

## **Classroom to Career 2023-2024 Memorandum of Understanding**

**Girl Scouts of San Geronimo's award-winning program, Classroom to Career addresses the issues that affect women and girls today.**

- **The "Skills Gap"**
- **The Gender Wage Gap**
- **The under-representation of women in STEM/STEAM careers**

This initiative introduces middle school girls to a variety of career fields to help them become better prepared for the challenges of the 21st Century Workplace. The program features site visits, hands-on learning experiences, and interactions with female professionals in STEM and non-traditional female career paths.

**Girl Scouts of San Geronimo Council will provide each participating school:**

- Introductory parent and participant letters.
- **Mandatory Zoom Meeting before start of program.**
- Optional school site meeting with participating teachers, counselors, and/or parents to prepare for the school year program.
- Up to 4 worksite/college campus visits pending grant funding. Site visits generally occur Tuesdays through Fridays between 9:00am and 2:00pm. Times may vary based on distance from school, lunch accommodations, or needs of the site.
- Reimbursement for one bus for each site visit. (Please send request # to [Jesteves@gssgc.org](mailto:Jesteves@gssgc.org) after submitting it to your transportation department)
- Girl Scout staff representation at each site visit
- **Girl Scout membership for each of the participating girls.** (This is provided through grant funding and allows the girls to choose to participate in any activities offered by GSSGC beyond the Classroom to Career experiences. Membership is **required** for GSSGC insurance purposes on site visits).
- Information on additional STEM related events and opportunities for girls.
- GSSGC and all personnel designated by GSSGC to perform under this Agreement shall maintain the confidentiality of all information received while providing the Services and/or Products. This requirement shall extend beyond the effective termination or expiration date of this Agreement.
- This agreement is subject to the provisions of Education Code Section 45125.1. GSSGC employees are required to submit fingerprints to the Department of Justice where an employee may come into contact with students at any site. GSSGC shall certify in writing to the District that none of its employees who may

come in contact with students have been convicted of a felony as defined in Education Code Section 45122.2. District may request the removal of an employee from a site at any time. Failure to comply with this provision may result in termination of the Agreement.

Each participating school will provide:

- A school coordinator to be the direct contact with GSSGC for scheduling and coordinating with students. This should be a teacher or counselor who will be participating in the site visits.
- Please be prepared to meet on zoom before our first program.
- Up to 40 girls participate throughout the school year. This group should be consistent through the school year. Notify GSSGC if changes need to be made to the roster. Example: If a girl leaves the program, please register a new student in her place, and submit the new online forms.
- Completed Girl Scout Form - Registration, Health and Permission, and Photo Release to GSSGC prior to any girls participating in the programs. **Verify all forms are complete before the first trip.**
- Confirmation of schedule. Multiple prescheduled events are already in the works for the upcoming school year. Please check testing, holidays, availability of transportation and other conflicts before committing to dates for your trips. Start and end times of the programs will sometimes vary. **Make sure your school is able to stay for the entire event before you confirm a trip.**
- Coordination of buses and submit invoices within 30 days to GSSGC for reimbursement at [accountspayable@gssgc.org](mailto:accountspayable@gssgc.org)
- Chaperones for the site visits. At least 1 person must be school staff. Please bring the minimum number of chaperones your school district requires. Additional parents or adults will not be allowed on each trip.
- Behavior management. Be ready to coordinate student participation in the event. Make sure cell phones are put away, and girls participate in any activities, conversations, or programming. Chaperones must be supervising their students at all times to ensure proper participation.
- Online evaluations after each site visit. Evaluations must be submitted for each program to continue in the Classroom to Career Program.
- An end of year student and school site survey.

All chaperones must read, understand, and comply with Classroom to Career program guidelines. Refer to the Planning Checklist below to help prepare for the Classroom to Career field trips.



**Please direct questions on the Classroom to Career Program to our Program Coordinator by emailing [Jesteves@gssgc.org](mailto:Jesteves@gssgc.org).**

School Name/District

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School Representative

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School Representative Signature/Date

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GSSGC Representative

Jessica Esteves Girl Experience Manager

GSSGC Representative Signature/Date

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### **Classroom to Career planning checklist for schools:**

Time Line	Task
As soon as trips are scheduled	Confirm any program details and schedule bus immediately, distribute program information and form request to participating girls. Send <a href="mailto:Jesteves@gssgc.org">Jesteves@gssgc.org</a> the request # for your bus and phone number for bus transportation contact or email.
Two weeks prior to each trip	Distribute any additional forms specific to the field trip to students
One week prior to each trip	1. Confirm number of girls participating – email information to <a href="mailto:Jesteves@gssgc.org">Jesteves@gssgc.org</a>

	<ol style="list-style-type: none"> <li>2. Give girls an special instructions regarding trip; dress code, bring lunch, program info, etc.</li> <li>3. Confirm all additional forms have been submitted by all girls</li> </ol>
Day of event	<ol style="list-style-type: none"> <li>1. Text GS staff person when departing school to give estimated arrival time</li> <li>2. Remind girls of Girl Scout Expectations before departing</li> <li>3. Provide copy of attendance roster to Girl Scout staff person upon arrival on site</li> <li>4. Complete required event surveys by end of day. Links will be provided by Girl Scout staff person.</li> </ol>
Within 30 days after trip	<p><b>Submit bus invoice as soon as possible – attention GSSGC Accounts Payable at <a href="mailto:accountspayable@gssgc.org">accountspayable@gssgc.org</a></b></p>