# National Girls Collaborative
# CryptoClub Hubsite
# Club Leader Training Guide
# 2017-2018

## Introduction
Welcome, CryptoClub Hubsite Leaders (Trainers). Thank you for your commitment to providing high-quality cryptography and mathematics opportunities to youth in afterschool.

## About the CryptoClub Leader Training Guide
This guide is designed to guide you through the project expectations and provide you with support for your Club Leader Trainings (CLT). It includes tools, templates, and a timeline for implementation.

## Ask for Help!
There are many resources in this guide. Reach out to Casi Herrera to cherrera@ngcproject.org if you have any questions.

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# Frequently Used Terms

| Term | Definition |
|---|---|
| Hubsite | The Collaborative/State participating in the CryptoClub NGCP Network Project |
| Hubsite Leader (Trainer) | An educator selected by the Collaborative to train and support the CryptoClub NGCP Leaders |
| CryptoClub/Club (Program) | The program implementing the CryptoClub curriculum with Club Leaders |
| Club Leader Training (CLT) | The CryptoClub training event for educators in your network (Collaborative/state) |
| Club Leader (CL) | The educators running CryptoClubs with youth. |
| Training of Trainers (ToT) | The 3-day training of trainers in Chicago on April 4-6, 2017 |
| Google Drive Resource Folder | The online storage space that holds resources to prepare for Hubsite CryptoClub trainings and implementation (for Trainers) |
| NGCP Event System | The online event system that will collect the information for programs and educators who will be participating in CryptoClub Trainings. |
| Hubsite Trainer Dates Spreadsheet | The spreadsheet in Google Drive that confirms the dates, times, locations, and partners for each Hubsite CryptoClub Leader Training. |

# Timeline

| Topic | Description | Due Date |
|---|---|---|
| Recruit Clubs | You are responsible for recruiting 20 programs to attend your Club Leader Training (CLT) and helping those sites recruit youth. | 6-8 weeks prior to your CLT |
| Report dates of CLT to CryptoClub-NGCP team | Report date on Hubsite Training Dates spreadsheet in Google Drive | ASAP |
| | While advertising for your CLT, include a link to the NGCP Event Listing you created in the NGCP Event System (described below) | 4-6 weeks prior to your CLT |
| Prepare for your CLT | Order all CLT Materials | 4-6 weeks prior to your CLT |
| | Review all CryptoClub Materials | 1-2 weeks prior to your CLT |
| | Create your agenda, print any materials needed for training, review evaluation PPT | 1-2 weeks prior to your CLT |
| | Finalize logistics | 1-2 weeks prior to your CLT |
| | Send email reminder to Club Leaders | 1 week prior to CLT |
| Lead CLT | See Google Drive Resources for sample agendas and material lists | Dates vary |
| Follow-up with clubs | Check in with Club Leaders to make sure they are ready to implement with youth | 1 week after CLT |
| Monitor Progress and Provide Support to Clubs | Check in with Club Leaders regularly | Once per month |

# Recruit Sites

Use your own recruitment tools or refer to the recruitment materials in Google Drive. You should market 6-8 weeks before your CLT in order to ensure you reach your enrollment numbers. This advance planning will also assist with planning for your CLT (supplies, food, room capacity, etc.)

NOTE: If you have created your own recruitment materials, please upload them to the Hubsite-Created Resources folder in Google Drive so that other Hubsites can access them and we can use them as examples for future projects.

# Report Dates of your Club Leader Training

Once you know the dates of your training, report them in the Hubsite Training Dates spreadsheet in Google Drive.

Create an event listing in the NGCP Event System. Read the NGCP Event System How To Guide for information about adding your event to the NGCP Event System. If you are having trouble accessing the NGCP Event System, please contact your Collaborative Lead in your state.

# Prepare for your Club Leader Training
## Purchase Your Materials

Each Club will need one (1) CryptoClub Leader Manual and 15-20 (one book/student) CryptoClub Cipher Handbooks. If you plan to include the materials for your educators with the cost of the training, please order these 4-6 weeks before your training date. If you are asking that your educators purchase these separately, please let them know to allow for 4-6 weeks processing after they order their materials.

The CryptoClub: Using Mathematics to Make and Break Secret Codes book is available on Amazon. It is not required for participation, but is an excellent supplement and also serves as a door prize.

## Prepare for Your Training

Approximately 1-2 weeks before your CLT:
1. Review your Leader Manual and notes from the CryptoClub Training of Trainers
2. Create your CLT agenda and print any presentation materials needed
3. Review the evaluation presentation
4. Review and print evaluation materials
5. Confirm location, materials, lunch, and all CLT Logistics
6. Create a CLT survey for participants to complete prior to leaving the CLT
7. Review the Exit Slip survey and add time in the agenda for participants to complete this.

## Send Reminder Email to Participants

Approximately one week prior to the CLT, send a reminder email to the Club Leaders. See the sample email on Google Drive.

## Lead Club Leader Training

Use the Leader Manual and agenda as your guide.
- The CLT is an opportunity to build community, immerse in content, and establish yourself as a resource for ongoing support
- As challenges arise, lead conversations to work through them and allow for leaders to create solutions.

## Follow Up with Clubs

Approximately one week after your CLT, send a Follow-up email. You can craft your own or use the Club Leader Follow-up Email Sample as a guide.

Continue to check in with your clubs 1-2 times per month. Check in with them regarding:
- Implementation timeline
- Content
- Youth-engagement
- Follow-up on evaluation participation

Any updates about the implementation timeline should be reported to Casi Herrera at cherrera@ngcproject.org.