ChickTECH

VOLUNTEER HANDBOOK

Revised Oct 2016

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Welcome to ChickTech

Welcome to ChickTech! We're excited to have you as part of our community. With your help, we can continue to work towards gender equity in technology and make an even greater impact.

About ChickTech

ChickTech is a 501c3 nonprofit headquartered in Portland, Oregon.

HQ Address

921 SW Washington St, STE 820
Portland, OR 97205

EIN (Employer Identification Number)

As a nonprofit, ChickTech's EIN is used for donors to receive tax-deductible status. As such, this number is in high demand. Our EIN is 46-3780208.

Vision Statement

We envision a safe, inclusive, and innovative technology future that includes equal pay, participation, and treatment of women.

Mission Statement

ChickTech is dedicated to retaining women in the technology workforce and increasing the number of women and girls pursuing technology-based careers.

Our Programs

ChickTech runs multiple programs, including programs that increase the number of girls entering technology and improve the retention of women already in technology. A primary goal of all programs is to build a sense of belonging, support, and community.

Pipeline: Expanding the Number of Girls Considering Tech Careers

ChickTech camps (K-8th grade)
> ChickTech runs camps for elementary and middle school aged girls to help them get excited about technology and give them technology skills. These are either summer camps or during winter/spring break.

ChickTech: High School (9-12th grade)
> ChickTech: High School is considered one of ChickTech's signature programs. It's a year-long series of opportunities for 100 high school girls in each city, particularly focused on girls with no technology creation experience. It provides mentoring, workshops, and internships during the summer.

Retention: Improving the Retention Rate of Women in Tech

ChickTech Meetup Groups

ChickTech runs Meetup groups in many different cities. These provide networking and skill building opportunities for adults, with a focus on women.

ACT-W Conference

The ACT-W Conference (Advancing the Careers of Technical Women) is a 2-day conference for women that works to build community, provide access to career opportunities through a job fair, and provide career- and technical-skill building workshops and sessions. It's held in cities throughout the country, with a focus on local community and speakers.

Culture Training

ChickTech believes that the onus should not be on women and diverse people to change to fit in to tech. Rather, the culture of technology needs to change to provide a welcoming experience to all. We provide training on unconscious bias, changing a culture, and creating an inclusive company to organizations interested in creating a better environment.

About Volunteering

As a volunteer, you are the lifeline of ChickTech. As a mostly volunteer-run organization, you are crucial to running our programs and changing the technology industry. Your chapter will be running all of the above programs (other than culture training), and you are welcome to get involved at any level.

Types of Volunteering

Volunteer opportunities come in many shapes and sizes. From being on the board to leading a chapter to volunteering for a couple hours at an event, ChickTech has thousands of amazing dedicated people that make up our community.

HQ Volunteer

A volunteer at headquarters can do a large variety of things, from helping with operations to researching best practices to be rolled out to all of the chapters across the country.
Expected time commitment: 5 hours/week

Board Member

Board members, in partnership with the CEO, lead the organization. They're responsible for ensuring the success of ChickTech as a whole, including making national connections, building partnerships, and fundraising.
Expected time commitment: 10 hours/month

Advisor

People are invited to be an advisor based on their skillset. This can be anything from a lawyer to a fundraiser to a nonprofit professional, and anyone in between who can improve the impact and operations of ChickTech.
Expected time commitment: 5 hours/month

Chapter Advisory Board Member

Each chapter has an advisory board to provide them with the connections, guidance, and resources they need to succeed. Advisory boards are made of influential leaders in the chapter's area who care deeply about the mission.
Expected time commitment: 5-10 hours/month

Chapter Leadership Team Member

The leadership team in each chapter runs the chapter and programs. This includes roles that create the framework of the chapter that allows the programs to run (chapter director, communications director, volunteer director, etc) and the roles that lead the programs (High School Program Director, ACT-W Director, Career Events Director, etc). These positions are vital and require people of various strengths and skillsets.

See ChickTech structure later on in this document for the org chart.
Expected time commitment: 5-10 hours/week

Chapter Volunteer

Chapter volunteers are volunteers who take on a role in the chapter under a leadership team member. For example, the Communications Director may have a PR volunteer, social media volunteer, website volunteer, and newsletter volunteer.

Like the leadership team, general volunteers can have many different skillsets, from marketing to fundraising to teaching a workshop.
Expected time commitment: 2-4 hours/week

Occasional/One-Time Volunteer

Often, events and conferences come up where volunteers are needed to check people in, set up/tear down, or person a booth at a conference to talk to people about ChickTech. These are one-time opportunities that are very helpful, and people who can take these on are always welcome.
Expected time commitment: 1-3 hours

Volunteer Commitment

As a volunteer, it's very important to communicate clearly with your chapter leadership and team about your volunteer role and availability. Conflicts and emergencies come up in every person's daily life, and we ask that you let your chapter know as soon as possible when you won't be able to fulfill your commitment. Often, a different position can be found that fits better into your life if you find you've volunteered for something that is taking too much of your time or is different than you expected. This won't upset your team; rather, they'll be happy that you recognized it and want to continue helping in another fashion!

The Nuts and Bolts of Volunteering

Who Can Volunteer

ChickTech believes strongly in creating a diverse community of volunteers. This includes people of all genders. We want to demonstrate our vision for the world--to have everyone working together to solve problems. We also want all of our participants to be able to see themselves in and identify with the volunteers they are working with.

Background Checks

Positions that work with minors require a background check. Your volunteer director will send you a link to fill out a form to run your background check. Once the results come back, you will be notified if you passed/did not pass. Only issues that relate to children or that could compromise children's safety will put you in danger of not being eligible to volunteer.

You have a few options in terms of paying for your background check: you can either choose to pay the entire fee (which allows the chapter to put that money back into programs), pay part of the fee, or have the chapter cover all of it. We never want a lack of financial resources to keep someone from volunteering; please choose the option you are comfortable with.

Mandatory Reporting

ChickTech is firmly committed to ensuring the safety and well-being of minors and prompt reporting of suspected abuse or neglect of a minor. Although state laws differ in who is considered a mandatory reporter and who isn't, our policy is to consider all staff and volunteers mandatory reporters. This means that all ChickTech employees and volunteers acting in the course of their employment or service to ChickTech – whether or not they work directly with minors – must immediately report any reasonable suspicion or knowledge of abuse to minors, including inappropriate touching, sexual or physical abuse, or neglect, to their local child protective services, a law enforcement agency, or their state's toll-free child abuse reporting hotline. See the ChickTech child protection policy for more information.

Orientation

Orientation will vary based on your role and chapter. Some chapters run monthly group orientations, whereas others orient volunteers on a one-on-one basis. Ask your volunteer director if you're not sure.

Reimbursement

Whenever possible, chapter purchases are made by the chapter director using the chapter debit card. However, sometimes volunteers end up purchasing items for the chapter, whether due to convenience, time limits, or other constraints. When this happens, keep your receipt (a trick is to take a photo of it with your phone to ensure it doesn't get lost). Fill out a reimbursement form and email it to your chapter director or other relevant manager with the receipt. You will be sent a check via online bill pay within 2-3 weeks. Please let your manager know if receiving the funds earlier is important.

ChickTech Values and Culture

Community:
We give women in tech something to belong to and the support they need.
Example: creating safe events that welcome women and encourage women to build support networks.

Education:
We provide women and girls with the resources and knowledge they need to reach their full potential in the technology industry.
Example: creating high quality, hands-on events so that they can learn the skills that no one gave them the opportunity to learn before.

Inclusiveness:
We allow all to participate without barriers (within the Inclusion Policy guidelines).
Examples: hiring a sign language interpreter, keeping our HS events free, providing transportation, providing child care stipends for teen parents, providing food for special diets

Respect:
We believe that all people are deserving of respect. Respect is not something you earn; respect is something you inherently deserve as a human.
Examples: taking people's concerns and requests seriously; treating them better than you've been treated in similar situations. Allowing high school participants to choose when they need a bathroom or water break without having to get permission. Not talking down to them.

Equality:
We believe that *all* people are equal, regardless of age, gender, sexual orientation, religion, etc.

NOTE: These last two are especially important when dealing with minors; they often are not given respect or treated as equals because of their age, and that's often where the "rebellious teenager" issue comes in. It also lowers their confidence and sense of self-worth. If we want them (or anyone!) to reach their full potential, we need to support them while not "pulling rank".
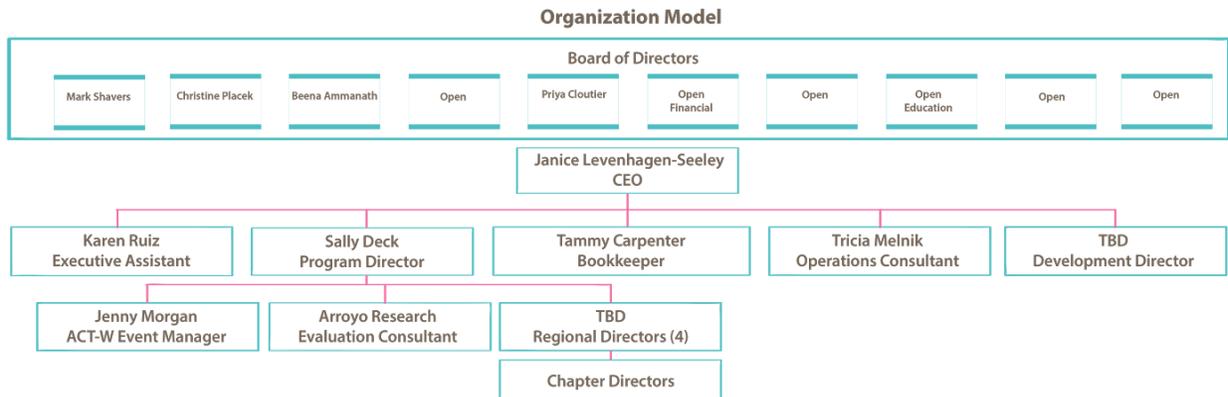
ChickTech Structure

ChickTech is run with a mostly volunteer staff. The org charts show only the top levels for clarity and don't show general volunteers or occasional volunteers.
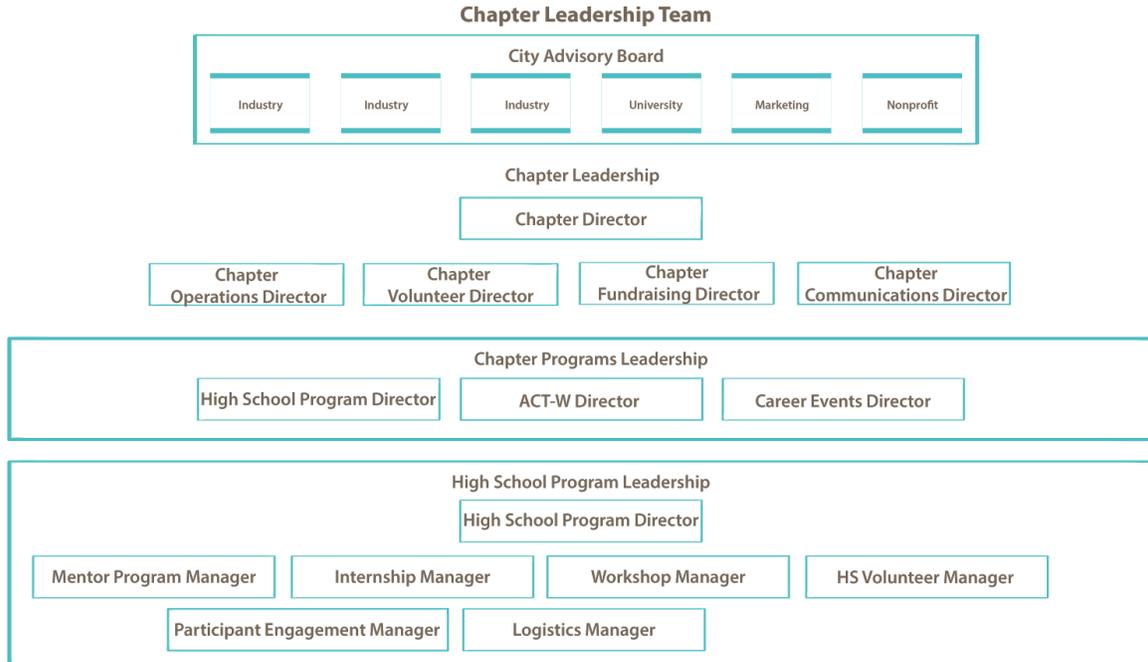
HQ Org Chart

HQ also consists of multiple committees, including the marketing and program committee.
Note: all positions listed at HQ are not currently filled.

Organization Model

Board of Directors

| Mark Shavers | Christine Placek | Beena Ammanath | Open | Priya Cloutier | Open Financial | Open | Open Education | Open | Open |

Janice Levenhagen-Seeley
CEO

| Karen Ruiz Executive Assistant | Sally Deck Program Director | Tammy Carpenter Bookkeeper | Tricia Melnik Operations Consultant | TBD Development Director |

| Jenny Morgan ACT-W Event Manager | Arroyo Research Evaluation Consultant | TBD Regional Directors (4) |

Chapter Directors

Chapter Org Chart

The high school program is shown in more detail as an example; the other programs are similarly staffed.

Chapter Leadership Team

City Advisory Board

| Industry | Industry | Industry | University | Marketing | Nonprofit |

Chapter Leadership

Chapter Director

| Chapter Operations Director | Chapter Volunteer Director | Chapter Fundraising Director | Chapter Communications Director |

Chapter Programs Leadership

| High School Program Director | ACT-W Director | Career Events Director |

High School Program Leadership

High School Program Director

| Mentor Program Manager | Internship Manager | Workshop Manager | HS Volunteer Manager |

| Participant Engagement Manager | Logistics Manager |

Code of Conduct

ChickTech is committed to providing a friendly, safe, and welcoming environment for all, regardless of gender, sexual orientation, disability, ethnicity, or religion.This code of conduct outlines our expectations for participant, volunteer, and staff behavior as well as the consequences for unacceptable behavior.

Expected Behavior
Be considerate, respectful, and collaborative.

Refrain from demeaning, discriminatory, or harassing behavior or speech while engaged as a ChickTech volunteer. This includes communication over email, text, other online tools, in person, and in any other communication used to conduct ChickTech service.
Be mindful of your surroundings and of other participants, volunteers, and staff. Alert event or chapter organizers if you notice a dangerous situation or someone in distress. This refers to both in-person and online.

Unacceptable Behavior
Unacceptable behaviors include: intimidating, harassing, abusive, discriminatory, derogatory or demeaning conduct.

At ChickTech programs, venues, public space, or online platforms may be shared with members of the public. It is unacceptable for ChickTech volunteers to be disrespectful towards any other members of the public or each other.

Harassment includes: offensive verbal or written comments related to gender, sexual orientation, race, religion, disability; deliberate intimidation, stalking or following; harassing photography or recording; sustained disruption of talks or other events; inappropriate physical contact, and unwelcome sexual attention. Please note this refers to both in-person and online conduct.

Consequences of Unacceptable Behavior
Unacceptable behavior will not be tolerated, whether by volunteers, attendees, organizers, staff, sponsors, or other members of the public. Anyone asked to stop unacceptable behavior is expected to comply immediately.

If a volunteer or participant engages in unacceptable behavior, organizers may take any action they deem appropriate, up to and including expulsion from the ChickTech program or event without warning.

If you are subject to unacceptable behavior, notice that someone else is being subject to unacceptable behavior, or have any other concerns, please notify an organizer or leader as soon as possible.

Non-Discrimination Policy

ChickTech provides equal volunteer and employment opportunities to all employees, volunteers, and applicants without regard to race, color, religious creed, sex, national origin, ancestry, citizenship status, pregnancy, childbirth, physical disability, mental disability, age, military status or status as a Vietnam-era or special disabled veteran, marital status, registered domestic partner or civil union status, gender (including sex stereotyping and gender identity or expression), medical condition (including, but not limited to, cancer related or HIV/AIDS related) or sexual orientation in accordance with applicable federal, state and local law. This policy

applies to all terms and conditions of employment, including, but not limited to hiring, placement, termination, layoff, recall, transfer, leaves of absence, compensation and training.

ChickTech is committed to providing an inclusive and welcoming environment for all members of our staff, volunteers, event attendees, and program participants. If you feel not included, unwelcome, or discriminated against, please discuss with your volunteer director or chapter director immediately and we will work to rectify this issue.

Other Policies

Photography/Videography Policy
As a volunteer, videographic, photographic or audio recordings of you may be taken during your participation in the activities, programs or functions of ChickTech. These may be used by or with the consent of ChickTech for promotional and educational purposes.

Social Media Policy
At ChickTech, our policy is to remain polite and respectful of others on social media. Please ensure that you're following the ChickTech values listed above and furthering our mission. When representing ChickTech, refrain from being antagonistic, attacking, or overly negative/critical. Racial, ethnic, sexual, religious, and physical disability slurs are also not tolerated. If a risky situation develops and you are unsure how to proceed, do not react. Please immediately contact chapter leadership. They will advise or connect with ChickTech HQ for more guidance.

It's also important to avoid anything that may be construed as "lobbying". 501c3's are not allowed to lobby for legislature, and a nonprofit could lose their nonprofit status if they are seen to be trying to influence legislature.

Questions or Concerns?
Questions about being a volunteer?
Contact your normal contact or your chapter's volunteer director.

Questions or concerns about your chapter?
Contact your operations director or chapter director.

Questions or concerns about policies, programs in general, or the organization in general?
Contact your regional director or reach out to ChickTech HQ at info@chicktech.org

By volunteering with ChickTech, you are agreeing to the policies, procedures, and values set forth in this handbook.
Thank you for your support, dedication, and passion! Without you, we wouldn't be able to make such a strong impact in the world.