



STARTING A GIRLS WHO CODE CLUB

A step-by-step guide on starting a Girls Who Code Club for 3-5th or 6-12th grade students in your community

Step	Details	Timeline
1	<p>Create an account on Girls Who Code HQ</p> <p>To start a new Girls Who Code Club, select "I want to start a club". If you have been invited to join an existing Club to serve as a facilitator, please click here for more information.</p>	5 minutes
2	<p>Submit a 2019-20 Clubs Application to start a Club</p>	15 minutes
2b <i>DM's who aren't facilitating</i>	<p>Decision Makers who are not Facilitating: Recruit a Facilitator</p> <p>Decision Makers who are not serving as Facilitators are not required to complete a background check, but <i>will</i> need to recruit a Facilitator before a Club may launch. The Facilitator will need to create their own HQ account and submit an Application, using the Club Code provided to/by the Decision Maker.</p>	---
2c	<p>Club Applicants who are not employees of the Host Site: You must ask the Host Site Decision Maker you named in the application to sign off on the 2019-20 Clubs Participation Agreement for your Club to be approved. The Decision Maker will receive a digital copy of the Participation Agreement to sign after the application is submitted. This individual <i>must</i> be an employee of the Host Site.</p>	
3	<p>Club Facilitators who are not employees of the Club's Host Site: Complete or submit a background check</p> <p>Before a Club may launch, Girls Who Code requires the Facilitator to meet certain background check requirements if not employed at the Club's Host Site. (This process does <i>not</i> include a credit check.) Facilitators will receive instructions via email as soon as we receive an Application. Click here for details on the process.</p>	<p>3-5 business days</p> <p><i>Once information is submitted</i></p>
4	<p>Keep an eye out for your Club confirmation email</p> <p>Girls Who Code reviews completed Clubs Applications on a rolling basis. Once your Club is approved, you'll receive an email with your Club Code and additional information for next steps. Please make sure to add clubs@girlswhocode.com to your contacts list so our emails don't end up in spam!</p>	5-10 business days
5	<p>Facilitators: Review the resources on Girls Who Code HQ</p> <p>Once your Club is approved, Log into HQ to access our training webinar (15 minutes), recruitment materials, curricula, and more! You'll also be able to add students directly through HQ and update your Club's details.</p>	---
5b <i>3-5th grade clubs only</i>	<p>Confirm Resource Kit shipping details and receive your Club's Resource Kit</p> <p>Each approved Club will receive a Resource Kit containing 5 books, for you to use during your Club meetings. At the beginning of your launch month, Resource Kits will be shipped to the host site address listed on your Club's Application. When the Resource Kit has shipped, we'll email you a tracking number. For more information, check out our FAQs.</p>	Month of launch



6	<p>Meet your Clubs Success Specialist</p> <p>To provide ongoing support throughout the school year, each Club is paired with a Club Success Specialist. The Specialist will reach out soon after your Club is approved and serve as a resource to help you launch and run your Club. If you need to connect with your Club Success Specialist earlier, please email clubs@girlswhocode.com.</p>	Prior to launch
7	<p>Launch your Club!</p> <p>Recruit students and help them enroll on HQ. Enrolled students receive access to our curriculum and can request their Girls Who Code t-shirt. 3-5th grade students who enroll on HQ will receive their own copy of our non-fiction book, <i>Girls Who Code: Learn to Code and Change the World!</i></p>	---

USEFUL TERMS

2019-20 CLUBS APPLICATION: The universal application to start or join a Club (as a Facilitator).

CLUB CODE: The unique ID issued to each Club. The Club Code is used by students and Facilitators to access materials on HQ, and by new Facilitators to indicate the specific Club they're joining on their Application.

CLUBS SUCCESS SPECIALIST: A dedicated Girls Who Code staff member whose role is to support your Club.

DECISION MAKER (DM): The person who serves as the liaison between Girls Who Code and the Club Host Site. This person is responsible for recruiting a Facilitator, but does not need to complete a background check.

FACILITATOR: The person(s) who lead(s) students through the curriculum. Up to 4 Facilitators may be added to a Club, using the Club Code on the Application. No technical expertise required, but a background check will be required. (Note: A person can be *both* the Decision Maker and Facilitator.)

HQ: The Girls Who Code learning platform; the primary resource for both students and Facilitators, on which we provide all training and educational materials.

RESOURCE KIT: Approved Girls Who Code 3-5th grade Clubs will receive a resource kit to help them get their Club started. This kit includes: 5 hardcover copies of *Learn to Code and Change the World*, and a 1-page document on what next steps to take with the books.

VerifiedFirst: The company Girls Who Code works with to execute background checks. VerifiedFirst background check requests will be sent via email from automation@instascreen.net.

TROUBLESHOOTING TIPS

BACKGROUND CHECKS: All volunteers who interact with students must satisfy a background check requirement. If the volunteer is employed by the school, the background check will be administered through the volunteer's employer. If the volunteer is not employed by the school, he/she may be asked to submit to a VerifiedFirst background check or by uploading documentation to Girls Who Code.

EMAILS: Occasionally our emails will be sent to recipients' spam folders, so if you haven't received an expected email, the first step is to check there. To prevent this, all applicants should add clubs@girlswhocode.com and automation@instascreen.net (VerifiedFirst) to their contact lists.



RESOURCES

GIRLS WHO CODE HQ: <http://hq.girlswhocode.com>

CLUBS APPLICATION: <http://girlswhocode.com/clubsapply> (Requires registration on HQ to access)

FAQs: <https://girlswhocode.zendesk.com>

For additional assistance, please contact us:

clubs@girlswhocode.com