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.

Learning about Girls Who Code Clubs for the first time? Check out more here!

Step	Details	Timeline
1	**Create an account on Girls Who Code HQ** 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.	**5 minutes**
2	**Submit a Clubs Application to start a Club within the next 10 months**	**15 minutes**
2b *DM's who aren't facilitating*	**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 *will* 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.	---
2c	**Club Applicants who are not the Decision Maker or employed by the Host Organization:** You must ask the Host Organization Decision Maker you named in the application to sign off on the 2020-21 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 *must* be an employee of the Host Organization.	
3	**Club Facilitators who are not employees of the Club's Host Organization: Complete or submit a background check** 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 Organization. (This process does *not* 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** *Once information is submitted*
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 for next steps. Please 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** Once your Club is approved, Log into HQ to access our training webinar (30 minutes), recruitment materials, curricula, and more! You'll also be able to add students directly through HQ and update your Club's details.	---
5b *3-5th grade clubs only*	**Facilitators: Access your chapter excerpts and meeting guides on Girls Who Code HQ** For the 2020-21 school year, Girls Who Code recommends all Clubs begin their year with the curriculum that accompanies our non-fiction book, *Learn to Code and Change the World*. The meeting guides utilize excerpts from the book that are available to all Facilitators and Club members on HQ, so Clubs can get started with no delay! For more information, check out our FAQs.	---

7	**Launch your Club!** Recruit students and help them enroll on HQ, so they can access our curriculum!	---

USEFUL TERMS

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.

DECISION MAKER (DM): The person who serves as the liaison between Girls Who Code and the Club Host Organization. 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.

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