

Operations Manual

2019-2020

OC Coder

Last modified April 8, 2019
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Preamble

This document is currently a *work-in-progress* and will be updated periodically. Referenced hyperlinks are marked in [Royal Blue](#), and can be clicked on to jump to its respective location in the document in any standard document reader. References to a chapter, subsection, or heading are marked by its respective arabic decimal, also highlighted in [Royal Blue](#). This document is typeset in Palatino font.

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1 Processes and Procedures

Founded in 2013, *Orange County Coder* is a student-run, non-profit organization that strives to promote the understanding of programming and computer science in our everyday lives in order to share our love of computer science to students in Southern California and surrounding locations.

1.1 Operational Plans

Operations in OC Coder are appropriately delegated to its individual departments. More information in [5](#), [6](#), [7](#), and [8](#).

Key events include:

- Recurring monthly Scratch classes [5.2](#)
- Annual Girls Who Code classes [6](#)
- Persistent Senior Center services [7](#)
- The annual Hour of Code in December [8.2](#)

1.2 Facility Requests

Per STEAM for All policy, all standard activities, meetings, and gatherings must be held at one Ardent Academy location. Exceptions may be given on a case-by-case basis (see [6](#) (GWC), [7](#) (Senior Center), and [8](#) (Events)).

Facility request forms can be found [here](#). Please make a copy of the file before editing.

1.3 Volunteer Responsibilities

1.3.1 Ardent Facilities

Volunteers are expected to maintain the integrity and cleanliness of any checked rooms at Ardent Academy. It is the duty of

1.4 Organization and Hierarchy

1.5 Job Responsibilities

1.6 Registration and Membership

2 Communications and Repository

Maintaining communication before, during, and after operations is integral to any organization's success. *OC Coder* primarily uses Slack for day-to-day intraorganization communications. Email is the primary form of communication between the organization and 3rd parties, such as volunteers, other organizations, and other points of contact.

Organization files are hosted via Google Drive. More information can be found in [2.2.3](#).

2.1 Communication by Email

Email templates can be found in Constant Contact.

2.2 Communication and Workflow Tools

2.2.1 Slack

Slack is a multimedia communication software that facilitates group and direct discussion between members.

Resource 2.1

To access the organization's Slack workspace, please click [here](#).

2.2.2 Trello

[Trello](#) is a platform that hosts Kanban-style boards to streamline organization workflows.

At the discretion of OC Coder leadership, Trello may be used to assign and manage tasks, organize files, and share documents.

Resource 2.2

To access the organization's Trello page, please click [here](#).

2.2.3 Google Drive

All OC Coder documents and files can be found in the organization's Google Drive folder. Files are organized as such:

3 Inventory and Materials

Items tracked and maintained by OC Coder will be updated here.

Item	Description/Use	#
Tower of Hanoi Set	For use in events	2

4 Chapters and Subsidiaries

STEAM for All maintains a series of club-run school chapters. A full list of SFA School Chapters can be found [here](#). OC Coder has a presence in two of these chapters: Sage Hill School and Portola High School.

5 Junior Coding Department

5.1 Instructional Procedures

5.2 Scratch

5.2.1 Curriculum

5.3 JavaScript

5.3.1 Curriculum

6 Girls Who Code Department

7 Senior Center Department

8 Events Department

The Events department manages all miscellaneous OC Coder events not directly under the jurisdiction of the other branches.

8.1 STEAM in the Park

8.2 Hour of Code

The flagship event of OC Coder, *Hour of Code* is an annual initiative by .. It is held throughout the first week of December.

8.3 SFA Open House