



# IC4 Club Creation

## *Minimum Requirements*

### Minimum Requirements

---

- ☐ **1.** Support from administration and teacher (club sponsor)
- ☐ **2.** Equipment
  - ☐ **a.** Computer (ideally 1 per student)
  - ☐ **b.** Internet access (per computer)
  - ☐ **c.** Webcam (per computer)
  - ☐ **d.** Speakers (per computer)
  - ☐ **e.** Zoom (free video conferencing software)
  - ☐ **f.** Optional: Headphones with mic (for better video conferencing experience)
- ☐ **3.** Physical location for regular meetings
- ☐ **4.** 2 or more interested students
- ☐ **5.** Commitment to minimum weekly communication via email and Slack (outside of club time)

### Getting Started

---

- ☐ **1.** Contact the IC4 Research Team/Pepperdine University (current IC4 organizers) to indicate interest, and include contact information for administrator and sponsoring club teacher(s).
- ☐ **2.** Complete the site permission form.
- ☐ **3.** Prepare teachers for club formation (teacher consent form, CITI Training, IC4 website resources, Slack, Zoom).
- ☐ **4.** Recruit students for the club and complete participant and parent consent forms.
- ☐ **5.** At the first club meeting
  - ☐ **a.** Organize a club roster (names, email addresses; create email account if needed)

## IC4 CLUB CREATION

### *Minimum Requirements*

- ☐ b. Review IC4 resources and tools (website, Slack, Zoom)
- ☐ c. Practice using IC4 resources
- ☐ d. Create an introductory Sway
- ☐ 6. Maintain regular communication on Slack, attend meet-ups, and meetings with other site leaders