



Classroom to Career: Developing Tomorrow's Female Leaders Today  
2020-2021 Memorandum of Understanding

GSSGC's award-winning program, Classroom to Career – Developing Tomorrow's Female Leaders Today, 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**

Girl Scouts of San Gorgonio Council, in partnership with Riverside and San Bernardino County school districts, charitable foundations, corporations and local community leaders created Classroom to Career, an initiative to help girls become better prepared for the challenges of the 21st Century Workplace. The program features site visits, hands-on experiences, and interactions with female STEM professionals. This program is provided through generous grant and funding partners.

Visit [www.gssgc.org/donationnetwork](http://www.gssgc.org/donationnetwork) for additional information on Classroom to Career and program funders.

Girl Scouts of San Gorgonio Council will provide each participating school:

- Introductory parent and participant letters.
- Optional school site meeting with participating teachers, counselors, and/or parents to prepare for the school year program.
- Up to six worksite/college campus visits pending grant funding. Site visits generally occur Tuesdays through Fridays between 9:00am and 1:00pm. Times may vary based on distance from school, lunch accommodations, or needs of the business.
- Coordination with business and post-secondary education partners to create an enriching experience.
- Coordination with school.
- Reimbursement for one bus for each site visit.
- 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 including GenCyber, a Cyber Security Day Camp.

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.
- Up to 50 girls to 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 paperwork.
- Completed Girl Scout Registration, Health and Permission, and Photo Release forms to GSSGC prior to any girls participating in the programs. **Verify all forms are complete before the first trip.**
- Confirmed schedule confirmation. 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 Cher Martin, Program Facilitator, at 909-307-6555 ext. 3051 or [cmartin@gssg.org](mailto:cmartin@gssg.org)**

GSSGC Representative \_\_\_\_\_

School Representative \_\_\_\_\_

Classroom to Career planning checklist for schools:

Time Line	Task
As soon as scheduled	Confirm any program details and schedule bus immediately
Two weeks prior	Distribute any necessary paperwork – additional forms or program information
One week prior	Confirm number of girls participating – email information to <a href="mailto:cmartin@gssgc.org">cmartin@gssgc.org</a>
One week prior	Give girls any special instructions regarding trip; dress code, bring lunch, program information, etc..
One week prior	Confirm any additional paperwork for trip is complete; site photo release, special permissions, etc..
Day of event	Text Cher Martin at (909)634-4392 when departing school to give estimated arrival time
Day of event	Before departing bus- remind girls of Girl Scout expectations
Day of event	Submit Confirmed roster print out of all girls on trip to Cher Martin
Day of event	All girls must take post survey for grant purposes: <a href="https://tinyurl.com/classroomtocareer2020">https://tinyurl.com/classroomtocareer2020</a>
Within 30 days	Submit bus invoice as soon as possible – attention Kelly Busby/ <a href="mailto:accountspayable@gssgc.org">accountspayable@gssgc.org</a>