EUREKA! PROGRAM HANDBOOK
WELCOME TO GIRLS INC. OF THE PACIFIC NORTHWEST (PNW) EUREKA!

We are so excited to have you be a part of the Eureka! program!

In this handbook, you will find important information about our program, expectations, and guidelines. These are policies and expectations that our program participants are held to, and are in place to support a safe, inclusive, and empowering environment for all.

Even so, we understand that each family and individual has their unique set of needs and circumstances. In order to best serve you, we encourage proactive and frequent communication. We pride ourselves on being flexible and responsive, and we amplify your voice and self-advocacy to inform how we move forward to best serve you. Talk to us; we’re always listening!

You will need to sign off on these expectations in order to participate in Girls Inc. Eureka!. So please be sure to read this carefully, and ask a Girls Inc. Eureka! staff if you have any questions. We are so glad you’re here!

Sincerely,

The Girls Inc. PNW Eureka! Team
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About Girls Inc. PNW

VISION

EMPOWERED GIRLS AND AN EQUITABLE SOCIETY

MISSION

INSPIRE ALL GIRLS TO BE STRONG, SMART, AND BOLD

GIRLS INC. GIRLS’ BILL OF RIGHTS

Girls Inc. PNW believes that all girls have the right to:

1. Girls have the right to be themselves and to resist stereotypes
2. Girls have the right to express themselves with originality and enthusiasm
3. Girls have the right to take risks, to strive freely, and to take pride in success
4. Girls have the right to accept and appreciate their bodies
5. Girls have the right to have confidence in themselves and be safe in the world
6. Girls have the right to prepare for interesting work and economic independence

GENERAL EUREKA! PROGRAM OVERVIEW

Girls Inc. PNW Eureka! is a STEM-based approach to engaging and empowering 8th - 12th grade youth to see themselves as future leaders, learners, and creators of change.

Eureka! is a five year program that brings youth, including many who will be first generation college applicants, onto college and university campuses in the Metro-Portland area for a STEM exploratory summer camp. As Eureka! continues through the school year, cohorts of 15-30 youth stay together throughout the course of the program, sharing hands-on, minds-on, STEM opportunities.

Throughout the last three years of Eureka!, participants engage in college and career readiness skills by exploring a career first-hand through a dynamic internship opportunity, college visits, financial aid workshops, and more. Many of these opportunities are also available to younger Eurekans through our exploratory Monthly Learning Session (MLS) options (see below for more information on what that is!).

With activities in sports and physical fitness, healthy living, economic literacy, and leadership, Eureka! readies youth for next steps after high school.

DEFINITION OF TERMS

“First-Year Eurekan” – Summer before your 8th grade through your 8th grade year.

“Second-Year Eurekan” – Summer before your 9th grade through your 9th grade year.

“Third-Year Eurekan” – Summer before your 10th grade through your 10th grade year.

“Fourth-Year Eurekan” – Summer before your 11th grade through your 11th grade year.

“Fifth-Year Eurekan” – Summer before your 12th grade through your 12th grade year.
PRE-SUMMER PREPARATIONS

Every spring, we engage in activities to get you ready for your year’s upcoming activities. This includes orientations, planning sessions, and paperwork specific to programming preparation and developmental activities.

We also ask participants to re-enroll in the program every year. This is to ensure that we stay up-to-date on your information, but we ask that if anything changes between re-enrollment time, you notify Eureka! staff as soon as you can! This includes any changes on your approved pick-up list, contact information, medical changes, etc.

You re-enroll in the program by filling out the enrollment form, which is emailed out in our monthly email communications.

SUMMER CAMP

All First-, Second-, and Fourth-Year Eurekans participate in a 4-week summer camp at a local college or university. Camp runs from 9 am to 3 pm, Monday-Friday every week, typically the 4 weeks in July (camp dates are subject to change, keep an eye out for announcements).

Eureka! summer camps are held at Portland State University, Mount Hood Community College, Portland Community College Rock Creek, and Portland Community College Cascade.

During camp, you will participate in a number of STEM-related hands-on activities, go on field trips, network with guest speakers, work with STEM professionals, and be active! Two Eureka! Staff Facilitators will be your cohort’s guide and mentors throughout the summer.
Please be prepared for camp by:

- Packing a backpack with lunch, water bottle, sunscreen, extra snacks, pen or pencil, and your Eureka! journal every day.
- Wear clothes where you can be active and comfortable.
- Bring your swimsuit, swim cap, and extra clothes for swimming day.
- Wear appropriate clothing on each Friday Field Trip. Some field trips require special attire in order to participate (ex. close-toed shoes). We will announce what to prepare for at the beginning of each week or earlier.
- Bring your own medicine packs. If you take a daily medication, please ensure that you bring and administer your own medication. Girls Inc. PNW staff will not dispense medication to you. Please include other over-the-counter medicines that you may need, such as antihistamines and pain relievers. Girls Inc. PNW staff are trained in First Aid and will carry basic first aid supplies, such as Band-Aids.

Look for a Camp Orientation in late May or early June to get the latest updates on what’s going on at your site and your year.

We also invite you to attend our Summer Kick-Off BBQ in late-June to meet other Eurekans, their families, meet your Staff Facilitators, play games, and eat yummy food!

**NINTH GRADE COUNTS**

Girls Inc. PNW is a purveyor of the All Hands Raised, Ninth Grade Counts program. Youth who attend high school in Reynolds, Portland Public, Parkrose, Gresham-Barlow, David Douglas, or Centennial School Districts will have an opportunity to gain 0.5 credits to put toward high school graduation upon successful completion of the Ninth Grade Counts program with Eureka!.

Youth who do not attend schools within these school districts still have an opportunity to participate in the writing assignment. They will not be required to fulfill all components of the program, but they will be asked to participate in the essay-writing as it is an essential life and professional skill.

**FIELD TRIPS**

We often have the opportunity to go off-site to visit businesses, companies, museums, entertainment, community pools, and more. When on a field trip (and anytime we are out in the community as a group), you are representing yourself, your family, and Girls Inc. PNW Eureka!.

We ask that you take extra care to do the following when we are off-site:

- Follow directions of staff.
- Stay with the group. Do not meet with other friends outside of your group during the field trip.
- Follow the rules of the site we are visiting.
- Be a respectful listener to any presenters.

**THIRD-YEAR GROUP INTERNSHIP**

All Third-Year Eurekans participate in a Group Internship! This is a paid opportunity to apply real-life work skills in a Girls Inc. PNW-oriented setting.

Girls Inc. PNW and Northwest Youth Corps have partnered since 2015 to provide a Eureka-only 5-week trail crew internship. We run 2 sessions throughout the summer — 1 runs from mid-June through mid-July, 1 runs from mid-July through mid-August. The participants for the 2 Girls Inc. PNW-only crews include Third-Years from all sites, so you will have a chance to make new friends!
NYC Girls Inc. PNW crew work includes a variety of conservation projects to improve and sustain public green spaces in Portland. This could include managing vegetation growth, removing invasive species, and constructing trail structure. You also receive environmental education related to the ecosystem around you and 1-hour Girls Inc. PNW-only time on Fridays with Girls Inc. PNW staff and your crew members.

This internship is free to you as a Eurekan AND you get paid! You will notice in NYC material mention of tuition and gear. This internship is no cost to you, and Girls Inc. PNW will pay for the tuition and gear needed for you to participate in this internship.

Please be prepared for NYC Group Internship by:

- Dressing appropriately every day – work boots, work gloves, NYC shirt, long pants.
- Pack a bag with a lunch, extra snacks, water bottle, sunscreen, and extra layers every day.

Look for a Group Internship Orientation in late-winter, early-spring. During this orientation, you will sign up for the crew that you’re available for, submit paperwork, and order gear.

**FIFTH-YEAR EXTERNSHIP**

All Fifth-Year Eurekans participate in an Externship! We may hear us refer to this experience as “externship”, “internship”, or “job shadow.” They all refer to the same thing — we use different terms to meet the descriptive needs of the host organization. This is a paid opportunity to culminate your Eurekan experience and channel your accumulated knowledge, leadership skills, professionalism, and STEM passion into resume-building work experience!

The guidelines for this externship are flexible and meant to prioritize meeting your professional and personal goals.

As a means for a basis, however, we aim to have externships run for 4 weeks, 20 hours/week between July and August. You meet with Girls Inc. PNW staff and the rest of your cohort for 1-hour every Friday to hear more about other externships, share experiences/learning, and touch base with your community and Girls Inc. PNW support system.

Externships vary widely in nature. Some resemble job shadows while others have a stronger project-based learning environment. Some externships require some prerequisite work and strong independent learning, while others have capacity for a closer mentorship model with the host organization. Regardless of the situation, Girls Inc. PNW staff work with host organizations to identify the needs, capacities and possibilities for a Girls Inc. PNW extern and have similar conversations with you as well to determine best fit.

During this matching process, communication and reliability is key. Girls Inc. PNW staff will often have follow-up questions and items for you and your family to respond to promptly. This will require you to pay attention to your email, respond quickly, and pay attention to deadlines too. Any delay could result in a delay in placing you in an externship.

In November of your 11th grade year, you will participate in an Externship Dreaming session. This is where you will get to re-visit the sum of your Eureka experience and identify what your interests are. This could include STEM fields, general interests, social issues, and personal goals as well. An Externship Member Handbook will be provided to you to further detail the expectations and program.

**MONTHLY LEARNING SESSIONS (MLS)**

Throughout the school year, you will have exploratory and mandatory opportunities to engage with Eureka! workshops, field trips, and learning sessions.

**MANDATORY MONTHLY LEARNING SESSIONS**

Periodically, we will hold year-specific mandatory MLSs. This is information that is specific to your year and your attendance is very important. The information we share will be essential for what you have coming up for you and/or will be essential developmental information that would enable you to be successful in your emerging adulthood! Please make every effort to attend these mandatory MLSs.
Sometimes we have mandatory MLSs that require an adult presence. This could be your parent, guardian, family member, or anybody else in your community who is instrumental in your development and support network. During these family sessions, we ask that adults make every effort to be present and support the youth's program items.

**EXPLORATORY MONTHLY LEARNING SESSIONS**

We will also have ample opportunities for exploration! We have lots of fun field trips, hands-on activities, guest speakers, and more to broaden your understanding of STEM and what possibilities wait for you! We highly encourage you to attend as many as you can to broaden your mind - you never know what you will discover or who you may meet!

Past MLSs include human-centered design, product design, food science, self-care, and active lifestyle activities. Past partners include Nike, Wild Friends, Lam Research, and Microsoft.

After you register for a MLS, you will receive an update email on what to expect once this registration closes. This usually occurs about a week before the MLS. Please read through this email as it might include important follow-up pieces, such as appropriate/safe attire and necessary waivers.

**DO-IT-YOURSELF (DIY) MLS**

We understand that sometimes other events pop up! If you participate in another event outside of Eureka!, such as a guest speaker workshop, STEM fair, or career fair, you can count it as a MLS! Just fill out the DIY MLS form. You can acquire one by emailing the Program Specialist (contact information is provided later in packet).

**FIFTH-YEAR LEADERSHIP**

After your Fifth-Year Externship, you will be in your last year of high school! During this time, you are welcome to attend any of the exploratory MLSs, but we also wanted to give you a chance to practice your leadership skills.

In November of your senior year, you will participate in a Fifth-Year Dreaming Session, where we will describe various ways that you can practice your leadership. This experience is largely self-determined, so we encourage you to think about what you’re interested in spending your extra time in. Some participants choose to pursue a volunteer experience outside of Girls Inc. PNW, which is supported wholeheartedly by us! We also provide options to support Girls Inc. PNW functions and events, such as serving on the Graduation Committee.

**EUREKA! COMMUNICATION**

**MONTHLY UPDATE EMAILS**

Every month, about mid-month, you will receive an update email from us! Check your email to ensure that this email does not go to Spam. If it does, mark the email as “Not Spam” and add eureka@girlscincpnw.org to your address book to ensure that you continue to receive updates from us.

All listed guardians will be included in the monthly update email. Throughout the year, Eureka! staff members may need to coordinate with an individual family or youth directly. In those cases, depending on the context of the email, family members may or may not be included. If you are a family who provides this type of support for the youth, please notify us if you’d like to always be included in emails. Otherwise, in the spirit of growth and learning, we will encourage youth leadership and personal responsibility and development over the course of their involvement with the program accordingly.

**PROGRAM PARTICIPANTS RESOURCES ON THE WEBSITE**

The Eureka! website is another great source for information. Here you will find registration for Monthly Learning Sessions, last-minute notifications on student opportunities (especially those that fall between our monthly email updates), information pertinent to campus closures and event cancellations, and external student opportunities. Go to the main Eureka! webpage and click through to orient yourself to all that we offer.
CELL PHONE — TEXTS AND CALLS

Eureka offers up-to-date communication services via text. On the Girls Inc. PNW end, we utilize “Remind” — a texting service that allows us to keep track of messages, text you directly, or text your cohort.

On the youth and family end, you simply need to notify us that you would like to receive text messages. Thereafter you will receive a confirmation text. Please indicate “yes” and you will receive text messages after that point.

You can notify us that you’d like to sign up for Remind in various ways — there is an option in enrollment forms and surveys. You can always email us too — this is the quickest and easiest way!

Participant and Family Expectations

MINDSET AND PERSPECTIVE

We empower youth to understand their innate strong, smart, and bold qualities — it is only our job in Eureka! to foster and bring them out.

In order to be successful in the program, we encourage youth to adopt a:

- **Growth-mindset.** Every interaction, event, and “failure” is a learning opportunity. We encourage youth to approach new opportunities with an open mind and open heart. We at Eureka! are here to guide and coach them through it to gain perspective and turn each opportunity into a learning moment, find empowerment, and understand what they will do next.

- **Community-oriented mindset.** We truly believe in the power that a strong support network and community can provide our youth. Thus, we invite participants to understand their role in this. Even as they seek and learn from others, we ask them to tend to their personal responsibility to show up and have a positive impact on others as well.

- **Inclusive attitude.** During the program, youth will meet and make friends with many people who did not grow up the way they did. We run an inclusive Eureka! program — one that builds a safe learning environment for all youth. As a part of the Eureka! community, we ask youth to adopt this shared understanding and excitement to create a space that is welcoming for all.

ATTENDANCE

By signing up for the Eureka! program, you have made a huge commitment to a transformative program. We ask that you demonstrate your commitment to the program and choose to attend other life events as necessary. Please be forthcoming about speaking with us about other opportunities if they conflict with full Eureka! participation. If there is a serious lack of attendance and commitment, we will reach out and invite you to assess whether Eureka! fits your needs.

SUMMER

You are required to participate in at least 75% of our 4-week summer camp. We understand that there may be absences due to illness or family vacation — please notify us ahead of time if this is the case. However, after enrolling for the program, we ask that you make every effort to honor your commitment to the Eureka! program.

Due to the limited spots available within the Eureka! program, only 3 unexcused absences will be allowed. After the third unexcused absence, you will be removed from the program roster and notified accordingly.

SCHOOL YEAR

You must attend at least 7 meetings/sessions throughout the school year, including mandatory MLSs (i.e. if you have 4 mandatory MLSs, you need to attend all of those + 3 exploratory ones of your choice). This requirement must be met in order to be invited to the following summer program.
We ask you to RSVP at least 1-week prior to our scheduled events. You are able to do this by registering for the appropriate MLS on our website. Please make every effort to be on-time for programming. Our schedules are often very full and include commitments from multiple parties to create a rewarding experience. Your role in this is to show up on-time and ready to engage.

**BEHAVIOR EXPECTATIONS**

Girls Inc. PNW staff support youth by providing a safe and inclusive learning environment, rooted in community and shared responsibility. We encourage and support youth to learn to manage their own behavior and to resolve their own conflicts in a peaceful and restorative manner.

**POSITIVE ENGAGEMENT STRATEGY**

We utilize various strategies to provide positive behavior support. Girls Inc. PNW staff members are expected to follow-through on establishing these supports throughout their time working with youth. These strategies include establishing group norms that are based in peer- and self-support and accountability, setting clear expectations, and positive redirection.

**BEHAVIOR PLAN**

If you are experiencing a conflict, are angry, or feel harassed you should speak to a Girls Inc. PNW staff immediately. Staff are always available to help you figure out how to resolve a conflict, and can help mediate a problem or discuss how to move past a conflict.

When a staff person needs to intervene in a higher conflict or behavior issue, we will work to ensure that our action match the behavior and that youth are given tools to continue to learn how to best mediate conflict in their own way. When staff need to intervene in a conflict:

- 1st notice – Staff will speak with participants involved and provide a direct warning.
- 2nd notice – Staff will meet with youth to directly address unmet behavior expectations and name how their behavior impacted the group. This is called a “Class Note”, led by the youth to provide awareness of their impact. Parents/guardians will be notified of the youth behavior and notified that another offense will result in further action. Staff will notify parents/guardians of the following steps if class note expectations are not met.
- 3rd notice – Eureka! staff and youth will create a Behavior Plan. This is a formal document that serves as the final agreement and plan to reconcile the youth to the group. It outlines behavior goals, expectations, and steps therein if the youth is not able to rectify their behavior. This behavior plan requires signatures from the parents.
- 4th notice – Eureka! staff, parents/guardians, and youth will meet to assess whether Eureka! program is the right fit for the youth. At this time, youth participation and enrollment in the program will be determined. If youth continues with the program, specific behavior expectations will be outlined with the understanding that if youth is not able to abide, they will be removed from the program.

Behaviors that bypass steps and result in immediate action, which may include termination/suspension from program:

- Verbal harassment (bullying, name-calling, verbal threats, cyber/text-bullying, etc.)
- Physical fighting
- Theft or deliberate destruction of property
- Leaving the group unattended and without permission
- Absolutely no obscene, threatening or violent language
- The use of cigarettes, alcohol, or drugs of any kind
PROGRAM FEEDBACK AND EXITING THE PROGRAM

Periodically we will ask you for feedback and statistical information in order to improve the program and/or provide data to our partners and collaborators on the effectiveness and importance of the Eureka! program. These opportunities will usually come in the form of a survey or feedback session at the conclusion of an event or program year. All opportunities and data points are optional and confidential – you will never be required to reply or participate. All data points you provide will be treated with the utmost gratitude, care, and confidentiality. Your information will never be used to assess your participation in the program.

At times youth decide to exit the program before the five-year period. If this is the case, please notify Eureka! staff. We will wish you well and ask for you to fill out a short exit survey to assess the impact of the program and understand how we can better serve youth and families in the future.

CELL PHONE POLICY

We understand that you may choose to bring a cell phone to program for safety, communication, and as an important tool for STEM-related activities. Cell phones provide a great resource and opportunity to extend our learning and engagement with STEM concepts and activities. Cell phones are allowed during the program, but we ask that you remain attentive and engaged to the program activity. We also ask you to use your best judgment on how cell phone use impacts program engagement and community building. This may require you to put your cell phone away in order to fully engage. We reserve the right to ask you to turn your ringer or phone off, leave phones in a safe place, and/or temporarily take the phone if you are distracted or not following instructions. Using cell phones for social time, taking pictures, etc. is allowed while on the bus, during lunchtime, and free time.

TRANSPORTATION

Girls Inc. PNW is unable to provide transportation to and from camp sites or Monthly Learning Session sites. However, we can offer:

- Trimet public transportation passes for income-eligible youth. Please check here to see if you’re eligible. If you are eligible, please notify Eureka! Program Manager, and they will apprise you of the next steps.
- Car-pool list for families to sign up and coordinate ride shares.

On the enrollment form, you will indicate how the program participant is allowed to be released at the end of programming each day.

Adults who pick up youth need to be on the pre-approved pick-up list. This includes any guardians and emergency contacts you indicate on the enrollment form. If there is another person who will be picking up the youth, you must contact Eureka! staff immediately. Due to safety, they will not release your child without permission or indication from the guardian.

It is imperative that any adult picking up youth need to be at the site within 15 minutes of the program end time (ex. If the program ends at 3 pm, adults need to be at the site by 3:15 pm to pick up the participant). Within 15-30 minutes of no-show, Eureka! staff members will start calling guardians and emergency contacts to pick up the youth. If no one picks up or shows up within 1 hour, we will notify emergency services.

USE OF SHARED SPACES

Our Eureka! colleges and universities and Eureka! office spaces house many programs serving many people. We all must help to create an atmosphere that is clean, organized, and welcoming. You are expected to pick up after yourself as well as support other youth and staff. Additionally, we expect you to carry yourself in a way that is respectful, composed, and attentive of your surroundings while at any site.
Additional Information

CONFIDENTIALITY AND MANDATED REPORTING

Girls Inc. PNW Eureka! provides a safe, supportive environment for youth and their families. When personal information is shared with a staff member, this information will remain confidential unless there is a safety concern, such as risk of harm to self or others.

All Girls Inc. PNW Eureka! staff and volunteers are mandated reporters. If a youth shares that they have experienced a situation that puts their safety at risk, staff members are required by law to report this information to the Oregon Department of Human Services (DHS) within 24 hours.

PROGRAM CANCELLATION POLICY / SCHOOL OR SITE CLOSURE POLICY

If a Eureka! college or university summer camp site, or Eureka! office site, are closed due to extenuating circumstances such as severe weather or other environmental hazards, any event scheduled for Eureka! will also be canceled and rescheduled for a later date (if possible).

In the event that a scheduled Eureka! meeting or event needs to be canceled, Eureka! staff members will make every attempt to give youth and their families a minimum of 1 week or longer notice via email.

In the event that a scheduled Eureka! meeting or event needs to be canceled abruptly, all participating youth and their families will be notified immediately through email, Remind text, and website updates.

STAFF CONTACT INFORMATION

Girls Inc. PNW Eureka! staff are reachable via email and phone. The Program Specialist is also reachable via text after you’ve signed up for the Remind service.

Isabelle Craft, Program Specialist
isabelle.craft@girlsincpnw.org
503-230-0054 x113

Youn Han, Program Manager
youn@girlsincpnw.org
503-230-0054 x107
COVID-19 2021 Addendum

As the pandemic and its impacts on programming continue to evolve, we will make addendums to this handbook to address changing circumstances. The addendums included herein remain valid until Girls Inc. PNW shifts back to our usual programming or otherwise noted. For the most current and detailed program updates, refer to Eureka! monthly emails.

ATTENDANCE

We ask that youth participate in the program as they are able. We love seeing you, and we hope that our programming offers you enrichment that enhances your personal life. If there is anything we can do to support, increase, and better your participation in the program during the pandemic, please let us know.

There is no mandated attendance for Monthly Learning Sessions, Fifth-Year Leadership, or summer camp (unless you are participating in Ninth Grade Counts).

If you are interested in participating in the Ninth Grade Counts program and receiving the 0.5 high school credits toward graduation, please note that all attendance and required assignments remain valid. Ninth Grade Counts is a collaboration with the All Hands Raised initiative. This includes submitting an artifact (a reflective project about what you’ve learned) and attending 75% of summer camp. More information about the mandated assignments will be given to you during summer camp.

For any projects that include a wider team and collaboration, such as Third-Year Internships and Fifth-Year Externships, we ask that you continue to abide by attendance requirements per your program schedule. This is due to the fact that other people are relying on your participation and contributions in order to carry out the program or task. If you are finding that you are having difficulty in participating per the attendance requirements, please reach out to the Eureka! Program Manager.

SUMMER CAMP

Summer Camp 2021 will continue to be virtual. For more information on schedules, logging in, and activities, please attend the virtual Camp Orientation, refer to the website, and check your Eureka! monthly emails.

In an effort to provide community and connection, we will hold one in-person end-of-summer get-together for each cohort. This will be small-group, optional, and abide by all COVID-19 health and safety protocols. For more information, please refer to email communications to your cohort during the summer.
Eureka! Participant Agreement

I have read, understand, and agree to follow the Girls Inc. PNW Eureka! expectations and guidelines outlined in this handbook. I will do my best, and understand that if I am unable to follow these guidelines, it will result in a conversation with staff, suspension, or termination from Girls Inc. PNW Eureka! program depending on severity of the incident. If I do not understand something in the handbook, I will contact Eureka! staff for clarification.

By signing below, I understand and agree to abide by the terms of the Eureka! program as outlined by this handbook.

Youth Printed Name: ________________________________
Youth Signature: ________________________________
Date: ________________

Parent/Guardian Printed Name: ________________________________
Parent/Guardian Signature: ________________________________
Date: ________________

*PLEASE SIGN AND RETURN THIS FORM TO STAFF*
Alternatively, if you would prefer to sign electronically instead of signing on-paper, you can do so HERE.