

SPYCW

Communications & Marketing Team

Student Management Team

Logistics Team

Programming Team

Operations Team

Housing & Transportation

Fundraising Chair

Website Chair

Social Media and Public Relations Chair

Application Selection Chair

Documentation & Waivers Chair

Education Facility Chair

Storage Management Chair

Educational Planning Chair

Week-long Project Chairs

Dorm Planning Chair

Dorm & Transportation Chair

LANL Tour Chair

Swag Chair

Food & Refreshments Chair

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Communications & Marketing Team

Website Chair

- Build up and update website
- Coordinate with Social Media & Public Relations Chair and Educational Planning Chair

Social Media & Public Relations Chair

- Send out Facebook announcements
- Reach out to and work with: local newspapers, news channels, LANL and Sandia public relations
- Create, print, and distribute flyers about the camp

Fundraising Chair

- Fundraise through: SAGE, LANL, SNL-Deb Menke, ASME, Bechtel, N3B, ACS, IEEE, APS Khatiwada, LANL Foundation

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Student Management Team

Application Selection Chair

- Organize and lead application review committee
- Notifies students

Documentation & Waivers Chair

- Sends out and collects liability forms from parents, photo permission forms from students, safety agreements from students
- Work with Pascale to send out and collect Hawaii state ID travel docs, Hawaii state travel waiver forms, and Hawaii agreement to participate

Logistics Team

Education Facility Chair

- Secures a classroom(s) camp can be held at
- Coordinates with education facility management to ensure student laptops can access wifi and any website links relevant for the camp

Storage Management Chair

- Organize items in storage
- Coordinate with Educational Planning Chair to ensure items are not double purchased
- Organize a lead summer camp kit making committee

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Coding Chair (AI, arduino, python, cyber security)

- Coordinate with volunteers and purchase materials for lectures and hands-on experiments - coordinate with Storage Management Chair

Engineering Chair (mechanical, microfluidics, electrical, soldering)

- Coordinate with volunteers and purchase materials for lectures and hands-on experiments - coordinate with Storage Management Chair

Science Chair (chem, magnets, light, quantum, energy, space)

- Coordinate with volunteers and purchase materials for lectures and hands-on experiments - coordinate with Storage Management Chair

Professional Development Chair (resume, perspectives, growth mindset, internships)

- Coordinate with volunteers and purchase materials for lectures and hands-on experiments - coordinate with Storage Management Chair

Educational Planning Chair

- Organize 2-week summer camp calendar - coordinate with Week-long Project Chairs and Dorm Planning Chair
- Plan virtual camp information session for parents and students
- Organize and print student booklets for the camp - coordinate with Swag Chair

Medical Chair (disease, biology, med chem)

- Coordinate with volunteers and purchase materials for lectures and hands-on experiments - coordinate with Storage Management Chair

Programming Team

Weeklong Project Chair

- Plan week long projects

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Operations Team

Swag Chair

- Buy shirts for students and volunteers
- Print out name tags for students and volunteers
- Print out certificates for students and volunteers
- Collect swag from SAGE, LANL, and SNL
- Prepare swag bags for each student

Food and Refreshments Chair

- Secure lunch
- Purchase snacks, coffee and tea, and utensils for both the education facility and dorms
- Secure dinner for dorms
- Get data from application selection chari about food allergies

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Housing & Transportation

LANL Tour Chair

- Secures buses for LANL tour
- Creates LANL tour request-safety and security plan

Dorm & Transportation Chair

- Secures dorm
- Finds volunteers willing to stay at the dorms
- Secures transportation
- Finds volunteers willing to drive the transportation
- Coordinates student arrivals at dorms, especially Hawaii

Dorm Planning Chair

- Organizes dorm activities
- Organizes weekend activities
- Creates and sends out dorm packing list to students