

Overview of Simply Code

*An overview of our organization,
operations, and offerings.*

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Welcome,

Jeff speaking here! I founded Simply Code with advocates and tech enthusiasts to directly address the need for open dialogue and hands-on education in technology. This organization is personal to me, and I want it to be for you as well. If you have ideas about anything, email to schedule a call with me at jeff@wesimplycode.org. I look forward to learning more about how Simply Code can help you use technology better in your own life.

Think of this document as our policy handbook that outlines Simply Code's organization structure, operations, communications, and deliverables. Much of our work can be seen on our website at wesimplycode.org. We'd love to feature and hear from you!

WHO WE ARE

Introduction

What if we lived in a world where people could be empowered with healthy discussions and projects to better understand technology? Founded by Jeff, Abdue, and K.K. in 2024, [Simply Code](#) is an education technology organization that serves to help communities often left behind in our rapidly growing tech-savvy world.

Put simply, Simply Code does **cool technology + advocacy projects** and invites you all to do it. Some of our projects include helping technology infrastructure for [local organizations](#) and coding impactful stuff!

You do not need to have experience with technology at all. **We only require passion and commitment.** What is directly in it for you?

- Leadership opportunities and experience
- A like-minded community of technology and advocacy change-makers
- Learning and applying technology into your own work
- Hands-on programming and impactful community projects with local organizations

Interested? Keep scrolling to learn more about Simply Code! **If you do not have time, skip directly [here](#) to get started.** Our hierarchy breakdown is [here](#).

We are extremely excited to have this opportunity!
If you have any questions, feel free to reach out:
info@wesimplycode.org.

Mission Statement

Simply Code has one mission: **Making Technology Simple to be Fun, Fair, and For Everyone.**

Technology to us means any creations like social media, artificial intelligence, and programming to be used for good. Simply Code **firmly believes that everyone**—no matter their circumstances—**should be able to learn technology and apply it in their own lives**, understanding both its benefits and risks.

We intend to accomplish this mission by **promoting healthy discussions** in technology literacy done with [Tech-Ed Talks](#) and **empowering individuals** to take technology literacy into their own hands with [The Digital Citizenship Project](#). So far, here is what we have [done](#).

Non-profit Status

Simply Code is [fiscally sponsored](#) by [Hack Club Bank](#), a project by [The Hack Foundation](#) (d.b.a. Hack Club), [501\(c\)\(3\) nonprofit](#) (EIN: 81-2908499). We are a non-profit organization. All donations are tax-deductible.

To date, we have raised \$650+ from organizations such as [Civics Unplugged](#) and [The National Contribution Project](#). Let's go further together!

Metrics To Date - January 2025

We make, teach, and provide **educational content, technology infrastructure, and hands-on projects** to local nonprofits, schools, and individuals for free!

- ★ 80+ New Individuals Impacted Across All Events (30+ members, 45+ attendees, 6 partnerships)
- ★ 30+ Official Simply Code Team Members
- ★ 3 Official Sponsorships - [HackClub](#), [Civics Unplugged](#), [National Contribution Project](#)
- ★ 6 Official Partnerships - [Techtotomorrow](#), [Food Society](#), [Youth Opportunities in Technology](#), [Global STEM Nexus](#), [Feeding Philly](#)
- ★ \$650 Grants Raised
- ★ 60+ Hours of Digital Content (Web Development, Artificial Intelligence Ethics & Literacy, Java/AP CSA Programming, and Python)
- ★ 4 Official Chapters in Philadelphia, Atlanta, Oakland County, Bluebell
- ★ 1 Informational Session in Philadelphia with CSO - 15+ attendees
- ★ 1 Tech-Ed Talk in Atlanta - 5 Panelist Speakers with 15+ attendees
- ★ 1 Virtual Event Hackathon - 1 Judge with 10+ attendees
- ★ 3 [Departments](#) - Operations, Community Engagement, and Marketing

Goals For The Future - Long Term Growth Plan

We are planning and hosting more **speakers, workshops, in-person, and hackathon events**; expanding our operations to **art and cultural voices** with technology empowerment projects; and increasing our impact on **mentoring and working with middle schools**.

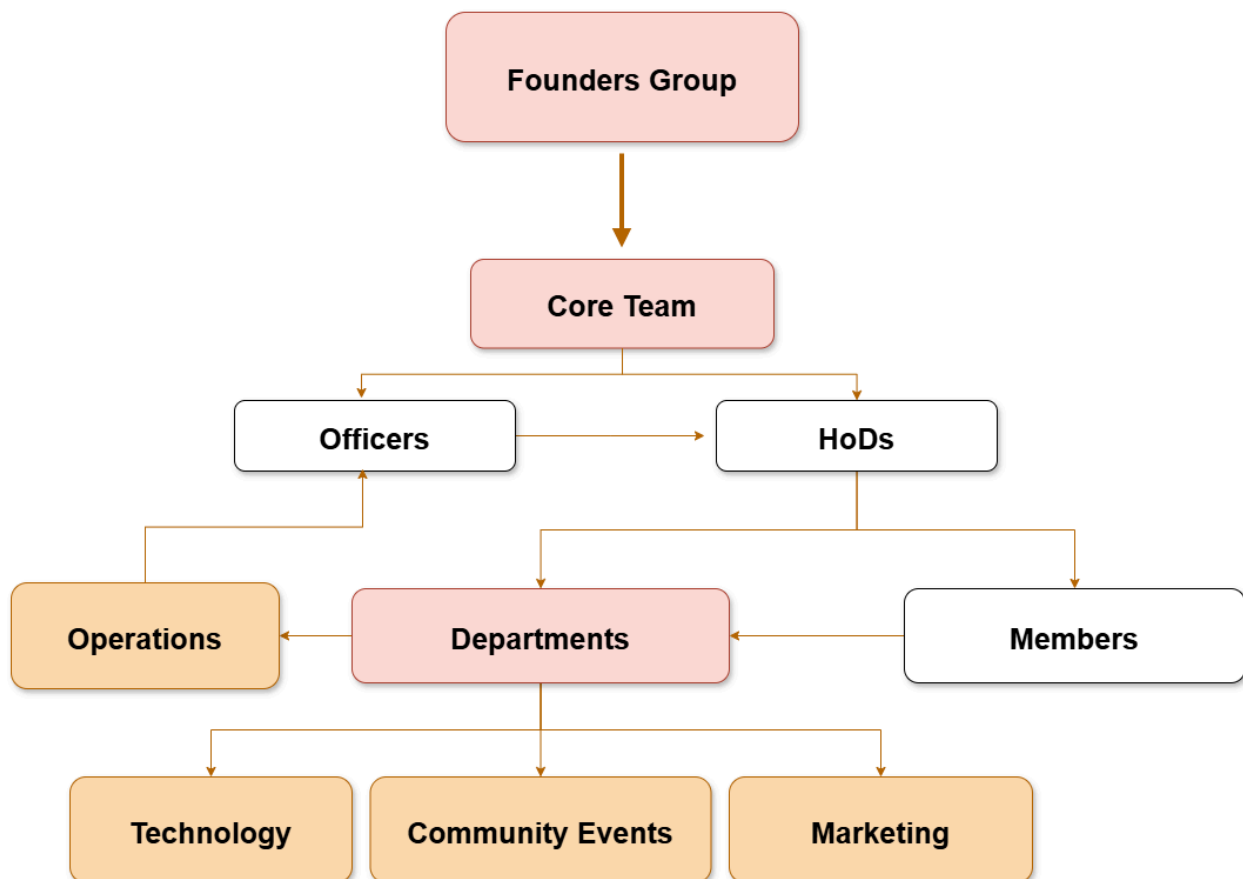
- ★ 20+ Partnerships and Sponsorships
- ★ 3 New Official Chapters- NYC, SF, Boston
- ★ \$1,000-\$10,000 Grants Raised
- ★ 2 Tech-Ed Panel Talks with 50+ audience members
- ★ 3 Virtual Workshops and Panels
- ★ 1 Middle School In Person Event
- ★ AI Conferences

- ★ 100+ Simply Code Team Members
- ★ 150+ New Individuals Impacted Across All Operations/Events

OUR HIERARCHY, COMMUNICATION, PROJECTS

Hierarchy Breakdown

Enjoy our simplified workflow of our hierarchy.



Roles

For all our roles, we require **genuine passion and dedicated commitment**. **All roles assigned** will be strictly based on your **activity levels**. Changing and granting roles will be based on those reasons. Start [here](#) to join a department and begin doing cool projects!

Simply Code's official roles include Officers, HoDs, and Department Members. We are made up of working groups to complete agendas through our Founders Group, Core Team, and Departments.

Officers

HoDs are chosen by officers based on their **experience and activity levels** in the department. They will be responsible for **leading the vision within departments, facilitating partnerships, and training HoDs**.

Officers will work closely with HoDs to together lead departments, training HoDs. Here is an overview of responsibilities for [Officers](#). In the event there are no HoDs, Officers will temporarily take on the responsibilities of the HoDs.

All officers, HoDs, and department members must submit [comprehensive formal monthly updates](#). Summary of all deliverables [here](#).

Heads of Department (HoDs)

HoDs are chosen by officers based on their **experience and activity levels** in the department. They will be responsible for **managing, reporting, and handling all operation activities** that happen in their respective departments with Department Members. HoDs must have **at least 6 hours of weekly commitment**.

HoDs will work closely with officers to manage current and new Department Members. Here is an overview of responsibilities for [HoDs](#). Summary of all deliverables [here](#).

Being a HoD means scheduling department meetings and keeping department deliverables accountable. All HoDs must submit [formal weekly updates](#). All officers, HoDs, and department members must submit [comprehensive formal monthly updates](#).

Department Members

Department members are those who have **minimal weekly commitment** but still are interested in **doing cool projects!** They must constantly report and communicate with their HoDs. Summary of all deliverables [here](#).

All department members must submit [informal updates](#) twice a week to their HoDs. Here is an overview of responsibilities for [Department Members](#).

Working Groups

Working Groups are the foundations of **turning agendas into real tangible results**, being entirely based on activity levels and passion.

All the roles are a part of at least one working group. All Founders make up the Founders Group. All Founders, Officers, and HoDs make up the Core Team. All Officers, HoDs, and Department Members make up the Departments.

Founders Group

The [Founders Group](#) is made up of the most dedicated members in the entire organization. They are responsible for all strategic vision and partnerships, leading appropriate restructuring as the face of Simply Code. If you desire to be a part of the Founders Group and share in Simply Code's vision, contact jeff@wesimplycode.org. Jeff will be the main point of contact.

The Founders Group convenes every week in Q1 Progress Sessions.

Core Team

The Core Team is made up of highly active members in the entire organization. The Founders Group, Officers, and HoDs meet together as the Core Team to discuss management, leadership, and ongoing projects. If you desire to be a part of the Core Team and share in Simply Code's management, contact misha@wesimplycode.org. Misha will be the main point of contact.

The Core Team convenes weekly **Friday at 7PM EST** on **Google Meet**.

Departments

There are currently four Departments: Operations, Community Engagement, and Marketing. Departments are made up of Officers, HoDs, and Department Members.

Each Department is specialized for an activity and convenes **weekly** at their own discretion on **Google Meet**.

Here is a breakdown of each department,

Department Names	Department Goals	Specific Tasks
	1. Oversee all HR functionalities and	1. Fully set up a functional HR team.

Internal Operations Department	- onboarding 2. Manage all Department activities for accountability 3. Reporting progress and recommending solutions to problems.	2. Recruit and onboard new members. 3. Constantly updating each officer and HoDs on recommendations.
Community Engagement Department	1. Oversee all our virtual hackathons and workshops. 2. Host in person Tech-Ed Talks panels and speaker events. 3. Expand into new engagements like using technology to empower cultural voices and art..	1. Finalize Tech-Ed Talks and in person Community drives and activities. 2. Schedule a hackathon and workshop. tentative timeline. 3. Launch hackathons with mentors, judges, and presenters. 4. Create more Technology content.
Marketing & Chapter Growth Department	1. Oversee all channels of marketing and advertising. 2. Manage current Chapter success and activities. 3. Ensure future Chapter growth and official processing. 4. Explore and expand the distribution side of operations.	1. Establish our remodeled brand on Instagram. 2. Create constant flyers, advertisements, and Media posts. 3. Create a Merchandise Plan. 4. Set up an official Chapter training process. 5. Outreach to local organizations and schools.

Communications

All our official meetings will take place via **Google Meet**. Invites will be sent out prior to the meeting. **Everyone must have a camera** on unless granted exceptions. Attendance will be monitored.

The Founders Group will send out an email each week with updates. All official communications will take place over email. For quicker communication, we require [WhatsApp](#).

Below are our meeting groups.

Monthly Meetings - Town Hall For All Simply Code Members

Every first **Saturday at 8PM EST** of each month, there will be a **mandatory meeting** in **Google Meet** for all Simply Code members sent through email. The Founders Group will cover agendas, expectations, and operations for the month.

Weekly Meetings - Core Team For Officers, HoDs, and Founders Group

Every week, Officers, HoDs, and Founders Group will meet **Friday at 7PM EST** in **Google Meet**. The core team will cover progress checks, workflow deliverables, and future agendas.

Weekly Meetings - Whole Department For Officers, HoDs, and Members

Weekly, each Department must all meet together in **Google Meet based on their own discretion** to discuss deliverables, projects, and partnerships.

Officers and HoDs are responsible for leading and scheduling this, being present alongside all Department Members.

Note: Missing any meetings without prior approval will result in [strikes](#), which will lead to replacement and possibly removal from the organization. We are serious about staying present at meetings.

Deliverables - Project Reporting

Summary of deliverables,

- ★ Entire Departments - All officers, HoDs, and department members must submit [Comprehensive Formal Monthly Updates](#).
- ★ HoDs - All HoDs must submit [Formal Weekly Updates](#).
- ★ Department Members - All department members must submit their progress daily in their department's Calendar. The CEO will outline

Three-Strike Rule

Every member in Simply Code will begin with no strikes. A total of **three strikes** will result in replacement and potentially removal.

Here are the conditions for a strike,

1. **Missing two consecutive ANY meetings** will receive **a strike**.

2. Any Officer with **constant inactivity without prior notice** could be promptly replaced and receive **two strikes**.
3. Any HoD who **fails to submit [formal weekly updates](#)** without prior notice will receive **two strikes**.
4. Each Department Member who fails to submit **[informal updates](#)** to their assigned HoDs will receive **one strike**.
5. Missing a Town Hall Meeting without a **24 hour notice** will result in **one strike**.

Offerings

We currently have three main operations: Tech-Ed Talks, The Digital Citizenship Project, and Chapter Networks.

In order to be in any one of them, you need to be in an official department. Departments work together to deliver these offerings. Officers will be in charge of managing these offerings in their departments.

Tech-Ed Talks

Tech-Ed Talks is modeled from Ted-Ed Talks, where the focus is on **promoting healthy, interrogative, and purposeful discussions in technology**.

Under Tech-Ed Talks, we will host in person and virtual **guided speaker events, group-based focus conversations, and STEM panels**. The topics discussed can include the role of technology in art and culture, the role of social media on the youth, and the role of artificial intelligence in education.

Sounds interesting? Find out more information and join [here](#). Reach out to Fnu at fnu@wesimplycode.org to work on hosting cool events.

The Digital Citizenship Project

The Digital Citizenship Project's goal is to **empower students** and groups who do not have a strong background in technology to **learn and apply technology skills** with local organizations.

Under The Digital Citizenship Project, we will host **workshops, hackathons, and mentorship sessions** in the learning phase and connect these groups with local and national organizations to further their work.

The projects can include improving Food Sustainability Systems with technology and improving Cost-Affordability Systems with Technology. We will also connect technology organizations with non-technology organizations to help on projects.

Excited? Find out more information and join [here](#). Reach out to Cel at celeste@wesimplycode.org for workshops and hackathons.

Chapter Networks

Chapter Networks' goal is to be the **distribution and delivery arm** of Simply Code, ensuring new local partnerships and facilitating current partnerships.

Under Chapter Networks, we will host technology drives, technology topic literacy campaigns, and deliver the aforementioned programs into local cities. Most of the discretion is up to the local chapters.

Some of our work can include partnering with local Congressional officials and middle schools to increase technology literacy and recycling technology. Sounds interesting? Send an inquiry to anushka@wesimplycode.org.

HOW DO YOU BEGIN?

Follow the steps below to be an official member of Simply Code,

- ☐ **Step 1:** Email to schedule a call with your supervisor.
- ☐ **Step 2:** If you are accepted, we will send you an employee contract, which you must sign and return. After that, remember you must join our [WhatsApp](#).
- ☐ **Step 3:** After we receive your information, we will connect you with the HoD.
- ☐ **Step 4:** Work on cool projects! Complete your deliverables to keep all of us accountable.

It is that simple! **We will cc you with the HoDs** in charge of your desired department and ask you to **reach out to the HoDs**. Then, you will receive more information on their work and projects! Remember, each department does different cool things.

If you are interested at all just doing some cool projects or outreach, you can be a partner. All you have to do is email jeff@wesimplycode.org with your ideas. That is literally it.

Points of Contact

If you want to contact each Founder, Officer, or HoD directly about cool ideas, here are their contact information!

Name	Role	Department	Email
Jeff	Chief Executive Officer	Founders Group	jeff@wesimplycode.org
N/A	Head of General Growth	N/A	N/A
Anushka	Chief Program Officer	Founders Group	anushka@wesimplycode.org
Misha	Chief Operations Officer	Operations & Founders Group	misha@wesimplycode.org
Fnu	Chief Marketing Officer	Marketing & Founders Group	fnu@wesimplycode.org
Rudra	Head of Marketing	Marketing	rudra@wesimplycode.org
Bianca	Head of Social Media	Marketing	bianca@wesimplycode.org
Josh	Chief Technology Officer	N/A	josh@wesimplycode.org
N/A	Chief Financial Officer	N/A	N/A
Pradnya	Head of Internal Affairs	Operations	pradnya@wesimplycode.org
Raj	Head of Human Resources	Operations	raj@wesimplycode.org
Anne	Head of Outreach	Operations	anne@wesimplycode.org
N/A	Head of Partnerships	Operations	N/A
Cel	Chief Community Officer	Community Engagement	celeste@wesimplycode.org
N/A	Head of In Person Events	Community Engagement	N/A
N/A	Head of Virtual Events	Community Engagement	N/A

Note: HoDs are still being added!

Joining Your Department

At Simply Code, we will always make sure that you are working on a project **YOU** want. Once you have gone through the [process](#) of becoming a member, you should be in **constant communication with your HoD**, aware of both your **meetings and deliverables**.

Reminder - Meetings & Deliverables

1. All Simply Code Members must attend Monthly Town Hall Meetings. This will be the first Saturday of each month and sent in advance.
2. All HoDs and officers must meet once every week.
3. All Departments must meet once every other week.
4. All department members must submit [informal updates](#) twice a week to their HoDs. All HoDs must submit [formal weekly updates](#). All officers, HoDs, and department members must submit [comprehensive formal monthly updates](#). Make a copy and email!

Volunteering Agreement

At Simply Code, all members are considered and known as the title Volunteer. Each Volunteer is given a role, and all activities will be **governed by the Volunteering Agreement** sent during onboarding. There are no exceptions to this. You will not receive monetary compensation or have an employee to employer relationship.

Frequently Asked Questions

Where will our communications take place?

All direct lines of communication will take place in our [WhatsApp](#). No exceptions. **Email and Google Meets** will also be used for formal communication.

What are the deliverables?

Deliverables should be **specific and to the point** of your **project activities, struggles, and future agendas**. Without prior approval, there are **no excuses** for not submitting your assigned deliverables.

Remember, all HoDs must submit [formal weekly updates](#). All members must submit [informal updates](#). All officers, HoDs, and department members must submit [comprehensive formal monthly updates](#).

Is this role paid or volunteer?

Any participation within Simply Code is strictly volunteer-related. By participating, you accept that you will not be paid and agree to all the terms of this handbook..