to protection against unauthorized or unlawful **processing** and accidental loss, destruction, or damage of data. It covers actions taken to maintain the confidentiality, integrity, availability, and resilience of data systems. Data security encompasses the practices and processes that are in place to ensure that data is not being used or accessed by unauthorized individuals or parties. Data security includes aspects of collecting only the required information, keeping it safe, and destroying information that is no longer needed.

Data subject is an identified or identifiable “natural” person. In the context of privacy law and regulation, a data subject is a living human being whose **personal data** is held by a **data controller**.

Data subject rights refers to a person’s ability to know how their personal data will be collected, shared, used, disclosed, and kept secure, and for them to exercise choice and control over these uses.

Deidentification refers to an action taken to remove identifying characteristics from **personal data**. Basic deidentification involves stripping out the names and obvious identifiers from data sets – essentially the removal of columns/fields in a dataset – but the rest of the data is left untouched. Basic deidentification doesn’t always successfully **anonymize** data because it may be possible to align separate identified data sets with a deidentified ones. Other, more rigorous techniques may be required to fully **anonymize** data.

Expert determination is a process where a person with appropriate knowledge of and experience with generally accepted statistical and scientific **deidentification** principles determines the most appropriate method for rendering information not individually identifiable. This person, through applying such principles and methods, determines that the risk is very small that the information could be used, alone or in combination with other reasonably available information, by an anticipated recipient to identify an individual who is a subject of the information, and documents the methods and results of the analysis that justify such determination.

Family Educational Rights and Privacy Act (FERPA) is a US federal law that establishes requirements regarding the privacy protection of student educational records. It applies to all academic institutions that receive funds under applicable U.S. Department of Education programs. FERPA gives parents certain rights with respect to their children’s education records. These rights transfer to the student

when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are referred to as “eligible students.”

Lawful basis for data collection refers to the reasons that legally allow for the collection and processing of **personal data**. In general, TECH TREK relies on the explicit affirmative **consent** of **data subjects** to collect and process **personal data**. TECH TREK and our Program Delivery Organizations should collect only data that is required for the support, performance, or administration of TECH TREK programs, as described and allowed in the **TECH TREK Privacy Policy**.

List request is data requested by any individual working on behalf of TECH TREK, requiring information on youth, mentor/coach, volunteers, schools, etc. List request output is in the form of a list (e.g., rows of data identifying people, or teams or organization etc.) and not a summary of the data (total counts, %, averages, etc.) and may contain personal information. Each row of data is a record.

Personal data (also known as personally identifiable information or PII, or personal information) is information that can be used on its own or with other information to identify, contact or locate a single person or to identify an individual in context. Personal data includes data types such as name, email address, phone number, physical address, and government ID number, but it can also include any other information that is linked or linkable to an individual in context, such as medical, educational, financial, and employment information.

Processing means any operation or set of operations performed upon **personal data** or sets of personal data, that can include, but is not limited to, the collection, retention, logging, generation, transformation, use, disclosure, transfer, and disposal of the personal data.

Pseudonymization replaces the most identifying fields in a database with artificial identifiers or pseudonyms. For example, a name could be changed to a unique number. The point is to make the data record less identifying, thereby reducing concerns about data sharing and data retention. It’s important to know that pseudonymized data is not the same as **anonymized data**. Pseudonymized data retains a certain level of detail that allows tracking back of the data to its original state, whereas in anonymized data the level of detail is reduced so much that rendering a reverse compilation is impossible.

Pseudonymous data includes data or sets of data that have been amended so that no individuals can be directly or indirectly identified from those data without a “key” that allows the data to be re-identified. Pseudonymous data are treated as personal data because it is still possible to identify individuals using the key.

Third-party vendors, in the context of data protection and privacy, are entities external to TECH TREK who may collect, process, or store TECH TREK data. For example, Google drive, Waldo, Survey Monkey, Tableau, etc., may all be considered third party vendors and **data processors** for TECH TREK.

Vendor risk management is an assessment of a **third-party vendor** for the vendor’s privacy and information security frameworks and policies, access controls, and other practices related to privacy and IT security. Privacy/security questionnaires, privacy impact assessments and other checklists can be used to assess this risk.

Data Collection

TECH TREK volunteers and entities with a specific contractual obligation working on behalf of TECH TREK may, with the affirmative consent of the data subject, collect data on persons, events, and business transactions. Basic contact information, such as name and email address, may be collected directly from individuals at outreach events; **it is our policy to collect only the minimum amount of contact**

information required to follow up with the person.

Legitimate Purpose

The data must only be collected when there is a legitimate business purpose which is aligned with the business operations of TECH TREK. Legitimate business purposes for collecting information include, but are not limited to, the provision of safe and high-quality programs, customer communication, ongoing management of programs, planning financial and human resource activities, travel, state and national reporting, and evaluation.

Data collections must be designed to maximize their usefulness to serve multiple needs, both internal and/or external to TECH TREK. No collection process may generate a body of data which duplicates information already available within another collection.

Specific Protections for Minors

At TECH TREK, we regard anyone under the age of 18 to be a minor for the purposes of this policy. The TECH TREK data privacy program is primarily built upon the regulations set forth in COPPA and US state-level privacy laws for the protection of minors.

This strict adherence to these laws protecting minors requires that no employee, volunteer, vendor, supplier, or agent of TECH TREK collect any personal data (either on paper or electronically) without the affirmative consent of their parent or legal guardian for minors under age 18 beforehand. This includes, but is not limited to, registration data, contact information, and travel documents.

Youth under the age of 13 are not permitted to create accounts or provide their own personal data to TECH TREK under any circumstance; **personal data from youth under 13 may only be collected directly from a parent or legal guardian.**

The collection of personal data directly from minors ages 13-17 requires the affirmative consent of their parent or legal guardian.

It is the policy of TECH TREK that TECH TREK staff and volunteers should collect the personal data of minors only when obtained directly from their parents or guardians or consent is given by parents or guardians for the collection and use of minor's data.

Note: As a general rule, unless you have valid, affirmative parent/guardian consent for the collection and processing of a minor's personal data, you should not be collecting it.

Demographic Information

To protect the privacy of the TECH TREK community, it is our policy that any demographic reports issued to a third party do not contain identifiable information. To do so, we deidentify and aggregate those reports, and only create reports that contain information from ten (10) or more people.

Deidentification (Expert Determination)

It is our policy to deidentify data for demographic reports and archival purposes using the "Expert Determination" as a standard best practice to decide on the appropriate method of deidentification.

Anonymization

In certain cases, TECH TREK may require anonymization of data before it is used in a report or kept for archival purposes. Anonymization is the strictest type of deidentification that results in data that can no

longer be associated with an individual in any manner. Both anonymization and other forms of deidentification aim to protect the privacy of data subjects at TECH TREK.

Data Sharing

It is the policy of TECH TREK that personal data can only be shared with persons or entities who have a specific and legitimate role that allows for such access, and have a legitimate business need to have access to such data. A legitimate business role or need may be demonstrated by items including, but not limited to, a memorandum of understanding (MOU) or sponsor agreement, a data processing or data sharing agreement, or a service contract or other business relationship.

To receive or process any personal data controlled by TECH TREK, all TECH TREK staff and volunteers must complete approved TECH TREK Data Protection and Privacy training and have an associated training completion record held by TECH TREK. **Sharing any company personal data with TECH TREK staff or volunteers who have not completed the appropriate training and do not have a legitimate business reason for access to the data is strictly prohibited.**

Requests from TECH TREK key donors and sponsors for TECH TREK personal data, particularly images and video, will be vetted by TECH TREK program. Any personal data shared with key donors and sponsors may only be used for celebration, advertisement, or promotion of TECH TREK programs, events, or scholarships; promotion and celebration of sponsor's work with and support of TECH TREK; or, for journalistic needs. **TECH TREK prohibits the use of any images for any commercial marketing or advertising.**

In special circumstances, TECH TREK may be required to share medical and non-medical incident information, including personal data, with outside entities such as insurers, venues or host sites, or law enforcement.

Internal Data Sharing

Google Drive and Zoom are the applications approved by for daily or ongoing internal data sharing with TECH TREK volunteers. Where appropriate, other applications may be approved by the program.

Personal data shared internally, including file sharing, may not be conducted through un- encrypted email. Unencrypted email is one of the most common ways data is breached from an organization. Applications that utilize encryption such as WhatsApp are preferred for sharing personal data.

External Data Sharing

It is the policy of TECH TREK to utilize Google Drive and Zoom wherever practicable for external data sharing. Encrypted email may be used for external data sharing when no other options exist, however, any files sent via email should be password protected. The passwords of protected files must not be sent together in the same email. Where possible, it is preferred that passwords are sent using text message, voice call or voicemail for added security. If text or voice messages are not feasible, passwords may be sent through email but only as a separate email with explicit instructions for the person to change the password at first use. **Note: Microsoft Excel does not support password protection on .csv files. You must convert the file to an Excel document (.xlsx) before applying the password.**

TECH TREK requires the use of BCC for all communications involving more than one (1) email address for parents, volunteers, and program participants including mentors/coaches **unless there is a legitimate business reason to share email addresses amongst the recipients.**

Data Retention and Destruction

It is the policy of TECH TREK to store and retain data in compliance with local, state, and federal regulations when and if it has a legitimate business reason to do so. Retention periods are defined below.

California Record Retention Schedule

Records shall be retained according to the following time periods:

Camper Information	
Application/Parent Guardian Certificate	2-3 years
Attendance Agreement	7 years
Transportation Plan	2 weeks post camp
Biographical information	2-3 years
Permission (photo and field trip)	7 years
Incident reports	7 years
Early release	7 years
Camper evaluations	Purpose served
Camper contact information	10 years
Tracking campers	Purpose served
Volunteer/Staff Information	
Biographical information	Purpose served
Staff evaluations	Purpose served
Parent evaluations	Purpose served
JC recommendations	4-6 years
Live Scan report	3 years after last activity
Medical releases	7 years
Letter of Agreement	3 years post service
Branch Information	
Branch Reservation	
Camper Tracking Form	Purpose served
Transmittal forms	7 years
Branch Coordinator information	Purpose served

It is also the policy of TECH TREK to delete, remove, and destroy any data which is inaccurate, out of date, or does not have a legitimate business reason to retain. In the case where destruction is required, the following methods of destruction are approved.

- o Physical Printed Materials: shall be disposed of by one (or a combination) of the following methods:
 - Shredding - Media shall be shredded using cross-cut shredders.
 - Shredding Bins - Disposal shall be performed using locked bins located on-site using a licensed and bonded information disposal contractor.

- Incineration - Materials are physically destroyed using a licensed and bonded information disposal contractor.

Note: Safeguarding physical printed materials can be a unique challenge. No printed materials containing Personal Data (L1), Highly Confidential (L2), or Company Confidential (L3) should be left unattended. Materials should be accounted for and stored in a locked and secured case where possible while in transit or storage.

- o Removable Electronic Media: Physical devices shall be disposed of by one of the methods:
 - Overwriting - Overwriting uses a program to write binary data sector by sector onto the media that requires sanitization. Overwriting must utilize a solution that makes a minimum of 2 sector overwrites.
 - Degaussing - Degaussing consists of using strong magnets or electric degaussing equipment to magnetically scramble the data on a hard drive into an unrecoverable state.
 - Physical Destruction – Implies complete destruction of media by means of crushing or disassembling the asset and ensuring no data can be extracted or recreated.
- o Electronic Files: Electronic files, including those in clouds, desktops, folders, or in email, shall be disposed of by one of the methods:
 - Permanent Deletion – Deleting the file through the operating system or file explorer and permanently emptying the trash or equivalent backup. In the case of email, both the email and any attachment should be deleted as well as permanently emptied from the trash.

Note: Files containing any Personal Data must be destroyed after the completion of their intended use and may not be stored for archival or historical records.

The Right to Be Forgotten

It is the policy of TECH TREK to honor any personal request for erasure from any person it has collected and processed data on in accordance with this Policy. Anyone may request that their personal data at TECH TREK be deleted by emailing techtrek@aauw-ca.org.

To complete this process, the individual may need to provide their name, email address, phone number, and other identifiers. TECH TREK reserves the right to confirm their identity before taking any action to delete personal data. TECH TREK will assess each request to be forgotten on a case-by-case basis to determine the extent to which data can be deleted. In some cases, TECH TREK will remove personal data from requestor’s record but may retain deidentified information. In some cases, such as when data has been collected as part of the Consent and Release forms or youth protection screening, personal data cannot be lawfully deleted.

It is critical to understand this “Right to Be Forgotten” process. As a representative of TECH TREK, you may be asked to fulfill this request. Please direct all such requests to techtrek@aauw-ca.org.

Categories of Data Classification

To protect the security, confidentiality, and integrity of TECH TREK data from unauthorized access, modification, disclosure, transmission, or destruction, as well as to comply with applicable international, federal, and state laws and regulations, all TECH TREK data are classified within security

levels. To the extent practicable, data, repositories, or file names (both printed and electronic) must be correctly identified and labeled. List request output must be labeled in the title, footer, or cover page, as applicable. TECH TREK legacy systems will be evaluated on a case-by-case basis to determine the feasibility of placing warning notices to advise of sensitive data. As new systems that collect, store, or process L1, L2, and L3 data are adopted, they should be evaluated for compliance with this data classification and labelling requirement.

Note: Unclassified or unlabeled data is assumed to be L3 Company Confidential.

Personal Data (Personally Identifiable Information) (L1)

Personal Data (Personally Identifiable Information or PII) is any information about an individual maintained by TECH TREK, including (1) any information that can be used to distinguish or trace an individual's identity, such as name, social security number, date, and place of birth, mother's maiden name, or biometric records; or (2) any other information that is linked or linkable to an individual, such as medical, educational, financial, and employment information.

At a minimum, Personal Data must be treated and handled as Company Confidential (L3), and elements of Personal Data may be classified as Highly Confidential.

Examples of Personal Data include, but are not limited to, the following data elements or categorizations:

- List request (e.g., rows of data identifying people, teams, or organizations, etc.) containing personal data.
- Name, such as full name, maiden name, mother's maiden name, or alias.
- Address information, such as a street address or email address.
- Telephone numbers, including mobile, business, and personal numbers.
- Personal identification number, such as social security number (SSN), passport number, driver's license number, taxpayer identification number, patient identification number, and financial account or credit card number.
- Asset information, such as Internet Protocol (IP) or Media Access Control (MAC) address or other host-specific persistent static identifier that consistently links to a particular person or small, well-defined group of people.
- Personal characteristics, including a photographic image (especially of the face or another distinguishing characteristic), fingerprints, or other biometric image or template data (e.g., retina scan, voice signature, facial geometry).
- Information identifying personally owned property, such as vehicle registration number or title number and related information.
- Linked Personal Data, information about an individual that is linked or linkable to one of the above (e.g., name and date of birth, name and place of birth etc....., race, religion, weight, activities, geographical indicators, employment information, medical information, education information, financial information).

Access

Access to Level 1 data will be granted upon approval from the program director and a legitimate business reason to have access to the data. In addition, TECH TREK Staff must complete data protection training prior to accessing level 1 data and only access such data using TECH TREK credentials. Third party entities such as vendors or suppliers who have access to level 1 data must have proper data protection practices in place and have a signed agreement with TECH TREK that includes a confidentiality clause.

Storing

Personal Data will be stored on TECH TREK-supported servers, cloud infrastructure, and databases.

Sharing

Level 1 data can be shared in applications approved by the Data Governance Team. For a complete list of approved applications, to find out if an application has been previously approved, or to get a new application approved, please contact a member of the Data Governance Team to receive clarification or instruction.

Note: Personal Data may only be stored and transferred in encrypted formats and may NOT be transmitted through email.

Highly Confidential Data (L2)

Highly Confidential (L2) is a class of information that, if disclosed or modified without authorization, would have severe adverse effects on the operations, assets, or reputation of TECH TREK or our obligations concerning information privacy. Information in this class includes, but is not limited to:

- Information assets for which there are legal requirements for preventing disclosure or financial penalties for disclosure.
- Information deemed confidential by federal and state legislation
- Payroll, personnel, and financial information with special privacy requirements.

Access

Access to Level 2 data will be granted upon approval from the data owner and a legitimate business reason to have access to the data. In addition, TECH TREK Staff and Program Delivery Organizations must complete data protection training prior to accessing level 2 data and only access such data using TECH TREK credentials (e.g., @Tech Trekpartners.org). Third party entities such as vendors or suppliers who have access to level 1 data must have proper data protection practices in place and have a signed agreement with TECH TREK that includes a confidentiality clause.

Storing

Highly confidential data will be stored on TECH TREK-supported and/or approved servers, cloud infrastructure, and databases. In addition to the recommended locations, Level 2 data can also reside in applications approved by the Program Director. For a complete list of approved applications, to find out if an application has been previously approved, or to get a new application approved contact techtrek@aauw-ca.org.

Sharing

Level 2 data can also be shared in applications approved by the Data Governance Team. For a complete list of approved applications, to find out if an application has been previously approved, or to get a new application approved, please contact a member of the Data Governance Team to receive clarification or instruction.

Note: It is the recommendation of the Data Governance Team that whenever possible Highly Confidential data only be stored and transferred in encrypted formats, including the use of encrypted storage drives, and encrypted methods of transfer. Highly Confidential data may NOT be transmitted through unencrypted email.

Company Confidential (L3)

Company Confidential (L3) is a class of information that, if disclosed or modified without authorization, would have a serious adverse effect on the operations, assets, or reputation of TECH TREK, or TECH TREK's obligations concerning information privacy. Company Confidential information is an information class used primarily for data that would harm the company, but not necessarily any individual person if unauthorized exposure occurred. Information in this class includes, but is not limited to:

- Corporate strategic documentation.
- Draft documents and policies not approved for distribution.
- Supplier contracts and communications.

This includes information that requires protection from unauthorized use, disclosure, modification, or destruction, but is not subject to any of the items listed in the Level 1 definitions above.

Access

Access to Level 3 data will be granted upon approval from the data owner and a legitimate business reason to have access to the data. In addition, TECH TREK Staff and Program Delivery Organizations must complete data protection training prior to accessing level 3 data and only access such data using TECH TREK credentials (e.g., @Tech Trekpartners.org). Third party entities such as vendors or suppliers who have access to level 3 data must have proper data protection practices in place and have a signed agreement with TECH TREK that includes a confidentiality clause.

Storing

Internal Use data can be stored in TECH TREK-supported applications, shared drives, and TECH TREK issued laptop or desktop computers. Copies of this data shall not generally be made unless business requires it.

Level 3 data can also reside in approved third-party hosted applications, but those applications must be approved by the Data Governance Team. Third-Party hosted applications that store this data must meet TECH TREK Data Privacy requirements and have signed an agreement with TECH TREK.

Hard copy (physically printed) data shall be stored in locked receptacles and rooms.

Sharing

Company Confidential data should be shared on TECH TREK-supported servers, cloud infrastructure and databases. Any data that is transmitted on a recurring basis to external vendors must be transmitted via SharePoint. Employees are permitted to transmit Level 3 data via unencrypted email when required and sent to a known third party that has an existing business relationship with TECH TREK.

Publicly Available (L4)

Publicly Available data is a TECH TREK category of information intended for public use that, when used as intended, would have no adverse effect on the operations, assets, or reputation of TECH TREK, or the obligations of TECH TREK concerning information privacy. There are no restrictions on access, storing and sharing of L4 data.

Reporting a Data Breach Incident

In the event that Personal Data or highly confidential data is breached, you must immediately contact

the Program Director at tehtrek@aauw-ca.org or 619-431-2514. Data breaches include not only data stored on the cloud, server, computer, or other device, but also paper documents.

Policy Enforcement

All principles described in this policy must be strictly followed. A breach of data protection guidelines could invoke disciplinary action as outlined in the employee handbook and, in certain cases, possible legal action may be taken against any person who violates this policy. External partners/agencies must follow any agreements/contracts and are subject to audit and potential legal action due to policy violations.

Policy Review

The policy will be reviewed on a yearly basis. Notifications will be sent out when and if this policy is updated. TECH TREK employees who wish to make comments or suggestions about the Policy may forward them to the Data Governance Team.

Further Assistance

TECH TREK staff or volunteers who require assistance in understanding this Policy or need consultation are encouraged to contact the Program Director at [tech](#)