Hosting an AFA CyberCamp: What to Expect / Preparation

When conducting a camp, there are certain expectations hosts should be aware of. This sheet outlines those expectations and other important information that will help hosts conduct the camp as smoothly as possible.

Registration

- Host applications are accepted from January 2 – May 1. Late requests may not be accepted.

  - Host organizations are charged for each week they choose to host a camp. If a host chooses to host camps in multiple locations during the same week, they pay once. If they choose to host camps in multiple locations over multiple weeks, they pay for each week.

- The individual completing the host application is automatically designated as the camp coordinator for their organization.

  - The camp coordinator is 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 the CyberCamp Dashboard to receive proper camp communication.

  - If the camp coordinator is not the individual instructing the camp, it is their responsibility to distribute all camp-related information to the appropriate instructor(s). This includes presentation slides, demo and competition images, passwords, Unique IDs, etc.

- The memorandum of understanding (MOU) and non-disclosure agreement (NDA) must be signed and emailed to AFACyberCamps@uscyberpatriot.org for full camp approval.

- Payment should be submitted no later than August 15, 2024. We accept purchase orders, checks, or credit card payments.

Curriculum (and schedule of availability)

- **Instructor guide (PDF), student workbook (PDF), and PowerPoint presentation slide decks** are available for download only from the Camp Coordinator's Dashboard. This curriculum will be made available to all approved Camp Coordinators no later than May 15.

  - **Ordering supplies (optional):** Hard-copy guides and workbooks, along with camp t-shirts, may be purchased at an additional cost from our storefront (via a print-on-demand company called Mimeo). The storefront will open on May 15.

- **Demo images (VMs)** are emailed two (2) weeks before the camp start date. Read this email thoroughly as it contains important information for proper use of the images. All participant computers must be equipped with these files.

- **Competition images (VMs)** are emailed three (3) days / the Friday before the camp start date. All participant computers must be equipped with these files.

  - The competition image extraction password is emailed the Thursday of the camp week. Unique Identifiers (used only for the competition images) are available on the Camp Coordinator's Dashboard and should be assigned to participants on the Friday of camp.

Camp Facilitation (Staffing and Equipment)

Staffing (In-person camps)

- Camp hosts are responsible for assigning instructors and classroom assistants.

  - Validate that volunteer instructors and/or 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)

- Recommended instructor to student ratio for Standard Camps is 1:10. Additional instructors are recommended for Advanced Camps.

Participant Registration

- Collect student registration data (CyberPatriot is NOT responsible for registering attendees).

Equipment

- At a minimum, we recommend one (1) PC desktop or laptop computer per every 2-3 students, ideally each student would have their own computer.

  - *Chromebooks 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. Software download links are found in the *Software and Image Download Instructions* on the CyberCamp Dashboard.

- Flash drives cannot transfer virtual images between computers, as they often lead to corrupted files. Please use an external hard drive.

Virtual Camps

- For camps hosted virtually, all participants should have their own computer (either provided by the host or their own device).

- Host must provide the platform through which they will present (Cisco WebEx, Google Meet, Zoom, etc.)

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

Post-Camp

- All downloaded demo and competition image files must be deleted.
- Certificates of Completion can be printed and distributed using the template on the dashboard.
- Completion of a post-camp survey (by instructors and coordinators) is requested.

Technical support for CyberCamps is available Monday – Friday from between 8:00 AM–5:00 PM ET.

To contact CyberPatriot, email AFACyberCamps@uscyberpatriot.org or call (877) 885-5716.