AFA CyberCamp Instructor/Assistant Checklist

The following checklist has been designed to identify the roles and responsibilities that an AFA CyberCamp Instructor/Assistant will demonstrate throughout their camp session. These guidelines include but are not limited to:

- ☐ The Instructor must be an adult that is 18+ years or older that is reliable and capable of conducting an AFA CyberCamp. An Assistant may be younger than 18 but must always be in the presence of an adult Instructor.
    - One Instructor/Assistant per every 10 students is recommended.
    - Instructor/Assistant is responsible for the student's wellbeing throughout the camp.

- ☐ The Instructor/Assistant must be validated by the host organization that they have completed a Child Protection program.
    - The program is at the discretion of the camp host location and is the Camp Coordinator's responsibility to enforce such a program is complete before students attend an AFA CyberCamp with an approved Instructor/Assistant.

- ☐ The Instructor/Assistant must be comfortable and somewhat knowledgeable of computers, software and cybersecurity.
    - Instructors/Assistants do not need to be professionals in the field but they do need have basic understanding of how computers work and the desire to teach students about cybersecurity basics.
    - On site IT help is necessary to ensure local systems are working correctly, please ensure the instructor has the ability to reach the location's IT department or service during camp hours. CyberPatriot is able to only give limited tech support regarding the curriculum or images.
    - Instructors/Assistants should be familiar with curriculum BEFORE the beginning of the camp session. Camp Coordinators are responsible for sharing all information with their instructors.
    - Images take HOURS to download – do not wait to download the images on the student computers. Instructor guides, PowerPoint slides and demonstration images will be sent to Camp Coordinators one month before the approved camp session. Competition images will be sent out one week before the Friday Competition.

- ☐ If different from the Camp Coordinator, the Instructor/Assistant will need to communicate with the Camp Coordinator to receive all camp materials including the demonstration and Competition images.
    - Information will ONLY be given to the Camp Coordinator on record. NO EXCEPTIONS.
    - It is the Camp Coordinators responsibility to relay all curriculum information to the Instructor/Assistants at all their camp locations in a timely manner.
    - Instructor guides, PowerPoint slides and demonstration images will be sent to Camp Coordinators one month before the approved camp session. Competition images will be sent out one week before the Friday Competition.
    - Instructors DO NOT WAIT to upload images or overview the camp curriculum. Be prepared for the students before they arrive for camp each day.

If you have any questions, please email afaCyberCamps@uscyberpatriot.org or call 877-885-5716.