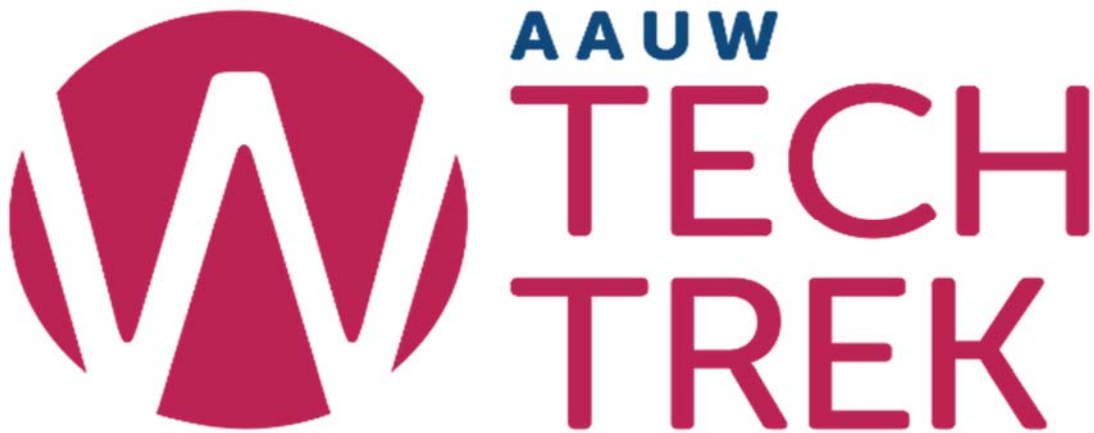


Policies and Procedures



Updated November 2018

Policies and Procedures Table of Contents

AAUW Tech Trek Stakeholder Responsibilities 3

On- and Off-Site Staff and Volunteer Recruitment and Training 6

Fiscal & Legal Responsibility 9

Camp Logistics and Curriculum 10

Camper Application Process and Registration 11

Diversity and Inclusion Policy..... 12

AAUW Tech Trek Stakeholder Responsibilities

The following policies and procedures stipulate the necessary components to plan and execute an AAUW Tech Trek camp. All on- and off-site staff and volunteers associated with AAUW Tech Trek are responsible to fully review, agree, and adhere to all the policies and procedures within this document. See the AAUW Tech Trek Google Drive for additional information, forms and examples of communications.

AAUW Organizing Affiliates and Camp Directors

Organizing Affiliates and Camp Directors will work in close coordination on all aspects of the planning and execution of an AAUW Tech Trek camp. All camps must hold an active membership with the American Camp Association (ACA), with that membership being held either by the camp individually or with the Organizing Affiliate, in order to ensure that camp is aligned with ACA best practices.

These parties are responsible for the following:

Staff and Volunteer Recruitment and Training

- Train all on- and off-site staff on camp protocols, staff expectations, and AAUW's National Diversity & Inclusion Policy, and provide access to the Staff and Volunteer Guide
- Recruit teachers, student counselors, dorm monitors, health aides, workshop presenters and speakers for the camp and collect necessary commitment and release forms
- Arrange for background checks of all camp staff and selected volunteers
- Submit the name of a designated website editor to the AAUW IT Department staff at the AAUW National office. (Permission to edit site website will be given to designee.)
- Compile and store proof that volunteers have read the AAUW Tech Trek Policies & Procedures. AAUW National reserves the right to request this documentation at any time.

Fiscal & Legal Responsibility

- Conduct all fundraising through a fiscal sponsor relationship established with a 501(c)(3) AAUW affiliate.
 - Organizing Affiliates must execute a fiscal sponsorship agreement between the Organizing Affiliate and a 501(c)(3) AAUW affiliate, consistent with the fiscal sponsorship agreement template provided by AAUW National. As fiscal sponsor, this AAUW affiliate is responsible for receiving, overseeing and disbursing all funds raised for the Tech Trek program. AAUW National reserves the right to request a copy of the fiscal sponsorship agreement at any time.
 - Contact information for a point of contact for the fiscal sponsor must be submitted to AAUW's Finance Department staff. (All online donations received by the national office will be sent via check to designated point of contact on a monthly basis.)
 - Ensure that all financial documents are up to date and accurate. AAUW National may request financial records and general ledgers at the end of camp season.
- Review and sign all applicable contracts, including the college/university host site agreement
- Raise all funds necessary to cover entire cost of local AAUW Tech Trek camp
- Retain an insurance policy for local Tech Trek site that is in compliance with state and university regulations, as well as meets with ACA standards.

Camp Logistics & Curriculum

- Design programmatic goals and measures of success for individual sites
- Review and approve all curricula in accordance with AAUW standards of operation as laid out in the Staff and Volunteer Guide.
 - Review all curricula proposed by presenters for rigor and age-appropriate content.
 - Confirm that the overall curriculum contains STEM elements in a balanced manner, with a minimum of one computer science and one engineering class in the schedule.
 - Ensure curriculum reflects AAUW's desire to expose attendees to college majors and careers in which women are underrepresented.
- Execute and plan all scheduling of Tech Trek programming
- Coordinate use of camp facilities with college/university
- Secure camp photographer and send national office photos, video and copies of materials from week of camp
- Send camp packet to families and camp staff (including release forms)
- Submit post-camp report
- Store student and parent contact information
- Host an AAUW staff member during the week of camp, if requested by national office.
- Implement evaluation of students, camp staff, planning committee and other volunteers and submit results to national office in fall 2019 (specific date to be determined by AAUW staff).
- Use the AAUW National Tech Trek logo and all national funder logos on all camp materials following the style guide provided by the AAUW National office.

Camper Application Process and Registration

Handle and coordinate all aspects of the camper recruitment, application, and registration processes, including:

- Gather review committee for camper applications and selection
- Arrange camper interviews
- Send selection notification to parents/families
- Collect permission, release, medical history and core curriculum forms from families of selected students
- Hold student and family meet and greet

AAUW Tech Trek Leadership Team

The AAUW Tech Trek Leadership Team is a critical team of volunteers that will develop and plan all aspects of the Tech Trek program. The Camp Director will train each on-site staff and volunteer on the policies and procedures of Tech Trek as well as manage the deadlines for the group and provide resources and information. The Organizing Affiliate is responsible for this training for off-site staff and volunteers.

In general, we recommend that each camp has a leadership team that consists of:

- Director/Co-Director
- Assistant Director
- Camp Treasurer
- Curriculum Coordinator
- Fundraising Coordinator
- Marketing Coordinator
- Student and Family Coordinator
- Social Media Coordinator
- Volunteer Coordinator
- Branch Coordinator
- Background Check Coordinator
- Tech Trek Financial Liaison

This is not an exhaustive list of leadership positions for your camp. What is important is that you have enough volunteers and support to plan all the aspects of your camp. For general descriptions of positions, see the Google Drive.

AAUW National

AAUW National will work with both Organizing Affiliates and Camp Directors to ensure the smooth planning and execution of each Camp, including:

Staff and Volunteer Recruitment and Training

- Offering training support and resources through webinars, office hours, scheduled focused conference calls, and relevant research and articles.
- Maintain the AAUW Tech Trek Policies & Procedures and Staff & Volunteer Guides on the AAUW Tech Trek Google Drive

Camp Logistics

- Host Site Resources websites and provide technical assistance to a designated website editor
- Assist with online donations and distribute funds
- Maintain relationship with a background check vendor

Camp Evaluation

- Provide evaluations for camp, staff and committee, teachers, and volunteers. Compile and disperse data to each camp and Tech Trek sites collectively
- Provide independent evaluator report and distribute to all camps and funders

Staff and Volunteer Recruitment and Training

Organizing Affiliates should work closely with members and branches in developing their volunteer leadership teams. Beginning in the 2019 Camp season, any member involved in Tech Trek will need to be trained on AAUW National and local Tech Trek policies and procedures. Organizing Affiliates are tasked with training all off-site volunteers; while Camp Directors will train each member of the on-site staff and volunteer team as well as manage the deadlines for the group and provide resources and information.

All policies and training guidelines mentioned in this document and related documents are AAUW's protocols and must be adhered to by all camps. Camps may expand upon training guidelines, but may not establish any rules, guidelines, policies, or protocols that contradict anything in this document.

Staff and Volunteer Training Guidelines

All staff and volunteers must review and act in accordance with the "Tech Trek Policies and Procedures" and "Diversity and Inclusion" regulations and complete training in anti-bullying and sexual assault. The National office will provide a framework for required staff and volunteer training. All additional volunteer training materials distributed by states and/or branches must also be shared with the National Office to ensure they are aligned with AAUW Tech Trek Policies and Procedures.

Definitions

- **On-Site volunteers** (or "Tech Trek staff")
 - AAUW National Tech Trek Program volunteers who attend camp events
 - Paid staff, including, but not limited to:
 - Dorm monitors
 - Teachers
 - Student counselors
 - Camp directors
 - Co/Assistant directors
 - Nurses/Health aides
 - Anyone else staying in the dorms with Tech Trek campers.
- **Off-site volunteers**
 - School district and teacher liaisons
 - Application reviewers/interviewers
 - Financial/fundraising liaisons
 - Any other AAUW members involved in Tech Trek planning, regardless of official title
- **Short-term volunteers**
 - Workshop presenters
 - Speakers at Professional Women's Night.

Hiring Standards

All Tech Trek staff must be screened and selected utilizing the following:

- A standard application completed by the applicant that includes an authorization for the release of information to conduct background checks.
- Individual interview with the applicant.

- Reference checks.
- Driving or motor vehicle records check if the person may be transporting campers.
- Proof of insurance if person may be transporting campers in a personal vehicle.
- Successful completion of a background check.

All Tech Trek staff are required to sign the Code of Conduct and Abuse Policies For Protection of Tech Trek Campers. (Located in the Google Drive)

To the extent possible, no person is permitted to supervise an immediate family member while volunteering at Tech Trek. For this policy, immediate family member is defined as spouse, partner, child, parent, sister, brother, similar in-law relationship, stepchild, stepparent, stepsibling, grandparent, or co-habitant. Further, no persons are permitted to volunteer at a Tech Trek where they are legal guardian/parent or family member to a camper in residence.

Paid teachers are independent contractors hired by camp directors.

All teachers/presenters are to be female. Male instructors shall be present only in a case where no other female teachers were available or willing or an emergency replacement is needed. Male instructors may not reside on campus or enter dorm rooms with students.

Background Checks and Fingerprinting Requirements

- Camp Director must ensure that all Tech Trek camp staff 18 years or older (other than workshop presenters who are on campus for one day) undergo an annual federal background check.
- Fingerprinting is only required for first year camp staff.
- Federal background checks and fingerprinting (for first time staff) are required by the camp insurance carrier for any adult (18 years or older) that will be spending time one-on-one with minors. Confirm what coverage your insurance carrier requires.
- Annual background check updates are required for the following positions:
 - Committee members spending the week at camp
 - Dorm monitors
 - Student counselors (18 years or older)
 - Teachers

Please note: Background checks done at the beginning of the school year for teachers (or any other time before the beginning of camp) cannot be used, as they may not be accurate.
 - Nurse/Health Aide
 - Any drivers that may be alone in a car with a child (if adult who has passed a background check will be in the car a separate background check is not necessary for driver)

OneSource

OneSource is the company that AAUW National has contracted with to perform background checks that do not require fingerprints. To sign up to use OneSource camp directors should submit a request to AAUW National staff. Your contact information will be given to OneSource and they will contact you with the paperwork you need to use their system.

OneSource fees begin at \$15. Contact OneSource to request an online application entry link for a \$1 fee. Every search performed incurs an additional cost. Searching more than one last name or address adds to the cost of the search. Some counties also have additional costs for searching their databases.

LiveScan (Tech Trek in California Only)

All volunteers and staff in California shall be fingerprinted using LiveScan. Those guests not fingerprinted will be escorted by someone who has successfully completed the Live Scan process through Tech Trek. The Live Scan coordinator will provide current forms and instructions to the camp directors. Instructions include specifics on copy distribution. It is most important to start the process as early as possible. It sometimes takes two or more months for volunteers to be notified of unclear prints.

Background Check Results

It is recommended that you check with your insurance carrier regarding the hiring of staff with adverse entries on a background check. In the event that your insurer covers all background check results, an adult staff member who has undergone a successful background check must be in the room with campers at all times.

Fingerprinting

Fingerprints are only required the first year a staff member participates in Tech Trek. Fingerprinting can be performed at a local or college/university police station. Staff members will be reimbursed for fingerprinting.

Teachers

Commitments

Teachers and lab/workshop presenters need to complete and sign a contract for camp. You should outline the expectations of their work including hours of instruction and duration of agreement.

Federal Background Check

- Core class teachers must have a clean federal background check to teach at Tech Trek.
- Teachers can provide documentation to verify that they have completed a background check within two months of the start date of camp.

Student/Junior/Senior Counselors

Unless a student is a former Tech Trek camper, they may not be under the age of 16. If a former Tech Trek camper, youth counselors must be a minimum age of 14. Student counselors should not settle disputes between campers and are not there to answer questions about rules and policies. Dorm monitors are the main staff responsible for enforcing rules.

Removing Personnel

In the event a Tech Trek personnel fail to follow policy or meet expected requirements, the following procedure shall be followed:

1. The staff member's supervisor and/or the Tech Trek State Coordinator and/or AAUW STEM staff explains the reason for disciplinary action.
2. A plan of action to remedy the behavior is outlined, including consequences.
3. The staff member either agrees to the plan or is dismissed immediately.
4. If the staff member fails to meet standards agreed upon within the timeline established, the staff member's supervisor has the authority to remove her from her position.

Fiscal & Legal Responsibility

Camps are responsible for raising all necessary monies to execute a Tech Trek camp; as well as retain proper insurance and sign all necessary contracts.

Fiscal Responsibilities

All AAUW Tech Trek camps/organizing affiliates are responsible for obtaining a fiscal sponsor and executing a fiscal sponsorship agreement 501(c)(3) AAUW affiliate, consistent with the fiscal sponsorship agreement template provided by AAUW National. All fiscal sponsors must be a 501(c)(3) AAUW affiliate. Fiscal sponsorship agreements between the Organizing Affiliate and fiscal sponsor are required. A local point of contact for the fiscal sponsor should be established and contact information must be submitted to AAUW's Finance Department to ensure timely disbursement of online donations and other monies. AAUW National also reserves the right to request financial records and general ledgers.

Camper Registration Fee

The AAUW Tech Trek camper fee is consistent across all sites. Each camper's family will pay a nonrefundable \$50 fee. The total due per camper includes the \$50 from the camper's family. If the family cannot afford the fee, an AAUW branch may elect to absorb the \$50. The family contribution of \$50 is NOT tax deductible.

Donation Submission

Donations to your Tech Trek camp should be sent directly to your fiscal sponsor. AAUW National will continue to assist with online donations for camps that will be transferred to the fiscal sponsor each month. All other donations are to be sent to your fiscal sponsor.

Legal Responsibilities

- All camps must hold general liability insurance for the duration of the camp.
- All camps must be in compliance with their state liability laws.
- All camps must review their host campus' insurance policy. Generally the insurance of the college or university will only be used if someone at camp is injured due to campus equipment, or other negligence etc.
- Whenever a situation arises during camp where insurance will be required to cover damage, loss or injury contact a national office staff member immediately and keep a written record of the occurrence.

Camp Logistics and Curriculum

Camp Directors are responsible for all logistical aspects of running the camp, including the hiring of staff and volunteers, designing the camp's learning outcomes and evaluative measures, creating the camp schedule, and hosting a supportive and nurturing learning environment for campers and staff alike. They are responsible for keeping parents informed about the camp schedule, tracking all permission documents, and adhering to any and all medical requirements. Camp Directors also need to keep AAUW National abreast of camp curriculum and evaluations, any camper or staff concerns, and any other potential legal liability issues.

While Tech Trek camps are welcome to create their own logos and use them, **all Tech Trek materials must also use the AAUW National Tech Trek logo (and all national funder logos when applicable) on all camp materials following the style guide provided by the AAUW National office.**

The current AAUW Tech Trek logo, is available on the Google Drive and should appear on items given to campers, including but not limited to:

- t-shirts
- backpacks
- lanyards
- water bottles
- materials such as binders and worksheets

If you would also like access to the AAUW National logo request it through staff, please note what it will be used for.

Curriculum Requirements

- Teachers and workshop presenters must provide learning objectives for each piece of curriculum
- Each camp must have at least one teacher as a backup for camp, able to teach either a core class or a workshop in case of emergency
- The maximum number of students in any core class is 22
- Camp must have at least one curricular offering in each of the following: science, technology, and engineering

Camper Application Process and Registration

Off-site volunteers are in charge of the camper recruitment, application, and registration processes. They should be in communication with Camp Directors about these processes to make sure they understand the learning objectives of the camp, how to portray the camp to campers and their families, and alert Camp Directors to any concerns they might have with an applicant or registered camper.

Camper Application Process

AAUW National requires only the following in regards to camper selection:

- Teacher nomination
- Camper written application

AAUW does not require or encourage in-person interviews of campers or their families. Please consider if the questions posed in an interview can be similarly answered via an application or the submission of an additional recommendation letter (could be a different teacher or someone else who can attest to the student's abilities and interest in STEM, like a Girl Scout leader or athletic coach).

For those camps that continue to conduct interviews, the following is required:

- Volunteers conducting interviews must follow the guidelines set forth in the Diversity and Inclusion manual.
- All volunteers must use the same set of interview questions developed by their Organizing Affiliate and/or Camp Directors. These questions must be submitted and approved in advance by National.
- All interviews must take place in a public setting and interviews are to be conducted by a minimum of two volunteers.

Student/Alternate Selection

The committee should select alternates to attend Tech Trek if any selected girls cannot attend. If a student cannot attend Tech Trek an alternate and their parents/guardian should be notified immediately so that families can receive the appropriate paperwork and pay the fee as soon as possible.

If families want to know more about why a girl was not selected or was selected as an alternate, do not share the answers from the girl's application. Inform family members that a committee chose the girls based on their overall assessment of the total application process, including the nomination comments, application, and essay, and their decision is not one based on the individual girl, but on a group of girls who were all in the running to attend.

Tracking Former Campers

It is the responsibility of each state to determine the tracking process for their campers. This information may be requested by AAUW National to compile longitudinal studies.

Diversity and Inclusion Policy

The following are AAUW rules and regulations. For more information on any of these topics, consult the Diversity and Inclusion Manual in the Google Drive.

AAUW Inclusion Policy

In principle and in practice, AAUW values and seeks an inclusive membership, workforce, leadership team, and board of directors. There shall be no barriers to full participation in this organization or any of its programming on the basis of age, disability, ethnicity, gender, gender identity, geographical location, national origin, race, religious beliefs, sexual orientation, and socioeconomic status.

According to the Americans with Disabilities Act (ADA), a disability is a physical or mental impairment that substantially limits one or more major life activities, such as seeing, hearing, speaking, walking, working, learning, breathing, performing manual tasks, and caring for oneself.

Tech Trek is to be held in locations compliant with ADA regulations. Most college and university campuses adhere to these regulations. It is the responsibility of camp leadership to make sure that all dorms, field trip locations, transportation and events are ADA compliant.

Medical Conditions and Developmental Disorders

In accordance with our inclusion policy, no Tech Trek camp shall deny the acceptance of a camper based on a developmental disorder or medical status. It is the responsibility of the camp director, nominating teacher and parent or guardian of the camper to work collectively on a case-by-case to assess the student's needs, and if reasonable accommodations are able to be provided for the camper. All camps agree to adhere to the regulations outlined in the Diversity and Inclusion Manual.

Vaccination Protocol

All camps must adhere to the public school vaccination policies for their respective state. All necessary documentation etcetera should be recorded accordingly for the duration of camp.

Anti-Bullying Policy

AAUW Tech Trek is committed to providing a safe learning and physical environment for all campers, staff and volunteers. Bullying of any kind, from any individual, will not be tolerated. Bullying shall be defined as any repeated behavior from an individual or a group with the intention to hurt another/others.

In the event that bullying is occurring at a Tech Trek camp, AAUW National staff must be notified immediately. All on- and off-site staff and volunteers must complete an anti-bullying training to be eligible to participate in the planning or execution of a Tech Trek camp. All camps must agree to the regulations outlined in the Diversity and Inclusion Manual.

Transgender Campers

AAUW Tech Trek does not discriminate based on gender identity, and our priority is that all campers have a positive, educational and fun experience at Tech Trek.

- A family and child's privacy is the first and foremost priority.
- It is the responsibility of camp staff to keep the transgender child's gender identity private.
- Parents of a transgender camper are in no way required to notify camp directors, staff, AAUW members, branch coordinators, or anyone else associated with Tech Trek, that their child is transgender before they arrive at camp.

If a parent of another camper wants to speak with you about the transgender student it is important to communicate the following:

- Tech Trek has a diversity and inclusion policy that welcomes all people who identify as female
- Staff cannot talk about any campers personal private situations
- It is illegal to ask students whether they have female or male anatomy
- Parents should trust camp staff are handling any situation with respect and care, just like they would if the parent's child had a situation that was private

For additional resources, visit the Diversity and Inclusion Manual on the Google Drive or contact Lesley Perry.