Everything STEM

ACTIVATION GUIDE

Get Started with STEM: Programs, Staffing, Policies, Equipment, Training and the My.Future Platform!
Date:        April 6, 2016
To:          Chief Executive Officers and Board Chairs; Club Directors
From:        Damon A. Williams, Sr. Vice President, Program, Training & Youth Development Svs.
Subject:     Everything STEM: Activation Guide

BGCA recognizes that few issues in the 21st century are more important to kids’ futures – and the future of our nation – than having access to a quality STEM education. Research proves that the out-of-school environment offers an ideal opportunity to develop and maintain interest in STEM education, however only one-third of the national need for out-of-school programming is met by existing providers. ¹ Within the Movement, the need is clear.

Our 2015 Spring Planning Survey sampled delivery of STEM programs and revealed that only 59 percent of Clubs are implementing STEM-related programming. Of those Clubs, 23 percent did not consider their programming to be “highly successful.” We also learned that 86 percent of Clubs are seeking a nationally vetted, comprehensive STEM strategic framework.

BGCA has responded by creating important partnerships. Comcast has joined BGCA in developing My.Future, the platform by which all youth-facing STEM programming will be delivered. My.Future also supports a comprehensive STEM strategy to address program, policy and training supported by the Noyce Foundation. With these partners, BGCA has made great progress on designing an unprecedented set of resources that allows every Club to find the right mix of programs and resources that fits their current Club capacity, while offering a roadmap to ultimately help Clubs “elevate their STEM game.” Over the next five years, we aim to reach all 4,200 Club locations, preparing 54,000 youth development professionals to deliver STEM connections for our two million registered Club youth.

This guide represents the beginning of our effort. It contains the beginning of a way for your Organization or Club to assess your STEM strategy, and to activate upon staffing, training, technology policy, programming, infrastructure, and broadband access so as to enable a powerful teaching and learning experience for members.

To use this guide, start by assessing your STEM preparedness in Section 1: STEM Assessment. Thereafter, consult sections and content as you need in order to put elements into place. Do be sure to connect with BGCA to inquire about any questions you may have. See Section 7: Connecting for more information.

This guide, in its entirety, can be found on BGCA.net/STEM. Moving forward, all the resources that your Club directors would need to learn more, activate and grow your Club’s STEM program will be found here. For your youth to connect directly and experience an amazing world of connected self-guided STEM experiences with digital badging, you will want to connect your staff and your youth to MyFuture.net. Don’t worry, we have links to My.Future on our BGCA.net STEM page as well!

We invite you to get your start & look forward to learning how we can improve this guide in the future! Together, we will give two million members a great STEM future!
IMPORTANT!

Over the course of 2016, all STEM program experiences for youth will be migrated to the My.Future platform: MyFuture.net.

All staff / supporting materials, including this Everything STEM: Activation Guide and program facilitator’s guides, will be migrated to BGCA.net/STEM.
Activation Guide Table of Contents

Section 1: Overview and Capacity Assessment

How to Use This Guide
Club Capacity Assessment Document

Section 2: STEM Staffing

STEM Full-time Director Job Description
STEM Full-time Coordinator Job Description
STEM Part-time Technology Program Staff Job Description
Alternative Skill-based STEM Staffing and Volunteers

Section 3: STEM Training

My.Future Virtual Training Background

Section 4: STEM Bring Your Own Device Policy

Suggested Guidelines for Mobile Devices in Clubs
BYOD Memo to Parents Template
BYOD Acceptable Use Policy Template
Parent and Member Permission Form Template

Section 5: Recommended STEM Tech Packages

My.Future Foundational Tech Center Package
My.Future Intermediate Tech Center Package
My.Future Advanced Tech Center Package
My.Future Core Software Image
Comcast Business Internet Services

Section 6: STEM Programming

STEM Program Portfolio
DIY STEM Fact Sheet
Essentials Fact Sheet
Code.org Fact Sheet
Google CS First Fact Sheet
App Lab Fact Sheet
MyClubMyLife Fact Sheet

Section 7: Connecting With BGCA for STEM Information

My.Future Communication Means
To ensure our members are prepared to successfully meet the demands of the 21st century, BGCA is transforming the way we use technology in our Clubs with My.Future – a new technology initiative. Discover its exciting features, and learn how you can incorporate STEM programming into your Club.
HOW TO USE THIS GUIDE

1. ASSESS
   Review the Capacity Assessment and identify growth areas.

2. REVIEW OPTIONS
   Meet with Club leadership, program directors and youth to review options.

3. PRIORITIZE
   Prioritize based on your Club’s vision, and community and youth interests.

4. IMPLEMENT & REVIEW
   Develop an action based upon your priorities to move your organization and/or Club(s) to a higher STEM implementation.

   Implement and review your Club’s status periodically to identify areas of need.
Club Capacity Assessment Document

Use this guide to assess your Club’s readiness. Next identify areas to strengthen, grow or develop.
If you are in the Foundational category:

Staffing
- Fund and implement a dedicated part-time STEM Technology Program staff member (see Section 2: STEM Part-time Technology Program Staff Job Description); identify and draw upon volunteers.

Policy
- Create and implement your Bring Your Own Device (BYOD) policy (see Section 4: STEM Bring Your Own Device Policy).

Training
- Attend a My.Future Virtual Training (see Section 3: My.Future Virtual Training).

Space and Infrastructure
- Fund and implement the Level 1: Foundational Tech Package (see Section 5: My.Future Foundational Tech Center Package).

Obtain robust Internet access
- Note: Clubs in Comcast and Cox service areas can inquire about discounts (see Section 5: Comcast Business Internet Services).

Programming
- Implement Essentials (see Section 6: Essentials Fact Sheet); DIY STEM (see Section 6: DIY STEM Fact Sheet); NetSmartz; and/or other STEM programs of your choice.

Communication
- Showcase members’ digital work in your community.
- Join the My.Future mailing list and attend a My.Future training.
If you are in the Intermediate category:

**Staffing**
- Fund and implement one full-time staff position for STEM (see Section 2: STEM Full-time Coordinator Job Description).
- Engage a local technology agency to support your Club and/or serve as mentors and advisors.

**Policy**
- Work with your program staff to incorporate members’ mobile devices into all programs (see Section 4: STEM Bring Your Own Device Policy).

**Training**
- Attend a My.Future Virtual Training (see Section 4: My.Future Virtual Training); seek in-person technology training opportunities for all staff.

**Space and Infrastructure**
- Fund and implement a maker-like technology lab conversion.
- Develop a robust Wi-Fi network for teens only (see Section 5: Comcast Business Internet Services).

**Programming**
- Expand your STEM programming; run more STEM, more often.

**Communication**
- Continue to showcase members’ digital work in your community; participate in Digital Arts Festivals and First Lego League.
- Join the My.Future mailing list and attend a My.Future training.
If you are in the Advanced category:

**Staffing**
- Fund and implement at least one full-time staff position for STEM (see Section 2: STEM Full-time Director Job Description).
- Ensure the STEM full-time staff person has a STEM-based background.

**Policy**
- Continuously improve BYOD implementation (see Section 4: STEM Bring Your Own Device Policy).

**Training**
- Contact other local organizations to cross-pollinate STEM ideas and build a STEM Club community in your area.
- Join BGCA’s My.Future team (MyFuture@BGCA.org) as a Tech Talk panelist.

**Space Infrastructure**
- Fund and implement the Level 3: Advanced Tech Package (see Section 4: My.Future Advanced Tech Center Package).
- Develop Wi-Fi infrastructure accessible by all members (see Section 5: Comcast Business Internet Services).

**Programming**
- Implement advanced programs characterized with longer dosage cycles – like 3D Printing, Arduino, FIRST Robotics and/or BGCA App Inventor programming.

**Communication**
- Serve as a regional expert by sharing knowledge on Movement-wide STEM/Technology webinars.
- Be sure you and your technology staff have joined the My.Future mailing list.
- Send your STEM success stories and youth media to BGCA via MyFuture@BGCA.org.
Is your Club ready to implement a STEM program at the Foundational, Intermediate or Advanced level? You’ll find a dedicated staff member – whose primary responsibility is to direct and facilitate your Club’s STEM-based programming – will make all the difference. The following job descriptions reveal what types of responsibilities your STEM personnel can fill. Feel free to modify the job descriptions to best suit your Club’s needs.
STEM Full-time Director Job Description

Position Title: Director of STEM/Technology

Basic Requirements: Bachelor’s degree in applicable field (IT, Instructional Technology, STEM) or a combination of education and at least 2-3 years of experience in a similar position

Salary: DOE, competitive with health benefits, dental, vision, 401(k), vacation and sick leave

Summary

The Director of STEM/Technology is an integral part of the full-time leadership team at Boys & Girls Clubs. This position is a perfect fit for someone looking to take the next step in their career to work with youth in a science, technology, engineering and mathematics education setting.

Our technology programs have seen tremendous growth over the past five years, and it is expected that growth and improvements will continue. Our goal is to be the premier agency for youth who have an interest in technology programs.

With the No. 1 priority being their work with kids during program hours, the person who fills this position will also be responsible for the duties listed below.

Essential duties and responsibilities

• Plan and execute technology/STEM activities for K-12 during afterschool and summer hours.
• Use 3D printers, tablets and other Club technology resources.
• Participate in BGCA national program and training opportunities (Netsmartz, Digital Arts Festival, My.Future, robotics, coding, media programming, etc.) as necessary/desired.
• Create engaging STEM-focused local programs.
• Manage application, execution and reporting of technology grants.
• Manage site performance and compliance for National Youth Outcomes Survey; including distributing of information, training and survey management.
• Support marketing efforts with pictures and/or video for special events, social media, Web posts, or other needs as requested.
• Develop relationships and coordinate partnership efforts.
• Communicate with local school staff, teachers and district personnel for summer school, online program access and other issues.
• Manage audio/video setup and equipment for meetings and presentations.
• Support updates to social media outlets and website.
• Update blog.
Additional responsibilities

Networking

• Maintain licensing compliance for software used – such as Microsoft, Symantec security products and other installed software.
• Manage and request software from BGCA, TechSoup or other vendors as needed.
• Manage content filtering, network security and workstation updates.
• Manage Wi-Fi and LAN network servers.
• Plan for timely updates and replacement of hardware.
• Provide maintenance and troubleshooting to LAN and wireless networks.
• Provide maintenance and troubleshooting for technology hardware, or support any outside vendors hired to provide maintenance.

Security

• Monitor security system, access logs and rosters.
• Manage logs, distribution of staff ID cards and staff access cards.
• Manage network security and login credentials for staff and members.

Other responsibilities as needed

• Create invitations, thank-you notes and print materials for Club use.
• Document Club events with photos or social media posts as requested.
• Create and distribute quarterly newsletter (digital and print editions).
• Manage email contact list.
• Provide troubleshooting and IT assistance to staff as needed.
• Create daily program schedules and staff assignments.
• Manage domain and blog hosting accounts and registrations.

**This job description is not intended to cover every detail of the position as required. Its purpose is to give a broad overview of the general expectations for the person filling the position. Other duties/requirements may be added at any time, and the position description may change as necessary to meet the needs of the Club.**
STEM Full-time Coordinator Job Description

**Position Title:** STEM Coordinator

**Basic Requirements:** Associates or bachelor's degree in a STEM discipline or related field; or exhibit at least two years of continuous experience working and/or volunteering in a STEM-related field. Directly responsible for assisting in the daily operation of the Club, focusing primarily on coordinating/implementing program curriculum; general supervision of members; administrative duties; promote/market the program; and facility management.

**Salary:** DOE, competitive with health benefits, dental, vision, 401(k), vacation and sick leave

**Summary**

The STEM Coordinator is an integral part of the program team at the Club. This position is a perfect fit for someone looking to take a first step in their career to work with youth in a science, technology, engineering and mathematics education setting.

Our technology programs have seen tremendous growth over the past five years, and it is expected that growth and improvements will continue. Our goal is to be the premier agency for youth who have an interest in technology programs.

With their No. 1 priority being their work with the kids during program hours, the person who fills this position will also be responsible for the items listed below.

**Essential duties and responsibilities**

- Design and implement a comprehensive STEM program that aligns with the expectations set forth by the charter of the organization.
- Facilitate activities that encourage community and shared purpose.
- Collaborate with program, unit directors, and staff on program and curriculum ideas.
- Responsible for submitting requests for the purchase of supplies and equipment to unit director as needed.
- Develop partnerships for internships, tutoring opportunities and professional development.
- Serve in both advocate and coordinating capacities between the Club’s STEM program and potential community partners (museums, libraries, corporate, schools, etc.) to develop field trips, volunteer engagement opportunities, curriculum partnerships, etc.
- Maintain and submit all record keeping including, but not limited to, member enrollment, attendance reports and activity calendars.
- Assist program and unit directors with:
  - Evaluation of program curriculum and implementation
  - Recruitment and training of STEM volunteers and interns
  - Applying for funding to support STEM programing
Ensuring all requirements of associated letters of agreements are met including, but not limited to, enrollment percentages, community partnerships and evaluation.

- Complete other duties as assigned.

### Additional responsibilities

- Knowledge and use of BGCA.net
- Assist in the planning of Club special events
- Complete Impact Assessment
- Assist in planning of Day Camp
- First aid/CPR certified
- Background check clearance

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

### Prerequisites

- Experience developing lesson plans, activities and/or curriculum.
- Familiarity with current STEM research and professional associations.
- Two or more years of experience in a leadership position working with youth.

### Basic leadership qualities

- Must possess maturity, self-control and sound judgment.
- Must have a sincere interest in helping youth.
- Must possess the energy, initiative and ability to achieve results within timeframes.
- Must possess a capacity for loyalty and support of the organization’s mission, goals and policies.

### Specific skills and aptitudes

- Exceptional organizational and planning skills.
- Well-developed written and verbal communication skills to support interaction with diverse academic and non-academic audiences.
- Ability and skills necessary to conceptualize and translate ideas into results.
- Commitment to STEM vision and mission, and ability to communicate that commitment to staff, members and their families.
- Must possess the ability to function objectively and fairly.

**This job description is not intended to cover every detail of the position as required. Its purpose is to give a broad overview of the general expectations for the person filling the position. Other duties/requirements may be added at any time, and the position description may change as necessary to meet the needs of the Club.**
STEM Part-time Technology Program Staff Job Description

Position Title: STEM/Technology Program Staff

Basic Requirements: Bachelor’s degree in applicable field (such as IT, technology education, STEM) or a combination of education and at least 1-2 years of experience in a similar position

Salary: DOE, competitive with health benefits, dental, vision, 401(k), vacation and sick leave

Summary
The Program Staff for STEM/Technology is an integral part of the program team at the Club. This position is a perfect fit for someone looking to take a first step in their career to work with youth in a science, technology, engineering and mathematics education setting.

Our technology programs have seen tremendous growth over the past five years, and it is expected that growth and improvements will continue. Our goal is to be the premier agency for youth who have an interest in technology programs.

With the No. 1 priority being their work with the kids during program hours, the person who fills this position will also be responsible for the items listed below.

Essential duties and responsibilities
• Plan and execute technology/STEM activities during afterschool and summer hours.
• Use 3D printers, tablets and other Club technology resources.
• Participate in BGCA national programs and trainings (Netsmartz, Digital Arts Festival, My.Future, robotics, coding, media programming, etc.) as necessary or desired.
• Create engaging STEM-focused local programs.
• Support marketing efforts with pictures and/or video for special events, social media, Web posts, or other needs as requested.
• Develop relationships and coordinate partnership efforts.
• Communicate with local school staff, teachers and district personnel for summer school, online program access and other issues.
• Manage audio/video setup and equipment for meetings and presentations.
• Support updates to social media outlets, website and blog.

Additional responsibilities
Networking
• Manage content filtering, network security and workstation updates.
• Manage Wi-Fi and LAN network servers.
• Provide maintenance and troubleshooting to LAN and wireless networks.
• Provide maintenance and troubleshooting for technology hardware or support outside vendors as necessary.

Security
• Monitor security system, access logs and rosters.
• Manage logs, distribution of staff ID and access cards.
Other responsibilities as needed
- Create invitations, thank-you notes and print materials for Club use.
- Document Club events with photos or social media posts as requested.
- Create and distribute quarterly newsletter (digital and print editions).
- Manage email contact list.
- Provide troubleshooting and IT assistance to staff as needed.

**This job description is not intended to cover every detail of the position as required. Its purpose is to give a broad overview of the general expectations for the person filling the position. Other duties/requirements may be added at any time, and the position description may change as necessary to meet the needs of the Club.**
Alternative Skill-based STEM Staffing and Volunteers

The Boys & Girls Club Movement was founded by volunteers, and Clubs increasingly realize that harnessing the power of volunteers can extend their budgets, allow their staff to be more focused on programs, as well as positively impact kids. A well-managed volunteer program provides loyal volunteers who contribute to the Club’s success.

Before you recruit volunteers, be sure to write a job description for the role you need a volunteer to fill. Next, find volunteers who have the skills you need and fit the role(s) – please see below for ideas on where to find skilled volunteers. All volunteers should then complete an application and be interviewed. You should also check their references and conduct a criminal background check. Once your organization selects a volunteer for a position, they should be provided with a volunteer manual and go through an orientation. Tracking a volunteer’s time and impact at the Club provides an official record of their contribution, as well as a potential source for future recognition.

Below are potential sources for volunteers and alternative skill-based STEM staffing.

Corporate volunteers

Consider your local STEM companies when sourcing volunteers! Corporations often have staff who would like to volunteer, mentor members and/or support STEM program implementation. When working with corporations, be sure to know the specifics. For example, Comcast employees have helped Clubs to run FIRST Lego League programming. This programmatic experience requires a commitment over the duration of 6-9 months, with an average time commitment of 2-4 hours per week.

Higher education volunteers and partnerships

Local colleges and universities can be approached to provide internships and volunteer opportunities to students in the STEM fields. Oftentimes, students use the opportunity as an exciting way to learn more about their field as well as get credit for their studies. Many students have to complete a capstone project or thesis. Volunteering at the Club can provide that opportunity for the volunteer, and your Club with someone who can help you meet your needs and goals.

For more information

Boys & Girls Clubs of America will be releasing extensive material about how to support skill-based volunteering at your Organization and Club through BGCA.net. For more information about volunteer programs, see: ManagementHelp.org/Staffing/Volunteers.htm.
SECTION 3: STEM Training

Technology has changed the way people communicate, and this is especially true for our tween and teen members. Now more than ever, Clubs are challenged with managing the use of members’ personal devices, and helping them make decisions that are both safe and responsible. Learn how to implement a Bring Your Own Device Policy that works for your Club.
My.Future Virtual Training Background

For more than 100 years, Boys & Girls Clubs of America has enabled young people most in need to achieve great futures as productive, caring, responsible citizens. Today, more than 4,100 Clubs serve nearly 4 million young people annually through Club membership and community outreach. Clubs provide a safe place, caring adult mentors, fun, friendship and high-impact youth development programs targeting our priority outcomes of Academic Success, Good Character and Citizenship, and Healthy Lifestyles.

Today’s world requires that youth become digitally literate. They must be able to find, evaluate, use, share and create solutions using the latest technology resources, and have opportunities to apply these skills in everyday life. To address these needs, BGCA re-built its long-standing Club Tech program from the ground up. The new technology education initiative is My.Future, which replaces Club Tech.

Through activities that require Web exploration, media production, robotics and coding, our flagship program, My.Future, is expanded to teach Club members about our digital world and ignite their passion for technology.

We recognize the Movement seeks in-depth training to implement the My.Future initiative and address the digital generation. For these reasons, we have crafted and rolled out a My.Future Virtual Training to address the immediate need. The virtual/online training will be part of our training portfolio, which will also include in-person trainings TBD.

Training overview

The My.Future Virtual Training is an in-depth training for Club staff most responsible for delivering technology programming to members. This training will provide staff with what they need to run the new My.Future technology initiative with youth, using the latest in trends/ideas around technology education, space and tools.

If you are seeking an overview of My.Future rather than a detailed implementation training, please see our pre-recorded webinar at: youtube.com/watch?v=h1GPXqRu_uA.

Target audience

The training is best suited to staff, including program directors, technology directors/coordinators and other program staff who design programs, or who interact with and teach kids.
Minimum requirements

A computer with speakers, microphone and video camera is mandatory.

A low instructor-to-participant ratio is very important. We can accept eight attendees, no more than two attendees per organization, unless openings are available after the initial call for participants.

To register for a training

View a sample agenda here:

docs.google.com/document/d/1zBw1u-7O49OBd43CNw80_By7zXUEBeLz8jCRKTPAqQ/edit?usp=sharing

Register to participate through this link: goo.gl/forms/9ii3WchkBN

Contact information

For more information, please contact the My.Future team at MyFuture@BGCA.org or call the BGCA Program Hotline: (404) 487-5411.
If you would like to offer STEM programming to your members, My.Future Virtual Training is what you need to get started. It teaches how to run the new My.Future technology initiative for youth, using the latest in technology education, space and tools.
Suggested Guidelines for Mobile Devices in Clubs

Mobile devices have changed the way young people communicate. Many devices are no longer an expensive indulgence, and the majority of our members ages 13 and older now have their own phones. Some mobile device users are as young as four years old.

For tweens and teens, the primary means of communication used on their devices is text messaging or in-app messaging. Because of the ubiquity of this new technology, Clubs are dealing with unprecedented issues in both managing the use of this technology within the Club, as well as helping members use the technology safely and wisely.

There are two recommended approaches to mobile device and mobile technology usage in Clubs: 1) Fully integrate them into the Club program, or 2) Make accommodations for their presence in ways that best support positive/effective use. While banning devices may be considered as an option, this is not a BGCA recommendation.

Clubs will need to consider their own comfort level with mobile devices and how to best manage the approach they choose. Acknowledge that members have devices, and their selected method must deal directly with this reality.

BGCA recommends full integration or accommodation, and recommends against banning devices as we work to expand tween/teen membership.

General guideline suggestions

- If staff need to email a member directly, all email communication should go through their work email addresses. At no point should staff contact members through a personal email account. Where possible, emails should be sent to groups of members, rather than to individual members. **If an email is warranted to an individual member, a designated Club staff member should be copied on the email so that it is not a one-to-one communication.**

- If staff need to text message members, this should also be done through their Club work phones, if at all possible. While at certain times this may not be possible (for example, at the Keystone Conference where text messaging may be used to coordinate activities), texts and messages should always be sent to more than one recipient, whether done from a mobile device or work email address. If an individual text or message is warranted, always copy a designated staff member on the message. (See the Integrating Mobile Technology section later in this document for instructions on sending a text message from an email address.)

- Consider getting parental permission for a member to receive text messages and other instant communications from Club staff. The Club can also include parental phone numbers in their distribution lists so that parents receive the same text as their children or teens.
• Remind staff not to “friend” members in personal Facebook or other social networking site accounts or profiles. The Club can maintain a group page that staff members and Club members can “like.” Staff should consider creating a professional profile that is separate from their personal profile for this task. The professional profile should be focused on their role as a BGCA staff member and should reflect appropriate self-disclosure.

Integration of mobile devices into the Club Program

Mobile technology is nearly ubiquitous in society and in the lives of all our members. In fact, members have come to expect that the spaces they visit, including their schools, allow mobile device usage.

The most challenging, but potentially rewarding, approach is to ensure Club staff are comfortable seeking ways to integrate mobile technology into the Club program for creative purposes, and as a tool for proactive youth development. Mobile devices, in that way, are seen as a part of the positive Club Experience and must then be messaged as such.

Some policy considerations:
• Staff awareness needs to be heightened.
  o Is a member spending all their time on mobile technology?
  o Do a number of members seem to be calling/texting on their phones? (Could signal an incident is in the works or disengagement from an activity.)
  o Is the mobile technology interfering with other Club activities?
    ▪ Ask members to leave the activity and go to a designated space for mobile technology use.
    ▪ Place time limits on mobile technology use.
    ▪ Incorporate powered-on and powered-down times at the Club.

• Determine times and places where mobile technology use is not appropriate.
  o Some possible times to consider limiting use/powering down mobile technology include:
    ▪ Club assembly times
    ▪ Club meal times
  o Some possible places to limit use/power down:
    ▪ Places where supervision is limited or privacy is important (e.g., restrooms, locker rooms, etc.)
    ▪ Places where attention to detail is important (e.g., a woodshop or other place where potentially dangerous equipment is being used)
    ▪ Situations where face-to-face communications is important (e.g., a group activity where technology is not needed, or a disciplinary setting)

Some ways mobile technology can be integrated into the Club program:
• Use various Essentials activities (MyFuture.net).

• Ask members how mobile technology might enhance an activity.
  o Allows members to be creative in their use of technology.
  o Can be used to help members understand how mobile technology can also be a hindrance to activities; this teaches appropriate times for use.
Have members help create the mobile technology policy for the Club. It gives them a sense of inclusion and ownership of the policy.

Allow members to help create advertisements and share the highlights for Club events in the community or for the Club website.

With the “always on” access to the Internet mobile technology allows, the educational value of non-technology activities can be enhanced. Looking up information on the Internet in a “just in time” setting helps teach members not only about the subject, but also how to use the Internet to be self-directed learners.

Extra care must be taken to include members who do not have access to the Internet through a mobile device. Small-group activities help with this.

Staff include opportunities in their activity plans to ask members to use their technology (e.g., to look something up online or create digital products to share information).

Structure questions so members can look things up using their mobile technology.

Use Web-based question and answer activities, such as Kahoot.it or QR Codes.

Use the Tech Center creatively so all members have Internet access – some on their mobile devices, others on traditional computers. Information relay races, or activities where members work in teams to create original products, can be a fun way to keep all members engaged, whether they have a mobile device or not.

Clubs can use mobile technology as a way to connect with members outside Club hours.

There are software programs that a Club can purchase to manage texting to mobile devices. Using such software can help Clubs develop a robust marketing and communications strategy for their programs using mobile technology.

Mobile technology can be a good communication vehicle to support teen programming.

Text messages can be sent from Outlook or other email programs. The address would be 5555555555@providerdomainname.com (e.g., ATT is @txt.att.net; Verizon, @vtext.com; Sprint, @messaging.sprintpcs.com).

For safety and monitoring, all text messages to Club teens should be sent from a Club email address or from a Club-owned mobile device. That way, monitoring and follow-up can occur if necessary. Staff should be instructed never to call or text a member from their personal mobile device or computer. For additional safety and monitoring information, see General Guideline Suggestions above.

As much as possible, Club staff should avoid one-on-one electronic communications with members. Electronic messages should have a group feel to them (i.e., addressed to a group of teens). If one-on-one communication is necessary, another Club staff member designated for that purpose should be copied on the message.

Use social networking applications to promote programs and communicate schedules (team practices, field trip dates, etc.).

Remind staff never to “friend” members with their personal social networking pages, but only to use a Club-established group page or other type of social networking site managed by the Club.
• Remind staff to make sure their personal pages are appropriate for view by all members of the Club, as well as the general public if they connect to the Club’s group page. Their social networking pages reflect back on the Club.
  • Communicate with parents through text messaging and social networking.

Allowing mobile devices into the Club with restrictions on use

A middle ground between full integration of mobile technology into the Club program and banning mobile devices from the premises is to create policies and procedures that restrict general use while integrating mobile devices into specific programs or locations.

• Consider when the member can use the device in the Club.
  o Decide how much use is allowed and when mobile devices can and cannot be used.

• Have a procedure for members who receive a parent/guardian phone call or text while in the Club.
  o Designate a specific place in the Club where such calls can be made/received.
    ▪ This may be a program space that has multiple purposes (e.g., a specific area of the Gamesroom). It is important, just like all program areas, that this space be adequately staffed.
    • How is the mobile device space supervised by staff?
    • How long do members spend in the mobile device space? Is there a time limit? A usage limit?
    • How are member requests to use mobile devices handled? Do they need to receive permission to leave the program space to go to the mobile device space? Can they go there at any time?
  o Staff need to monitor the members’ use of this space:
    ▪ How often does a particular member request to make/receive a phone call/text?
    ▪ Is there a change in the member’s demeanor or behavior after making/receiving a call or reading a text message?
    ▪ Does the climate in the Club change after a member has made/received a call or text?
  o Update your disciplinary policy to include procedures for unauthorized use of mobile technology.
    ▪ By having a designated usage space, you can alleviate the “but Mr. Jim said I could” issue.
    ▪ Have a procedure for handling confiscated equipment as noted above.
      • Don’t forget to include a procedure for handling equipment confiscated on a field trip.
• Educate the members.
  o Include media literacy and Internet safety as part of the Club’s Internet and media safety instruction.
  o Develop rules for members and communicate the rules often, including:
    ▪ When to use and not use the mobile device
    ▪ Using the mobile device space
    ▪ Consequences for inappropriate use
  o Include digital citizenship (mobile device behavior, in particular) instruction in the Club’s character development and citizenship programming.
  o Include advisor-directed digital activities, as appropriate, to model effective and positive use of personal devices, to enhance the Club Experience.

Deciding between the two approaches

Here are some questions to consider as you select your own approach:

• What does your local school district do? What expectations have they set, and what opportunities do they provide? Can you partner with them, or benchmark from their policies and/or approaches?

• What are your constituents asking for? What would members, parents and/or the community expect?

• What do you feel prepared to handle, and what else do you need to put into place before moving forward with your selection?

Conclusion

Digital, Internet-connected devices are nearly ubiquitous in society and our members’ lives. By embracing technology, Clubs can be seen as relevant and engaging spaces. Of course, it is essential to manage this technology effectively by engaging all the Club’s stakeholders (staff, board, members, parents) in developing the mobile technology (Bring Your Own Device, or BYOD) policy for the Club, and to communicate that policy on a regular basis.

Additional questions can be sent to BGCA’s My.Future team at MyFuture@BGCA.org.
BYOD Memo to Parents Template

Boys & Girls Clubs of [NAME] has adopted a Bring Your Own Device (BYOD) policy for its Clubs.

This policy will allow members to bring many of their own technology devices – including laptops, tablets and/or smartphones – to the Club for educational use in our facilities. However, members are never required to bring their personal technology to the Club. All members will be able to continue to use our Club technology equipment, and no member will be left out of a program experience because they do not have a personal device.

• If you would like your child to participate in this program, please read and discuss the following BYOD Acceptable Use Policy with your child. If you and your child agree, return the portion with your names and signatures to Club staff.

• If you don’t want your child to participate, you do not need to take any action.

Thank you for your understanding and reinforcement of the procedures and expectations for this initiative.

Your suggestions and feedback are always welcome. If you have questions about the BYOD program, please contact [Club Staff] at [Phone].
BYOD Acceptable Use Policy Template

The [Name] Boys & Girls Club adopts this policy to maintain a safe and secure environment for members, staff, volunteers and others.

A personally owned device includes all member-owned existing and emerging technologies and devices that can take photographs; play and record audio or video; input text; upload and download content and/or media; and transmit or receive messages or images.

Emerging technologies and devices include but are not limited to cell phones, computers, tablets and storage media (e.g., flash drives), as well as communication tools including social media sites, text messages, chat and websites.

Not all devices are covered within this policy. Unacceptable devices in this policy include, but are not limited to, gaming devices or consoles, laser pointers, modems or routers and televisions.

Club purposes include program activities, career development, communication with experts and/or Club peer members, homework and Club activities. Members are expected to act responsibly and thoughtfully when using technology resources. Members bear the burden of responsibility to ask staff when they aren’t sure of the permissibility of a particular use of technology prior to engaging in the use.

Personally owned devices are permitted for use during Club time for Club purposes and in approved locations only. The Club expressly prohibits the use of personally owned devices in locker rooms, restrooms and other areas where there is an expectation of privacy.

Any inappropriate use of a personally owned device, as determined by Club staff, can lead to disciplinary action including, but not limited to, confiscation of the device, immediate suspension from the Club, termination of membership, or other disciplinary actions determined to be appropriate to the Club’s existing disciplinary policies including, if applicable, referral to local law enforcement.

Inappropriate communication includes, but is not limited to, obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language or images typed, posted or spoken by members; information that could cause damage to an individual or the Club community, or create the danger of disruption of the Club environment; personal attacks, including prejudicial or discriminatory attacks; harassment (persistently acting in a manner that distresses or annoys another person) or stalking others; knowingly or recklessly posting false or defamatory information about a person or organization; and communication that promotes the destruction of property, including the acquisition or creation of weapons or other destructive devices. If a member is told to stop sending communications, that member must cease the activity immediately.

Members may not use any technology to harass, threaten, demean, humiliate, intimidate, embarrass, or annoy their peers or others in their community. This behavior is cyberbullying, which is bullying that takes place using emerging technologies and devices. Examples of cyberbullying include mean text messages or emails; rumors sent by email or posted on social
networking sites; and embarrassing pictures, videos, websites or fake profiles. Any cyberbullying that is determined to disrupt the safety and/or well-being of the Club, Club member, Club staff or community is subject to disciplinary action.

Members must be aware of appropriateness of communications when using Club or personally owned devices. Inappropriate communication is prohibited in any public messages, private messages and material posted online by members.

**Monitoring and inspection.** Boys & Girls Club of [Name] reserves the right to monitor, inspect, copy and review a personally owned device that is brought to the Club. Parents/Guardians will be notified before such an inspection takes place and may be present, at their choice, during the inspection. Parents/Guardians may refuse to allow such inspections. If so, the member may be barred from bringing personally owned devices to the Club in the future.

**Internet access.** Personally owned devices used at the Club are not permitted to directly connect to the Internet through a phone network or other content service provider. Personally owned devices must access the Internet via the Club’s content-filtered wireless network. Boys & Girls Club of [Name] reserves the right to monitor communication and Internet traffic, and to manage, open or close access to specific online websites, portals, networks or other services. Members must follow Club procedures to access the Club’s Internet service.

**Loss and damage.** Members are responsible for keeping the device with them at all times. Staff are not responsible for the security and condition of the member’s personal device. Furthermore, the Club is not liable for the loss, damage, misuse or theft of any personally owned device brought to the Club.

**Parental notification and responsibility.** BGCA’s Internet Acceptable Use Policy restricts the access of inappropriate material. However, supervision of usage may not always be possible while members use the Internet. Due to the wide range of material available on the Internet, some material may not fit the particular values of members and their families. Because of this, it is not practical for BGCA to monitor and enforce a wide range of social values in student use of the Internet. If parents do not want members to access information beyond the scope of the Internet Acceptable Use Policy, parents should instruct members not to access such materials.
Parent and Member Permission Form Template

Any parent who wishes for their child to use a personally owned electronic device within the Boys & Girls Club of [NAME] must read, sign and submit this agreement to Club staff.

1. In order to use the Boys & Girls Club BYOD services (including the wireless network), members and parents must review and sign the BYOD Acceptable Use Policy. This is considered a legally binding agreement.

2. Members will take full responsibility for their device and keep them with them at all times. Members may not lend their device to any other Club member or staff. The Club is not responsible for the security of the device or loss/damage/theft of a personally owned device.

3. Members are responsible for the proper care of their personal device, including any costs of repair, replacement or any modifications needed to use the device at the Club.

4. Members should only use their device to access services, networks or files relevant to Club-sanctioned programs. Members should only use the features of their device, including, but not limited to, taking or transmitting pictures, videos, location information or other features in accordance with program offerings.

5. Members may not use the device to record, transmit or post pictures, videos, or other information of or about a person or persons at the Club. Nor can any images, videos, or other information recorded at the Club be transmitted or posted at any time without the express permission of Club staff.

6. Members must use the Club’s secured wireless network. Use of cellular (e.g., 3G, 4G) wireless connections is not allowed.

7. The Club reserves the right to inspect a member’s personal device. Parents/Guardians will be notified and allowed to be present before any such inspection takes place. Parents/Guardians are free to refuse to allow Club staff to inspect a device; however, that member may be barred from bringing personally owned devices to the Club in the future. This decision will be at the Club’s discretion.

8. Members must comply with staff requests to shut down or turn off the device when asked. Failure to do so may result in the member being barred from bringing personal devices in the future.

9. Violations of any Club policies, administrative procedures or Club rules involving a member’s personally owned device may result in the loss of use of the device at the Club and/or disciplinary action.
I, the undersigned, as a member of the Boys & Girls Club of \[NAME\], have reviewed the BYOD Acceptable Use Policy and guidelines. I understand that any violation of the policy or guidelines may result in revocation of technology privileges and possible further disciplinary action.

Member’s name: ___________________________ Member’s signature: _______________________

Date: ___________________________

I, the undersigned legal guardian, have reviewed the BYOD Acceptable Use Policy and guidelines for the Boys & Girls Club of \[NAME\]. My child, ________________________________, is also aware of the terms and conditions.

Parent’s name: ___________________________ Parent’s signature: _______________________

Date: ___________________________
Every Club is unique as the members they serve. Customize your STEM programming with My.Future suggested technologies according to your Club’s own capacity and member interests. Use the following Tech Center Packages, Internet and software suggestions to get your Club on the right track.
# My.Future Foundational Tech Center Package

<table>
<thead>
<tr>
<th>Description</th>
<th>Qty. per Site</th>
<th>Est. Cost</th>
<th>Subtotal</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Computing</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Workstation (i5 or better, or equivalent)</td>
<td>2</td>
<td>$715.00</td>
<td>$1,430.00</td>
</tr>
<tr>
<td>23'' Screens</td>
<td>2</td>
<td>$140.00</td>
<td>$280.00</td>
</tr>
<tr>
<td>HD Projector</td>
<td>1</td>
<td>$400.00</td>
<td>$400.00</td>
</tr>
<tr>
<td>10'' Windows Tablet</td>
<td>10</td>
<td>$250.00</td>
<td>$2,500.00</td>
</tr>
<tr>
<td>Keyboard and Stand</td>
<td>10</td>
<td>$50.00</td>
<td>$500.00</td>
</tr>
<tr>
<td><strong>Choose one kit from the specializations below</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Video/Film Focus Kit</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DSLR</td>
<td>1</td>
<td>$630.00</td>
<td>$630.00</td>
</tr>
<tr>
<td>Digital Camera (Point + shoot)</td>
<td>2</td>
<td>$250.00</td>
<td>$500.00</td>
</tr>
<tr>
<td>Chroma Key Backdrop</td>
<td>1</td>
<td>$60.00</td>
<td>$60.00</td>
</tr>
<tr>
<td>Adobe Premier &amp; Photoshop Elements</td>
<td>2</td>
<td>$90.00</td>
<td>$180.00</td>
</tr>
<tr>
<td>FL Studio</td>
<td>1</td>
<td>$200.00</td>
<td>$200.00</td>
</tr>
<tr>
<td>Microphone &amp; Interface Kit</td>
<td>1</td>
<td>$279.00</td>
<td>$279.00</td>
</tr>
<tr>
<td>Lego EV3 Kit</td>
<td>1</td>
<td>$279.00</td>
<td>$279.00</td>
</tr>
<tr>
<td>Virtual Robotics Software (10-seat license)</td>
<td>1</td>
<td>$180.00</td>
<td>$180.00</td>
</tr>
<tr>
<td>Rubik’s Cube Classroom Set</td>
<td>1</td>
<td>$125.00</td>
<td>$125.00</td>
</tr>
<tr>
<td>SNAP Circuits Student Set</td>
<td>3</td>
<td>$144.00</td>
<td>$432.00</td>
</tr>
<tr>
<td>Minecraft Education</td>
<td>12</td>
<td>$18.00</td>
<td>$216.00</td>
</tr>
<tr>
<td>Minecraft Education Server</td>
<td>1</td>
<td>$41.00</td>
<td>$41.00</td>
</tr>
<tr>
<td>Mini Android Tablet 8” (for App Lab program)</td>
<td>5</td>
<td>$150.00</td>
<td>$750.00</td>
</tr>
<tr>
<td>Adafruit ARDX Experiment Kit</td>
<td>2</td>
<td>$76.50</td>
<td>$153.00</td>
</tr>
<tr>
<td>Little Bits Coding Arduino</td>
<td>4</td>
<td>$80.00</td>
<td>$320.00</td>
</tr>
<tr>
<td>Makey Makey Kit</td>
<td>3</td>
<td>$45.00</td>
<td>$135.00</td>
</tr>
<tr>
<td>Mini 3D Printer</td>
<td>1</td>
<td>$1,240.00</td>
<td>$1,240.00</td>
</tr>
<tr>
<td>Makerbot PLA Filament (small, any color)</td>
<td>1</td>
<td>$16.00</td>
<td>$16.00</td>
</tr>
<tr>
<td>Mini Tablets</td>
<td>3</td>
<td>$150.00</td>
<td>$450.00</td>
</tr>
<tr>
<td><strong>Robotics Focus Kit</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lego EV3 Kit</td>
<td>3</td>
<td>$349.99</td>
<td>$1,049.97</td>
</tr>
<tr>
<td>Virtual Robotics Software (10-seat license)</td>
<td>1</td>
<td>$180.00</td>
<td>$180.00</td>
</tr>
<tr>
<td>Rubik’s Cube Classroom Set</td>
<td>1</td>
<td>$125.00</td>
<td>$125.00</td>
</tr>
<tr>
<td>SNAP Circuits Student Set</td>
<td>3</td>
<td>$144.00</td>
<td>$432.00</td>
</tr>
<tr>
<td>Minecraft Education</td>
<td>12</td>
<td>$18.00</td>
<td>$216.00</td>
</tr>
<tr>
<td>Minecraft Education Server</td>
<td>1</td>
<td>$41.00</td>
<td>$41.00</td>
</tr>
<tr>
<td>Mini Android Tablet 8” (for App Lab program)</td>
<td>5</td>
<td>$150.00</td>
<td>$750.00</td>
</tr>
<tr>
<td>Adafruit ARDX Experiment Kit</td>
<td>2</td>
<td>$76.50</td>
<td>$153.00</td>
</tr>
<tr>
<td>Little Bits Coding Arduino</td>
<td>4</td>
<td>$80.00</td>
<td>$320.00</td>
</tr>
<tr>
<td>Makey Makey Kit</td>
<td>3</td>
<td>$45.00</td>
<td>$135.00</td>
</tr>
<tr>
<td>Mini 3D Printer</td>
<td>1</td>
<td>$1,240.00</td>
<td>$1,240.00</td>
</tr>
<tr>
<td>Makerbot PLA Filament (small, any color)</td>
<td>1</td>
<td>$16.00</td>
<td>$16.00</td>
</tr>
<tr>
<td>Mini Tablets</td>
<td>3</td>
<td>$150.00</td>
<td>$450.00</td>
</tr>
</tbody>
</table>
## My.Future Intermediate Tech Center Package

<table>
<thead>
<tr>
<th>Description</th>
<th>Qty. per Site</th>
<th>Est. Cost</th>
<th>Subtotal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Member Workstation [PC Intel Core i7 3770 (3.60GHz) 4GB DDR3 1TB HDD]</td>
<td>10</td>
<td>$865.00</td>
<td>$8,650.00</td>
</tr>
<tr>
<td>Additional memory - HP - DDR - 4 GB - DIMM 240-pin</td>
<td>10</td>
<td>$45.00</td>
<td>$450.00</td>
</tr>
<tr>
<td>Monitor (23&quot; flat screen) ViewSonic VX2370Smh-LED Black 23&quot; 7ms (GTG) IPS-Panel HDMI Widescreen LED Monitor Frameless Design Built-in Speakers</td>
<td>10</td>
<td>$160.04</td>
<td>$1,600.40</td>
</tr>
<tr>
<td>Galaxy Tab 4 Education</td>
<td>5</td>
<td>$345.00</td>
<td>$1,725.00</td>
</tr>
<tr>
<td>Galaxy Tab 4 Education Wired Keyboard</td>
<td>5</td>
<td>$29.99</td>
<td>$149.95</td>
</tr>
<tr>
<td>Makey Makey kit</td>
<td>2</td>
<td>$49.95</td>
<td>$99.90</td>
</tr>
<tr>
<td>For one machine (above) - Sapphire Radeon R9 270 Dual-X OC w/Boost graphics card</td>
<td>1</td>
<td>$165.00</td>
<td>$165.00</td>
</tr>
<tr>
<td>Adobe Premier/After Effects (available through Tech Soup)</td>
<td>1</td>
<td>$22.00</td>
<td>$22.00</td>
</tr>
<tr>
<td>Canon EOS Rebel T3i DSLR Camera with 18-55mm and 75-300mm Lens Kit (B&amp;H # CAEDRT3IKK3) (B&amp;H Kit)</td>
<td>1</td>
<td>$799.00</td>
<td>$799.00</td>
</tr>
<tr>
<td>SanDisk - 64GB Extreme UHS-I U3 SDXC Memory Card (Class 10)</td>
<td>1</td>
<td>$44.95</td>
<td>$44.95</td>
</tr>
<tr>
<td>Sennheiser MKE 400 Compact Video Camera Shotgun Mic</td>
<td>1</td>
<td>$190.00</td>
<td>$190.00</td>
</tr>
<tr>
<td>Sony Lightweight Tripod</td>
<td>1</td>
<td>$37.00</td>
<td>$37.00</td>
</tr>
<tr>
<td>Savage 5x9 Economy Background/Stand Kit – Green/Regular (green screen)</td>
<td>1</td>
<td>$78.95</td>
<td>$78.95</td>
</tr>
<tr>
<td>Lego EV3 Kit</td>
<td>4</td>
<td>$349.99</td>
<td>$1,399.96</td>
</tr>
<tr>
<td>Arduino Maker Kit</td>
<td>1</td>
<td>$64.99</td>
<td>$64.99</td>
</tr>
<tr>
<td>MineCraft Licenses (&quot;building&quot; video game)</td>
<td>10</td>
<td>$24.00</td>
<td>$240.00</td>
</tr>
<tr>
<td><strong>Approximate Total</strong></td>
<td></td>
<td></td>
<td><strong>$15,717.10</strong></td>
</tr>
</tbody>
</table>
# My.Future Advanced Tech Center Package

<table>
<thead>
<tr>
<th>Description</th>
<th>Qty. per Site</th>
<th>Est. Cost</th>
<th>Subtotal</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Computing</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Member Workstation [PC Intel Core i7 3770 (3.60GHz) 4GB DDR3 1TB HDD]</td>
<td>15</td>
<td>$865.00</td>
<td>$12,975.00</td>
</tr>
<tr>
<td>Monitor (23” flat screen) ViewSonic VX2370Smh-LED Black 23” 7ms (GTG) IPS-Panel HDMI Widescreen LED Monitor Frameless Design Built-in Speakers</td>
<td>15</td>
<td>$175.00</td>
<td>$2,625.00</td>
</tr>
<tr>
<td>USB Webcam (1080p HD)</td>
<td>4</td>
<td>$90.00</td>
<td>$360.00</td>
</tr>
<tr>
<td>Galaxy Tab 4 Education</td>
<td>15</td>
<td>$369.00</td>
<td>$5,535.00</td>
</tr>
<tr>
<td>Galaxy Tab 4 Education Stand</td>
<td>15</td>
<td>$20.00</td>
<td>$300.00</td>
</tr>
<tr>
<td>Galaxy Tab 4 Education Wired Keyboard</td>
<td>15</td>
<td>$29.99</td>
<td>$449.85</td>
</tr>
<tr>
<td>Mobile Device Physical Management Infrastructure (cabinet)</td>
<td>1</td>
<td>$1,000.00</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>Performance / Media Editing Computer</td>
<td>1</td>
<td>$1,500.00</td>
<td>$1,500.00</td>
</tr>
<tr>
<td>Monitor (23” flat screen)</td>
<td>1</td>
<td>$200.00</td>
<td>$200.00</td>
</tr>
<tr>
<td>Makey Makey Kit</td>
<td>8</td>
<td>$49.99</td>
<td>$399.92</td>
</tr>
<tr>
<td>PreSonus AudioBox Studio Package</td>
<td>1</td>
<td>$99.95</td>
<td>$99.95</td>
</tr>
<tr>
<td>Korg Micro-Key – USB MIDI Keyboard</td>
<td>1</td>
<td>$79.99</td>
<td>$79.99</td>
</tr>
<tr>
<td>M-Audio Studiophile AV 40</td>
<td>1</td>
<td>$119.00</td>
<td>$119.00</td>
</tr>
<tr>
<td>Performance/Media Editing Computer</td>
<td>1</td>
<td>$1,100.00</td>
<td>$1,100.00</td>
</tr>
<tr>
<td>Monitor (23” flat screen)</td>
<td>1</td>
<td>$200.00</td>
<td>$200.00</td>
</tr>
<tr>
<td>Adobe Premier/After Effects (available through Tech Soup)</td>
<td>1</td>
<td>$22.00</td>
<td>$22.00</td>
</tr>
<tr>
<td>Canon EOS Rebel T3i DSLR Camera With 18-55mm and 75-300mm Lens Kit (B&amp;H # CAEDRT3IKK3) (B&amp;H Kit)</td>
<td>1</td>
<td>$799.00</td>
<td>$799.00</td>
</tr>
<tr>
<td>SanDisk Extreme 64GB Memory Card</td>
<td>1</td>
<td>$49.95</td>
<td>$49.95</td>
</tr>
<tr>
<td>Sennheiser MKE 400 Compact Video Camera Shotgun Mic</td>
<td>1</td>
<td>$194.00</td>
<td>$194.00</td>
</tr>
<tr>
<td>Sony Lightweight Tripod</td>
<td>1</td>
<td>$37.00</td>
<td>$37.00</td>
</tr>
<tr>
<td>Savage 5x9 Economy Background/Stand Kit – Green/Regular (green screen)</td>
<td>1</td>
<td>$78.95</td>
<td>$78.95</td>
</tr>
<tr>
<td>Lego EV3 Kit</td>
<td>4</td>
<td>$349.99</td>
<td>$1,399.96</td>
</tr>
<tr>
<td>Minecraft Licenses</td>
<td>15</td>
<td>$24.00</td>
<td>$360.00</td>
</tr>
<tr>
<td>Adruino Maker Kit</td>
<td>5</td>
<td>$64.99</td>
<td>$324.95</td>
</tr>
<tr>
<td><strong>Approximate Total</strong></td>
<td></td>
<td></td>
<td><strong>$30,209.52</strong></td>
</tr>
</tbody>
</table>
Core Software Image

BGCA is transforming the way we use technology in our Clubs. The software listed below indicate what Club staff may opt to integrate into computers that are created at/for their Clubs. BGCA, through a BGCA.net application, can provide access to Microsoft licensing for some Microsoft products. Other commercial software (for example, Photoshop) may be procured through your individual partnership with TechSoup.

Note that BGCA is moving away from recommending Clubs purchase only computers for their labs. Tablets of all varieties are successfully used in Clubs. The software for tablets is too diverse to list. Nonetheless, these application types (see below) indicate what’s possible.

Operating system and system tools
- *Windows 8.1 Update 1
- *Internet Explorer
- Microsoft suite: Movie Maker, .NET, Silverlight, Media Player
- Adobe Reader, Adobe Flash
- Apple Quicktime
- 7 Zip
- XNA Framework

Productivity
- *Microsoft Office 2013
- Microsoft Math

Reference software
- Google Earth: Provides exploration via detailed satellite and data mapping capabilities.
- Kahn Academy: Provides reference and training/support for core K-12 curriculum.
- Wikipedia (Windows 8.1 application recommended by Microsoft PII network): Provides quick access to information for initial research inquiry.

Web browsers
- One or the other
  - Google Chrome: Provides a secure, stable browser environment.
  - Mozilla Firefox: Provides a secure, stable browser environment.

Music editing software
- Audacity
- ACID Xpress (issues with license agreement)
Graphic editing software
- Paint.Net
- GIMP
- Pivot Stick Figure Animator (check terms)

Programming software
- Code.org (a link to the Web-based coding programs and activities)
- Scratch 2.x (or link to the Web-based Scratch)
  - Scratch 1.4 install – scratch.mit.edu/scratch_1.4
  - Scratch 2.x install – scratch.mit.edu/scratch2download
- KODU
- Microsoft Small Basic
- Microsoft Expression Web
- Notepad++
- Filezilla

* Indicates software is available through BGCA.net software donation application.

Santa Ana recently renovated their Club. They decided to challenge everything with the goal of building a “Club of the future.” They brought on a staff member dedicated to obtaining new technology, creating programs to properly use the equipment, and staying up-to-date with the latest trends and ideas.

Rather than invest in a single room of desktop computers at a higher cost, Santa Ana replaced their traditional computer lab with something groundbreaking. The Club purchased cost-efficient devices, which allows more members to use them. These include mobile devices such as laptops, tablets, Chromebooks and iPads, which are docked on mobile technology carts to charge overnight. Staff members distribute the fully charged devices to their members as they arrive to the Club.

Every member has access to a device during Club hours, and their robust Wi-Fi system handles the needed bandwidth, as this was part of the planning early on. IT consultants from local companies were brought in to help determine a layout that would reach all parts of the building, and the necessary wiring and connectivity to accommodate the number of users were added during construction.

However, just getting such a system up and running doesn’t mean the work is finished. Rather than wait around for their current technology to fall apart and lose their cutting edge programs, they created a replacement cycle plan to upgrade these devices every three years.
Comcast Business Internet Services

Transform the way you use technology in Clubs with fast Internet. Make your Club location truly a place where great futures are started each and every day – get fast Internet so your members don’t have to wait to make learning fun.

Get any Internet plan at 25% off per month with a one-year agreement.

Complete the form online at business.comcast.com/landingpage/national/boysandgirlsclub or call (866) 626-6961 to speak with your Dedicated Comcast National Account Manager. They can listen to your needs, provide you with a free consultation, and help you choose the right services for your local Clubs.

Here are some of our Internet plans:

- **Internet Starter**
  - 16/3Mbps speeds for only $53 a month

- **Deluxe 50**
  - 50/10Mbps speeds for less than $83 a month

- **Deluxe 75**
  - 75/15Mbps speeds for less than $113 a month

- **Deluxe 100+**
  - 100/20Mbps speeds for less than $147 a month

- **Deluxe 150**
  - 150/20Mbps speeds for less than $189 a month

Having Comcast Business Internet means:

- Fast Internet to help your organization increase productivity!
- Reliable service!
- Popular features included to make your daily routines seamless!
- Getting the speed you pay for!
- Business Wi-Fi standard included*!
- Static IP Address Available – Starting at $19.95 a month!

Adding business, TV and phone for a low price
With My.Future, there is something for everyone, and it will work just about anywhere. With a seemingly endless variety of programs available, your members will discover the technology they’re passionate about, and you’ll have the satisfaction of helping them develop their expertise over time. Explore some of the programs available in this section.
### Stem Program Portfolio

<table>
<thead>
<tr>
<th>STEM Focus</th>
<th>Description</th>
<th>Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>Essentials (E/M/H)</td>
<td>Tech</td>
<td>Foundational digital literacy program. MyFuture.net</td>
</tr>
<tr>
<td>Internet Safety (E/M)</td>
<td>Tech</td>
<td>To ensure young people are safe online. E/M/H: Netsmartz.org / H: commonsensemedia.org</td>
</tr>
<tr>
<td>Hour of Code (E/M/H)</td>
<td>Tech</td>
<td>Foundational introduction to coding. Requires one hour (for starters), leading to CS First. Code.org</td>
</tr>
<tr>
<td>Google CS First (M/H)</td>
<td>Tech</td>
<td>Introductory coding that uses Scratch – the evolution of the former Game Tech programs. cs-first.com</td>
</tr>
<tr>
<td>App Inventor (H)</td>
<td>Tech</td>
<td>Intermediate-level coding using MIT’s App Inventor and a co-created curriculum to build Android Applications. MyFuture.net</td>
</tr>
<tr>
<td>Clay Tech (E/M)</td>
<td>Tech</td>
<td>Foundational digital arts programming that engages youth in building digital animations. MyFuture.net/Pages/Clay-Tech-Ext.aspx</td>
</tr>
<tr>
<td>Robo Tech (M/H)</td>
<td>Tech/Engin.</td>
<td>Foundational robotics program that engages youth in building robots using Lego Mindstorms.</td>
</tr>
<tr>
<td>FIRST Lego League (M)</td>
<td>Tech/Engin.</td>
<td>International robotics competition based on Lego Mindstorms Robotics. Registration opens early summer and closes by Sept. 1 each year.</td>
</tr>
<tr>
<td>FIRST Robotics (H)</td>
<td>Tech/Engin.</td>
<td>International robotics competition for very advanced STEM Clubs. High school students build and program a robot from scratch to overcome specific challenges.</td>
</tr>
<tr>
<td>Building Blocks (M)</td>
<td>Engin.</td>
<td>Foundational engineering experiences that engage youth in engineering challenges. scholastic.com/STEMtoolkit</td>
</tr>
<tr>
<td>DIY Stem (M)</td>
<td>Sci./Engin.</td>
<td>Foundational STEM experiences that engage youth in simple science projects using in-Club resources. GreatFutures.org/Pages/TWC-DIYSTEM.aspx</td>
</tr>
<tr>
<td>SBG STEM Modules (M)</td>
<td>Sci./Engin.</td>
<td>Foundational STEM experiences that integrate into Summer Brain Gain. Available as part of SBG.</td>
</tr>
</tbody>
</table>

E=Elementary School  
M= Middle School  
H=High School
DIY STEM Fact Sheet

GOAL: To promote interest in and awareness of science, technology, engineering and math (STEM) and provide STEM-related learning opportunities for traditionally underserved groups, including girls and young people of color.

WHY: With DIY STEM, Clubs can provide members who might otherwise not have access to STEM experiences with simple, fun, hands-on activities. Exposure to science, technology, engineering and math is critical during the tween years, when Club members’ natural curiosity drives interest and builds capacity for success in these disciplines. This is an ideal time to engage. Additionally, research shows that youth learn better when they don’t feel pressure to “fit in,” as girls of this age group may feel in groups with boys. For this reason, Clubs are encouraged to experiment with offering DIY STEM in single-gender groups.

WHO: Boys & Girls Club members ages 9 to 12

WHAT: DIY STEM is an activity-based program that helps young people make connections between scientific principles and real-world application. This low-cost program can be run using common items that Clubs may have on hand or can procure easily to demonstrate various STEM concepts in six thematic units:
   1. Energy and Electricity
   2. Engineering Design
   3. Food Chemistry
   4. Intro to Aeronautics
   5. Intro to Robotics

Culminating events allow parents, siblings, Club staff, and other stakeholders to observe and delight in the efforts of Club members. These events provide opportunities for socialization among parents, Club staff and participants, and to recognize member participation. And, in this forum, Clubs professionals may speak to the importance of creative, collaborative, inquiry-based opportunities to develop critical thinking skills for all young people.

WHERE: DIY STEM is available on the BGCA.org website.

WEBSITE: BGCA.org/WhatWeDo/EducationCareer/Pages/DIY-STEM.aspx

CONTACT: STEM@BGCA.org
Essentials Fact Sheet

GOAL:  Members learn and apply foundational Internet, media and information literacy skills they need to succeed in school, life and in more advanced Club programming.

WHY:  Internet, media and information literacy are essential for success in school, the workplace and life.

WHO:  Boys & Girls Club members ages 6-18

WHAT:  Essentials consists of staff-facilitated project experiences that provide members of all ability levels with foundational technology skills to explore three central themes: building, exploring and communicating.

Staff can tailor their members’ experiences by selecting from more than 40 activities designed for foundational, intermediate and advanced levels. Each activity requires about 45 minutes to complete, although some may require more time if members’ interest levels and passion carry them forward.

Members store their in-progress or final project materials in a cloud storage portfolio of their choice. Cloud storage allows easy access, sharing and revision.

Final project portfolio materials can be presented to peers in a culminating digital badge presentation. Digital badges signify completion and can be used by Clubs to link completion to Club rewards, opportunities, technology access or recognition.

WHERE:  Essentials is available on MyFuture.net. For staff, materials are available through the My.Future Staff Portal. Using the portal, Club staff can access implementation and planning guides, as well as information about digital badges. They can also issue digital badges to members and learn much more about the My.Future program.

WEBSITE:  MyFuture.net

CONTACT:  MyFuture@BGCA.org
**Code.org Fact Sheet**

**GOAL:** Computer science is a scientific discipline that drives computation and its applications. Computer science is a key 21st century skill that is now high in demand in the job market. Code.org resources provide the best first way to engage your members of all ages in learning computer science concepts. Code.org runs the annual Hour of Code campaign that many Clubs participate in – by using the Code.org resources.

**WHY:** Code.org resources provide staff and members with an incredibly easy and quick way to explore computer science. The resources – including games, logic puzzles and even offline “unplugged” experiences – are fun, easy to use and effective.

**WHO:** Boys & Girls Club members ages 8-18

**WHAT:** Code.org resources provide an easy first engagement to teach about computer science. Code.org has culled resources from leading computer science education providers, including MIT’s Scratch (used for CS First), and even has built their own resources to address the youngest (8-12) age group.

Code.org’s resources are free and can be accessed on any computer with an Internet connection. Additionally, during the Hour of Code campaign in the fall (November – December timeframe), Code.org makes additional resources available through its website.

**WHERE:** The best Code.org experience will be with Internet-connected computers to access Code.org’s Web-based tutorials. There will be no downloads or sign-ins. And you don’t need a computer for every member. Code.org also provides experiences called CS Unplugged, which do not require computers or connectivity.

**WEBSITE:** Code.org/Learn

**CONTACT:** MyFuture@BGCA.org
Google CS First Fact Sheet

GOAL: Computer science is a scientific discipline that drives computation and its applications. Computer science is a key 21st century skill that is now high in demand in the job market. Google’s CS First provides free, easy-to-use computer science enrichment materials to engage members of all ages and interests.

WHY: With Google CS First, members use computers to make fun projects, called programs. It exposes members to problem-solving and logic proficiencies needed across learning disciplines. It allows them to explore, solve problems, do work and save time.

WHO: Boys & Girls Club members ages 9-14

WHAT: CS First is an entry-level computer science program created by Google. It is suited for an enrichment or Club environment, and is appropriate for grades 4-8 (ages 9-14).

CS First and the programming tool it uses, Scratch, are free resources that can be accessed on any computer with an Internet connection.

WHERE: This programming can be conducted anywhere there is a Club facilitator and computers with Internet access.

WEBSITE: cs-first.com

CONTACT: To start a CS First program in your Club, visit cs-first.com/start-club.
App Lab Fact Sheet

**GOAL:** Members learn and apply the design process, basic computer science concepts, and problem solving to the development and presentation of their own app idea.

**WHY:** Computer science and design skills are increasingly important to everyday tasks and future workplace success.

**WHO:** Boys & Girls Club members ages 12-18

**WHAT:** App Inventor offers a digital app development curriculum specifically targeting middle school aged youth. The program consists of 15 sessions covering the basics of using MIT's App Inventor website, designing and developing a new app, and crafting a presentation to share with others.

The program can be completed by any member, regardless of experience level, but does require some dedicated staff time for setup and planning.

**WHERE:** App Lab is available as an Extension on the My.Future website.

**WEBSITE:** MyFuture.net

**CONTACT:** MyFuture@BGCA.org
MyClubMyLife Fact Sheet

GOAL: MyClubMyLife is Boys & Girls Club of America’s premier teen-focused Web experience, which serves as a one-stop shop for teens who want to be in the know.

WHY: From Club news, program successes and social interaction to teen life, sports and entertainment, MyClubMyLife has something of value for all teens.

WHO: Boys & Girls Club members ages 13-18

WHAT: MyClubMyLife enables Club staff to provide fun and safe content for teens, which is viewable on all devices. From career exploration to scholarship and healthy lifestyle resources, staff will have what they need to support Club activities.

Post Club shout-outs and event highlights on #MyClubMyLife social media pages. Share the online contests with your teens, so they have the chance to win prizes. And best of all, encourage your teens to submit their content and become featured site contributors.

WHERE: MyClubMyLife is available at MyClubMyLife.com. Submit your Club’s content by logging onto BGCA.Submittable.com/Submit.

WEBSITE: MyClubMyLife.com

CONTACT: MyClubMyLife@BGCA.org
SECTION 7:
Connecting With BGCA for STEM Information

We are here to support your Club’s STEM programming every step of the way. Whether you call our Program Hotline with questions, log onto BGCA.net for grant announcements, join the My.Future mailing list to get the latest news and offerings delivered to your inbox, or join our live Tech Talk discussions – you’ll be connected with the BGCA community of STEM facilitators.
My.Future Communication Means

BGCA Program Hotline

By calling a single phone number – (404) 487-5411 – Boys & Girls Club staff and volunteers can get answers to all program-related questions, including training opportunities for youth development professionals.

Calls to the hotline will be answered by a live PTYDS staff member on business days from 8 a.m. to 5 p.m., EST. Outside those hours, callers will be able to leave voice mail messages, which will be returned within one business day.

Location: (404) 487-5411

BGCA.net

BGCA.net’s Grant Announcements is the only way BGCA shares technology and STEM-related grant opportunities. Be sure you and your staff are tuned to BGCA.net’s grant resources to receive this information!

Location: BGCA.net

My.Future mailing list

We wanted to follow up to let you know about the My.Future mailing list, which is a resource for your organization’s technology education staff.

By joining this list, participants can learn what’s new in technology education, computing, devices, policy and design/maker spaces! Those who sign up for the My.Future mailing list have access to education technology news, tips and other programmatic ideas.

We generally send information 1-2 times per month. Note grant opportunities will not be publicized on the list. All grant opportunities made available by BGCA will be messaged through BGCA.net.

Location: goo.gl/DVV972

My.Future Tech Talks

My.Future Tech Talk spreads great tech program ideas throughout the Movement. Each live talk features a BGCA moderator who engages 2-4 Club staff as expert panelists. The moderator also facilitates Q&As between the viewing audience and panelists.

Tech Talks feature cutting-edge STEM-related programmatic opportunities. Prior talks have explored digital literacy, coding, 3D printing and robotics. We post information about upcoming Tech Talks to BGCA.net and the My.Future mailing list.

Location: Online, hosted quarterly. Look for the link in announcements posted to BGCA.net and through the My.Future mailing list.