

Individual Clubs Outreach Toolkit: Resources to Find a Host Site or Facilitator 2019-20

STARTING YOUR OUTREACH:

Dear friend of Girls Who Code,

Thank you so much for helping us spread the word about our Girls Who Code Clubs! We are so grateful for your support in inspiring more girls across the nation to change the world through code.

This toolkit is designed to help you 1) find a Facilitator if you are a host site, or 2) find a host site if you are interested in volunteering as a Facilitator. Please feel free to use the following flyers, email templates, and newsletter templates to assist you in your outreach.

As a reminder, here is a list of what each Club needs to get started:

- Space to host at a school, library, university or other non-profit
- ❖ An adult (18+) responsible for leading the Club for ~1-2 hours per week, no computer science experience needed!
- Computers and internet access (required for 6th-12th grade Clubs, optional for 3rd-5th grade Clubs)
- Passion to help and the ability to foster community within your Girls Who Code Club

If you have any questions about our programs, please reach out to clubs@girlswhocode.com.

<keep-coding/>
Girls Who Code



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THE CLUBS APPLICATION PROCESS:



We encourage you to follow the steps in <u>Starting a Girls Who Code Club:</u> <u>Process Overview</u> to bring Clubs to your community! Feel free to share this document with your network as well!

Please note, each Club must have an adult to serve as a **Decision Maker** and a **Facilitator**. These roles may be carried out by the same person or by two different people.

Overview of Roles

The Decision Maker is an <u>employee</u> of the Club's host site that serves as a main point of contact and coordinates logistics for the Club. Unless they are also a Facilitator, the Decision Maker is not usually involved with the day-to-day activities of the Club. The Decision Maker will always receive a copy of the signed Participation Agreement and will also be notified when Facilitators join their Club.

A Facilitator is an 18+ adult who is responsible for leading the Club. Facilitators guide Club girls through the curriculum, helping them to build sisterhood within the Club and learn to use computer science to impact their community.

*Note that one individual may serve in both roles as long as they are an employee of the host site.

Who can Apply?

A **Facilitator** may apply to start a Club whether or not they are employed by the host site. If the facilitator is not employed by the host site, they must identify an <u>employee</u> from the host site to serve as the Club's Decision Maker and enter that name and email address when completing the application.

The **Decision Maker** may apply to start a Club *before or after* they have identified a Facilitator. If the Decision Maker completes the application prior to identifying a Facilitator, the Club's Facilitator(s) can join the Club by completing the Clubs Application using the host site's Club Code.



DIGITAL FLYERS:

Our Girls Who Code Club flyers include helpful information about the program and how to get started. Share them digitally or print them double-sided and distribute in your community! See our media kit for additional photos, logos, and resources to use in outreach.



Girls Who Code Flyer

Our Girls Who Code Flyer provides information about our organization and our Clubs programs, including how to get started, how we support our Clubs and information about our curriculum.



Girls Who Code Clubs Postcard

Our Girls Who Code Clubs Postcard provides a snapshot of our Clubs program, including how to get started, and how we support our Clubs.



GIRLS WHO CODE IN THE MEDIA:

Please feel free to share any of the following videos or articles with your networks about our organization and programs. You can also check out our **2018 Girls Who Code Annual Report** to learn more.

Girls Who Code Informational Videos:

- Girls Who Code Clubs: Start a Girls Who Code Club!
- Girls Who Code Clubs: Making the New Middle Class Through Coding

Partner Content:

• Utah STEM Action Center Clubs: <u>Utah Girls Who Code - Elevating STEM Equity</u>

Media Videos:

- TED TALK: <u>Exclusive</u>: <u>Watch Girls Who Code Founder Reshma Saujani Give the Most Inspiring Ted Talk Ever</u>
- C-SPAN: Reshma Saujani on Closing the Gender Gap in STEM Fields
- Hidden Figures: Hidden Figures and Octavia Spencer Partners with Girls Who Code
- Nickelodeon: <u>Game Shakers + Girls Who Code</u>

Articles:

- The New York Times: <u>Maybe Girls Will Save Us</u>
- CNet: Girls Who Code encourage STEM, one coding class at a time
- Boston Herald: Girls Learn to Code with No Fear
- Girls Who Code: Girls Who Code Helps Pass a Bill
- Girls Who Code: Brave, Not Perfect Showcase Featuring Rep. Alexandria Ocasio-Cortez



WATCH A WEBINAR

Girls Who Code hosts regular webinars for those interested in learning about our organization, our 3rd-5th and 6th-12th Grade Clubs programs, and how to launch their own Girls Who Code Club.

Join a live virtual information session webinar: **RSVP** here!

If a member of your network is interested in learning more about our Clubs from a Girls Who Code staff member, encourage them to sign up for one of our virtual information sessions titled **Webinar: Clubs Info Session - Learn More Before You Apply! (United States).**



Or watch a pre-recording of a 2019-20 webinar here!

If you or members of your network are unable to attend an upcoming webinar, this pre-recording is a valuable resource to learn more on how you can join Girls Who Code.



SUGGESTED SCHEDULE FOR OUTREACH EMAILS AND SOCIAL MEDIA POSTS:

Email:

- → IMMEDIATELY AFTER CLUB APP APPROVAL: Once your Club has been approved send the Iift note and recruitment email to all organizational contacts, particularly those who have expressed interest in volunteering with you.
- → **TWO WEEKS POST-APPROVAL:** Two weeks after sending recruitment/lift note email send a reminder email and ask all recipients to share with their networks. Feel free to include suggested social media posts when you ask to share!
- → **ONE MONTH POST-APPROVAL:** One month after sending recruitment/lift note Email send a final recruitment email to grab the attention of anyone who may have been traveling and/or on vacation when you sent the first email.

Social Media:

→ **ONCE PER WEEK POST-APPROVAL:** Facebook and Twitter: One post per week leading up to the launch of your Club

Job/Volunteer Boards:

→ **ONE WEEK POST-APPROVAL:** We recommend focusing on local volunteer boards and newsletters in your community. Some of the best ways to find frequently-visited volunteer boards are through searching on Facebook, Twitter, word of mouth, and of course, Google!



SAMPLE RECRUITMENT EMAIL - FACILITATOR NEEDED:

Subject Option A: We need your help to bring computer science to our community! **Subject Option B:** Looking for an opportunity to give back?

Email Copy:

Hi [Insert Contact Name],

We are partnering with <u>Girls Who Code</u> to bring free computer science opportunities to girls across our community. We are looking for volunteers like you to help facilitate our Club and would love for you to become a Volunteer Facilitator at <u>[Insert Your Club Location Name]</u>!

Girls Who Code <u>Clubs</u> are **free after-school programs for 3rd-5th and 6th-12th grade girls** to join a sisterhood of supportive peers and role models and use computer science to change the world. Clubs are led by Facilitators, who can be teachers, librarians, parents, or volunteers from any background or field. Many Facilitators have NO technical experience and learn to code alongside their Club members.

To Facilitate a Club, you must:

- Be 18+
- Have the ability to pass a background check
- Be available to lead the Club for 1-2 hours per week
- Be comfortable learning alongside Club girls; no computer science experience is needed!
- Have a passion to help and the ability to foster community within your Girls Who Code Club.

All resources from Girls Who Code are provided for FREE to the Club Facilitator, including:

- 120+ hours of curriculum, tutorials of all skill levels, and an online learning management system
- Program support, including a Clubs Success Specialist, Facilitator trainings and resources
- Access to field trips and grant opportunities upon availability
- Recruitment materials to help spread the news about your Club

Want to join the movement? Apply today by filling out the <u>Clubs Application</u> as a Facilitator and indicating our host site as your Club location with the Club Code <u>[Insert Club Code from your Club's Approval Email]</u>. It only takes a few minutes!

Please let me know if you have any questions on getting started. I look forward to partnering with you to bring this opportunity to our community!

Best.

[Insert Name]



LIFT NOTE EMAIL - FACILITATOR NEEDED:

A "lift note" is a message that you add on top of an email when you forward it. We recommend adding a lift note when you forward the recruitment email above to your personal contacts. That way, you can add a message tailored to them and their interests - while still including the information in the recruitment email.

Lift note Copy:

Hi [Insert Name],

I'm reaching out to ask if you or anyone you know would be interested in volunteering with a <u>Girls Who Code Club</u> this school year. We're thrilled to be part of the <u>Girls Who Code</u> movement and there are many opportunities to get involved.

Please share the email below with your network and let me know if you have any questions!

Thanks,
[Insert Name]



SOCIAL MEDIA POSTS - FACILITATOR NEEDED:

Twitter:

- 1. Join the movement to close the gender gap in tech! Volunteer with our @GirlsWhoCode Club. Reply for info!
- 2. Help bring FREE computer science to [Insert your Club host site location] by volunteering with our @GirlsWhoCode Club. Reply for info!
- 3. Looking for an opportunity to give back? We need volunteers to help lead our @GirlsWhoCode Club. Reply for info!

Facebook:

- 1. Join the @GirlsWhoCode movement to close the gender gap in tech! Volunteer as a Facilitator for our 2019-20 Clubs program. Comment for more info!
- 2. The future of work starts with you! Computing skills are the most sought-after in the US job market, with demand growing 3X the national average but girls across the US are being left on the sidelines. Today, less than a quarter of computing jobs are held by women, and that number is declining. Our country can't afford to leave half the population behind! Join the movement by volunteering with our @GirlsWhoCode Club! Comment for more info!
- 3. @GirlsWhoCode Clubs help girls achieve their dreams and change the world. Help bring FREE computer science to [Insert your Club host site location] by volunteering with our @GirlsWhoCode Club. Together, we can prepare our girls for the future. Comment for more info!



JOB/VOLUNTEER BOARD POST - FACILITATOR NEEDED:

Prepare our girls for tomorrow! Volunteer with a Girls Who Code Club in our community!

WHY IT MATTERS:

Computing skills are the most sought-after in the US job market, with demand growing 3X the national average. Computing is where the jobs are — and where they will be in the future — but girls across the US are being left behind. Today, less than a quarter of computing jobs are held by women, and that number is declining.

HOW YOU CAN HELP:

You can help ensure our girls are not left behind. Girls Who Code Clubs inspire, educate, and equip our girls for tomorrow's computing jobs while nurturing their resilience and confidence. Join the movement and bring FREE Girls Who Code Clubs to our community by volunteering as a Clubs Facilitator. Applications for Fall 2019 are open now.

WHAT WE DO:

<u>Clubs</u> are **FREE** after-school programs for 3rd-5th and 6th -12th grade girls to join our sisterhood of supportive peers and role models and use computer science to change the world. Clubs are led by Facilitators, who can be teachers, computer scientists, librarians, parents, or volunteers from any background or field. Many Facilitators have **NO technical experience** and learn to code alongside their Club members.

To Facilitate a Club, you must:

- Be 18+
- Have the ability to pass a background check
- Be available to lead a Club for 1-2 hours per week
- Be comfortable learning alongside Club girls as they explore the foundational computer science concepts. No computer science experience is needed!
- Have a passion to help and the ability to foster community within your Girls Who Code Club.

All materials from Girls Who Code are provided for FREE to the Club Facilitator, including:

- 120+ hours of curriculum, tutorials of all skill levels, and an online learning management system
- Program support, including a Clubs Success Specialist, Facilitator trainings and resources
- Access to field trips and grant opportunities upon availability
- Recruitment materials to help spread the news about your Club

Join the movement today!



ORGANIZATIONS ELIGIBLE TO HOST A CLUB:

Before reaching out to an organization, check our list of Clubs currently accepting volunteers by completing our <u>Clubs Application</u> as a Facilitator who is not connected to a Club. Here is a <u>step-by-step guide</u> to completing the Clubs Facilitator application as a prospective volunteer looking for a Club to volunteer with.

If you are unable to find an organization through the application, use the table below to brainstorm who you might reach out to. The table below includes different types of nonprofit organizations that are eligible to host a **Girls Who Code Club**. You can use the links embedded in the table to find organizations near you. The table also includes recommendations for which staff may be most helpful to contact.

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Organization Type	Who to Email/Call
Click the link for help finding one near you	We recommend sending the "host site email" below on page 14 to as many relevant staff as possible
All Nonprofits	
Schools	Titles: Principal, Assistant Principal, Director, Administrative Assistant. Departments/Function: Teaching & Learning, Secondary, Curriculum, Science, STEM, STEAM, Computer Science, After-School, Technology.
<u>Libraries</u>	Title: Branch Director/Manager/Supervisor Departments/Function: Youth services, Young adult, Volunteer Services, Outreach, Programs, Computer
Colleges/Universities	Departments/Programs: Computer Science, Coding, Engineering Majors, College of Education (e.g. departments like Middle Grades Education, Secondary Education, STEM Speciality Fields), Community Outreach, Community Service, Centers of Leadership, Fraternities, Sororities
After-School Programs	Titles: CEO, Director, Youth Outreach Departments/Functions: Programs
21st Century Learning Centers	21st Century Learning Centers are community learning centers that are established through federal grants given to educational organizations. The primary contacts for these centers will depend on the type of organization.
Community/Recreation Centers	Departments/Functions: After-School Services, Advocacy Services
Churches, Synagogues, Religious Organizations	Departments/Functions: Youth Outreach, Youth Education, Community Service



SUGGESTED SCHEDULE FOR RECRUITMENT EMAILS & SOCIAL MEDIA POSTS:

Email:

- → **AFTER RESEARCHING POTENTIAL SITES:** Once you have identified potential host sites in your community send **the lift note** and **recruitment email** to all organizational contacts, particularly those with which you have a connection.
- → **TWO WEEKS POST-INITIAL EMAIL:** Two weeks after sending recruitment/lift note email send a reminder email and ask all recipients to share with their networks. Feel free to include suggested social media posts when you ask to share!
- → **ONE MONTH POST-INITIAL EMAIL:** One month after sending recruitment/lift note Emailsend a final email to grab the attention of anyone who may have been traveling and/or on vacation when you sent the first email.

Social Media:

→ **ONCE PER WEEK:** Facebook and Twitter: One post per week



SAMPLE RECRUITMENT EMAIL - HOST SITE NEEDED

Subject Option A: Bring free computer science programs to girls at your

[school/organization/library]!

Subject Option B: Can I help start a Girls Who Code Club at your [school/organization/library]?

Email Copy:

Dear [Insert Name of Organization/Contact],

My name is [Insert Name] and I'm reaching out to you because I've signed up to be a Facilitator with Girls Who Code to help build the next pipeline of female computer scientists through their free Girls Who Code Clubs. I would like to partner with [Insert Organization Name] to launch a Club for the girls in our community.

Computing skills are the most sought-after in the US job market, with demand growing 3X the national average, but girls across the US are being left behind. Computing is where the jobs are — and where they will be in the future — but fewer than 1 in 5 computer science graduates are women. Girls Who Code is working with organizations like yours across the country to reverse this decline.

About Clubs:

Girls Who Code <u>Clubs</u> are **free after-school programs for 3rd-5th and 6th-12th grade girls** to join a sisterhood of supportive peers and role models and use computer science to change the world.

Other than a Facilitator, all you need to launch a Club is:

- Space to host the Club for 1-2 hrs weekly
- Computers/laptops and Internet (required for 6th-12th grade Clubs, optional for 3rd-5th)
- Someone who works at the host site willing to serve as a Decision Maker (please review the **Decision Maker FAQ response** for more information)

All materials from Girls Who Code are provided for FREE to the Club, including:

- 120+ hours of curriculum, tutorials of all skill levels, and an online learning management system
- Program support, including a Clubs Success Specialist, Facilitator trainings and resources
- Access to field trips and grant opportunities upon availability
- Recruitment materials to help spread the news about your Club

If you have questions about the Clubs program, please contact <u>clubs@girlswhocode.com</u>. You can also learn more by <u>joining an informational webinar</u>.

If you are interested in discussing how I can Facilitate a Girls Who Code Club for the girls you serve, please feel free to contact me directly at [Insert Email] or [Insert Phone Number].

Best.

[Insert Name]



LIFT NOTE EMAIL - HOST SITE NEEDED:

A "lift note" is a message that you add on top of an email when you forward it. We recommend adding a lift note when you forward the host site email above to your personal contacts. That way, you can add a message tailored to them and their interests - while still including the information in the recruitment email.

Lift note Copy:

Hi [Insert Name],

I'm reaching out to ask if you or anyone you know would be interested in hosting a <u>Girls Who Code</u> <u>Club</u> this school year. I'm thrilled to become a Facilitator and am excited to find an organization to host a Club this 2019-20 school year.

Please share the email below with your network and let me know if you have any questions!

Thanks,

[Insert Name]



SOCIAL MEDIA POSTS - HOST SITE NEEDED:

Twitter:

Join the movement to close the gender gap in tech! I'm bringing a @GirlsWhoCode Club to our community, but need your help to find a space. Reply for info!

Help me bring FREE computer science to [Insert Your Community Name] with our @GirlsWhoCode Club. Reply for info!

Looking for an opportunity to give back? We need space to host our @GirlsWhoCode Club. Reply for info!

Facebook:

Calling all schools, libraries, and community centers in the area! Join the @GirlsWhoCode movement to close the gender gap in tech! Volunteer your space as a host site for our 2019-20 Clubs program. Comment for more info!

The future of work starts with you! Computing skills are the most sought-after in the US job market, with demand growing 3X the national average - but girls across the US are being left on the sidelines. Today, less than a quarter of computing jobs are held by women, and that number is declining. Our country can't afford to leave half the population behind! Join the movement by helping us to find space for our @GirlsWhoCode Club! Comment for more info!

@GirlsWhoCode Clubs help girls achieve the American dream. Help bring FREE computer science to [Insert Your Community Name] with space for our @GirlsWhoCode Club. Together, we can prepare our girls for tomorrow's jobs. Comment for more info!



PHONE SCRIPT - HOST SITE NEEDED:

Please feel free to use the below phone call script in your conversation with prospective host sites. We recommend that you use the below talking points for reference as you gauge what information would be the most engaging and applicable to share with your contact. If questions arise that you do not know the answer to, please notify your contact that you will get back to them with the answer after following up with Girls Who Code, at which point you can email clubs@girlswhocode.com for clarification.

Introduction & Agenda

Hi! My name is [Insert Name]. Thank you for taking the time to speak with me today. I'm excited to connect with you, and I'd love to take this call to:

- → Give an overview of Girls Who Code and the mission of the organization
- → Share information about the Clubs program
- → Discuss the benefits of hosting a Girls Who Code Club at [Insert Organization Name]

In order to make the best use of your time, where would you like to start?

Introduction to Girls Who Code

About Girls Who Code: Girls Who Code is an international non-profit organization working to close the gender gap in technology and change the image of what a programmer looks like and does. With their 7-week Summer Immersion Program, 2-week specialized summer Campus Program, after school Clubs, and a 13-book New York Times best-selling series, they are leading the movement to inspire, educate, and equip young women with the computing skills to pursue 21st century opportunities. So far, they have reached over 185 thousand girls in all 50 states and across several other countries!

- → **The Problem:** Although computing jobs are some of the highest paying and fastest growing in our country, today, less than a quarter of computing jobs are held by women, and that number is declining. Today women make up less than 25 percent of the computing workforce.
- → **The Solution:** To close the gender gap in tech, we need to start inspiring girls to build their confidence and technical skills at an early age.

[At this point, pause and give the organization an opportunity to chime in with questions about Clubs.]

Introduction to Clubs

Clubs are FREE after-school program for girls in either 3rd-5th or 6th-12th grade. Through the Clubs program, girls learn to use computer science to positively impact their community, join a supportive sisterhood of peers within their Club, and connect with a network of alumni across the US.



- → Clubs are typically hosted at schools, libraries, community centers, college campuses, and other non-profits.
- → It's completely free to host a Club and free for students to join.
- → The only requirements are space, a staff member or volunteer to serve as a Facilitator, and computers/internet which is required for 6-12th grade Clubs and optional for 3-5th grade Clubs!
- → Girls Who Code provides everything else needed to start and run a successful Club: including comprehensive lesson plans for Facilitators and self-guided tutorials for students which are all housed on the online learning platform called Girls Who Code HQ. They also provide training and one-on-one support for Facilitators as well as grant opportunities of \$300 per Club.

Logistics

- → **Who:** Clubs must include a facilitator and *ideally* at least 10 girls. I'd be happy to serve as a Facilitator if you're interested in hosting a Club! I would also like to add that Girls Who Code requires someone who works at [Insert Organization Name] to serve as the Decision Maker. The Decision Maker is the point of contact between Girls Who Code and the Club host site. I will gladly facilitate the Club, but someone from [Insert Organization Name] would need to serve as the Decision Maker.
 - [For more context, review the brief <u>FAQ response regarding the Decision Maker role</u> <u>here</u>. Feel free to share the example in the FAQ with your contact.]
- → When: Typically Clubs meet once a week. 6-12th Grade Clubs typically run for 1-2 hours per session for 10-15+ weeks. 3-5th Grade Clubs run for 30-60 minutes per session for 5-10+ weeks. The curriculum and scheduling are flexible and can easily be adjusted to meet our needs and preferences.

[At this point, pause and give the organization an opportunity to chime in with questions about Clubs.]

Introduction to Curriculum

The curriculum is more than teaching girls how to code. They have designed curriculum to empower girls to work together to address problems in their community and gain the bravery and resilience they need to persevere in the tech field. There are two main Club Programs divided by age group for either 3rd-5th grade girls or 6th-12th grade girls.

6th-12th Grade Clubs Overview:

The 6th-12th Grade curriculum, focuses on impact, sisterhood, and coding. There are activities for students with a wide range of computer science experience -- from zero computer science experience all the way up to activities that introduce college-level concepts.

In a 6th-12th Grade Club meeting, girls are able to engage in fun and simple online tutorials to learn a number of different programming languages and build community with each other through interactive activities. Each session also includes a Women in Tech spotlight to teach girls about inspiring role models in the industry and show them what's possible in the computer science space.



Throughout the course of their Club, girls work as a team to build a culminating Girls Who Code Project, which is a coding project that addresses a real world problem that they care about. All of our training, curriculum, and tutorials are housed on our online learning management system, Girls Who Code HQ.

3-5th Grade Clubs Overview:

Our 3-5th Grade Clubs function like a book Club. Each meeting begins with girls reading together from a part of the non-fiction book, *Girls Who Code: Learn to Code and Change the World*, followed by discussion and a creative challenge that can be done on a computer or entirely offline. All excerpts discussed in the *Learn to Code and Change the World* chapter guides are available to Facilitators and Club members on Girls Who Code HQ. Our chapter guides are available as PDFs, making them printer-friendly for Clubs without computers and internet for their girls. Facilitators can also display the reading using a projector or SMART Board.

Additionally, Girls Who Code has released a set of NEW Scratch tutorials on HQ based on the first book in our fiction series, *The Friendship Code*. In mid-fall, all approved 3-5th grade Clubs for the 2019-20 school year are eligible to receive a resource kit containing five FREE copies of The Friendship Code to add to their school or classroom's library. Facilitators are responsible for ordering this kit via the online portal Kotis.

[At this point, pause and give the organization an opportunity to chime in with questions about Clubs.]

Impact

- → Clubs participation is associated with improvements in girls' CS knowledge and awareness, 21st century workplace skills like collaboration, communication, and planning, and characteristics associated with bravery, like confidence, agency, and resilience.
- → In the 2018-19 school year, Girls Who Code launched over 6500 Clubs in all 50 states, and have reached a total of 185,000 girls.
- → Currently, Girls Who Code College-Aged Alumni are majoring in computer science and related fields at a rate 15 times the national average and Black and Latinx College-Aged Alumni are majoring in CS and related fields at 16 times the national average.

Next Steps

[At this point, ask whether or not the organization is interested in hosting a Club and make sure to thank them for their time. The FAQ below is helpful for questions that may come up. If you aren't sure of the answer to a question, let the organization know that you'll get back to them soon, then email clubs@girlswhocode.com for an answer.]



FAQS:

Clubs in the United States

About Clubs	Starting a Club
What is a Girls Who Code Club?	How do I start a new Club?
What will girls learn in a Girls Who Code Club?	Who can start a Girls Who Code Club?
How many times does a GWC Club meet?	How do we get girls to join a Girls Who Code Club?
What is a Girls Who Code Project?	Where can we host our Girls Who Code Club?
Can we host a Club on the weekend?	Can I change locations after I have started the Club?
Can we host a GWC Club during the summer?	What are the options for the Facilitator background check?
See all 8 articles	
	See all 12 articles

Don't worry if there are questions you do not have the answer to. You can typically find answers to all your Club related questions, such as the ones featured above, by checking out our <u>FAQ</u>. If for whatever reason the answer to your question is not listed there, feel free to reach out to <u>clubs@girlswhocode.com</u>.