



STARTING A GIRLS WHO CODE CLUB

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

Step	Details	Timeline
1	Create an account on Girls Who Code HQ Select "I want to start a club" or "I want to volunteer for a club"	5 minutes
2	Submit a 2018-19 Clubs Application to start or renew a Club	15 minutes
2b	Decision Makers who are not Facilitating: Recruit a Facilitator 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.	---
3	Facilitators: Complete or submit a background check Before a Club may launch, Girls Who Code requires that the Facilitator meets certain background check requirements. (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.	3-5 business days <i>Once information is submitted</i>
4	Keep an eye out for your Club confirmation email 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. Make sure to add clubs@girlswhocode.com to your contacts list so our emails don't end up in spam!	5-10 business days
5	Facilitators: Review the resources on Girls Who Code HQ Log into HQ using your Club Code (provided in the confirmation email) 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 using the Launch Questionnaire .	---
5b <i>3-5th grade only</i>	Confirm Starter Kit shipping details and receive your Club's Starter Kit Each approved Club will receive a Starter Kit containing 5 books , for you to use during your Club meetings. At the beginning of your launch month, Starter Kits will be shipped to the host site address listed on your Club's Application. When the Starter Kit has shipped, we'll email you a tracking number. For more information, check out our FAQ .	Month of launch <i>You can revise the launch date or shipping address here</i>
6	Meet your Clubs Success Specialist To provide ongoing support throughout the school year, each Club is paired with a Club Success Specialist. The Specialist will reach out one week before your listed launch date 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 .	One week prior to listed launch date <i>You can revise your launch date here</i>
7	Launch your Club! 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>	---



USEFUL TERMS

2018-19 CLUBS APPLICATION: The universal application to start, renew, 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. (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.

STARTER KIT: Approved Girls Who Code 3-5th grade Clubs will receive a starter 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 our background check requirements in one of two ways: (1) submitting to a VerifiedFirst background check, or (2) uploading documentation ([sample](#)). No Club will be approved or given access to HQ until at least one Facilitator has met these requirements; doing so promptly is the best way to speed your application process.

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)

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

For additional assistance, please contact us:

clubs@girlswhocode.com