✓ CHECKLIST

For AFA CyberCamps 2021

REGISTRATION

☐ **Apply to host a camp. Applications are accepted between February 1 and May 1.**
- The individual applying for the AFA CyberCamp will be the designated camp coordinator and will be the sole point of contact for receiving and requesting information before, during, and after the camp.
- Camp Coordinators must have access to their email and Camp Coordinator Dashboard to receive proper camp communication.
- If the camp coordinator is not the individual instructing the camp, it is his/her responsibility to distribute all camp-related information to the appropriate instructor(s). This includes presentation slides, demo and competition images, passwords, and Unique Identifiers.

☐ **Sign and return Memorandum of Understanding (MOU) and Non-Disclosure Agreement (NDA) to afacybercamps@uscyberpatriot.org.**

☐ **Complete payment of camp fee.**
- Purchase order, check, or credit card accepted. Payment should be submitted before the start of your camp. If you are unable to pay before the start of the camp, payment should be submitted ASAP or no later than August 15, 2021.
- Host organizations are charged for each week they choose to host a camp. For example, if you choose to host camps in multiple locations during the same week, you pay once. If you choose to host camps in multiple locations over multiple weeks, you must pay the fee for each week you are hosting a camp.

BEFORE THE CAMP

☐ **Prepare Facility Resources (In-person camps)**
- Recommended: 1 PC desktop or laptop computer per every 2-3 students
  - Chromebooks and ThinkPad laptops **will not work** for AFA CyberCamps. Mac OS computers are usable, but CyberPatriot does not provide technical support for issues related to Apple products. View the full technical specifications at: https://www.uscyberpatriot.org/competition/technical-specifications
- All computers should be prepped with appropriate software and camp-related files **prior to the start of the camp.**
- Flash drives cannot transfer virtual images between computers. Please use an external hard drive.

☐ **Prepare Virtual Environment (Virtual Camps)**
- Decide what platform to host the virtual camp on (Cisco WebEx, Google Meet, Zoom, etc)
- For a virtual camp, all participants should have their own computer (either provided by the host or their own device).
  - Chromebooks and ThinkPad laptops **will not work** for AFA CyberCamps. Mac OS computers are usable, but CyberPatriot does not provide technical support for issues related to Apple

products. View the full technical specifications at: https://www.uscyberpatriot.org/competition/technical-specifications

- o Participants should be sent instructions to download the appropriate software and camp-related files **prior to the start of the camp.**

☐ **Find Instructors**

- o Validate that instructors/assistants have appropriate training in a child protection and safety program of the host organization's choosing (e.g., Boy Scouts Youth Protection Training Course)
- o Recommended instructor to student ratio for Standard Camps is 1:10. Additional instructors are recommended for Advanced Camps.

☐ **Enroll Student Attendees**

- o Collect student registration data (CyberPatriot Program Office is NOT responsible for registering attendees).
- o You can use the 2021 CyberCamps flyer template available on the CyberCamp Dashboard to generate interest.
- o Distribute CyberCamp Participant Assessment
  - ▪ This document available on your dashboard and can be used to gauge the skill level of attendees to ensure placement in proper camp (standard vs. advanced).

☐ **Order Supplies (Optional):**

- o Place supply order at least two weeks prior to the start of the approved camp week. Items available for purchase include:
  - ▪ Hard-copy instructor guides
  - ▪ Hard-copy student workbooks
  - ▪ T-shirts
- o Payment or PO must be submitted before orders are processed and shipped.

☐ **Access Camp Curriculum and Resources:**

- o Presentation slides -- available on the Camp Coordinator Dashboard at least three (3) weeks prior to the start of the camp.
- o Demo images and download instructions -- emailed three (3) weeks before the start of the camp. Read this email thoroughly as it contains important information for proper use of the images.
- o Competition images -- emailed three (3) days before the start of the camp.
  - ▪ Competition Image Extraction Password -- emailed one (1) day before the competition.
  - ▪ Unique Identifiers (and instructions on how to use them for the competition) – available on the Camp Coordinator Dashboard.

DURING THE CAMP

☐ Technical support is available between 8:00 AM – 5:00 PM ET Monday - Friday

- o Email: cpoc@uscyberpatriot.org
- o Phone: 877-885-5716

☐ Ensure welfare, safety and wellness of participants during camp. If camp is held in-person, CDC recommendations and local regulations for COVID-19 should be followed.

☐ Friday of Camp (Competition Day):

- o The competition images are to be used ONLY during the Friday of your camp, along with the Unique Identifier list on the Camp Coordinator Dashboard.

- The password to extract the competition images should NOT be used until the actual start of the competition. Opening a competition image early will result in corrupted image scoring.
- A public scoreboard will be available during camp competitions for you to track scores if you wish to award prizes to top teams.

AFTER THE CAMP

- [ ] Ensure participants or host facility delete all downloaded demo and competition image files.
- [ ] Complete the post-camp instructor survey to provide feedback.
- [ ] Send photos from your camp to afacybercamps@uscyberpatriot.org.