

Minimum Site Coordinator Grant Services (Per School)			Incentives	COMPLETION DEADLINE Event Must be Completed By:	Comments and Clarifications
	11th	12th			
Student and Family Services					
One GEAR UP TN Orientation/High School - Cohort One Welcome to GEAR UP TN event - 12th Grade	X	X	\$150	September 30, 2016	Provide a program orientation to all GEAR UP TN students to ensure they understand the GEAR UP TN program and the opportunities available to them. Sites have the option to provide separate events for parents or invite parents to the student event. Think about ways to maximize student participation. Prior years of implementation indicate that an event during school hours results in greater student participation.
College Planning Sessions	X			February 28, 2017	<p>College Planning Sessions are one-on-one meetings between a GEAR UP TN student and a trained adult - typically the GEAR UP coordinator, liaison, mentor or faculty member. On or before February 28, 2017, GEAR UP TN Collaboratives are responsible for conducting at least one individual College Planning Session with each student. The sessions are designed to be conducted annually and will serve as the primary vehicle for ensuring that prior to high school graduation all GEAR UP TN cohort students:</p> <ul style="list-style-type: none"> • Decide upon a postsecondary plan • Decide upon a career or career interest area • Submit at least one application to a college or university • Submit at least one scholarship application • Complete the FAFSA, if eligible • Are directed to appropriate GEAR UP TN services based on individual goals and academic preparedness • Are provided additional support if identified as at-risk based upon early warning indicators (attendance, course grades, etc.) <p>College Planning Sessions may be implemented as part of a comprehensive mentoring program. The GEAR UP TN central office will provide resources, forms, and training to help facilitate College Planning Sessions. Site Coordinators are encouraged to help each student build a portfolio. The basic portfolio should consist of a college application, a local or national scholarship application and a completed FAFSA.</p>
Data-driven academic tutoring	X			Ongoing	Tutoring must be available for all cohort students through GEAR UP funding or existing school-based resources. In order to fulfill the tutoring requirement, sites must meet one of the following: 1) implement a tutoring program through GEAR UP funding; 2) enhance an existing school tutoring program through technology, transportation, staff, etc.; or, 3) request a tutoring exemption from the central office. Sites requesting an exemption must demonstrate that high-quality tutoring is accessible to all students through existing school or district resources. Sites also must articulate how they will support increased academic achievement through other GEAR UP services. <u>Tutoring exceptions must be submitted to regional coordinators at the time of final Year 5 Work Plan submission.</u>
Student mentoring	X			Ongoing	Sites must develop and implement a robust mentoring program involving near peer mentoring, college students, recent college graduates, industry professionals or community leaders or in partnership with Collaborative partners.
Two College visits to a regional college - Cohort	X		\$50	May 31, 2017	College visits should include an official tour and presentation(s) by admissions, academic departments, athletics, student affairs, residence life, multicultural affairs, or other departments. It is expected that a good faith effort is made for every cohort student to attend a college visit. Compass/CPS data should also be utilized to target visits to colleges and students who attend those visits. At Midterm and Semester End Central Office staff will send each coordinator a no participation report, listing cohort and senior students that have not attended a college visit. Each site coordinator will work with their Regional Coordinator to increase student participation prior to the due date.

One College visit to a regional college - 12th Grade		X	\$50	May 31, 2017	For 12th graders, college visits should focus on the transition to higher education and the resources available on campus to help students succeed - student support services, academic resources, etc. An effort should be made to organize college visits to institutions that match students' academic credentials and interests, including colleges of applied technology, community colleges, universities, etc. The use of Compass data to target student visits is strongly encouraged.
Four Additional Student services supporting GEAR UP TN goals and objectives - Cohort	X		\$50	May 31, 2017	<p>Services outlined in this section must be above and beyond any other service explicitly outlined in this document. GEAR UP TN Collaboratives will tailor student services and programming to the specific needs of schools and students. Planned services must support GEAR UP TN goals and objectives and address students' needs. A student service is defined as a meaningful interaction with a student that fits into one of the GEAR UP TN service definitions.</p> <p>At least one service must address the academic needs of GEAR UP TN students as identified using school and student level data. Data sources may include ACT Engage, TCAP scores, EXPLORE data, course grades, etc. At least one service must be an ACT Intervention that focuses on students that are 3 or fewer points from reaching HOPE eligibility. At least one event must be a Youth Summit Ambassador Event.</p> <p>Examples of services may include: college/career fairs, study skill workshop series, job shadowing, career counseling, etc. To count as a GEAR UP TN service, student services must be either a new initiative sponsored by GEAR UP TN or an existing initiative enhanced using GEAR UP TN funds. RTI2 may be an ideal time to implement a GEAR UP intervention. Please refer to the Implementation Guide for resources to assist in planning student services.</p>
Two Additional Student services supporting GEAR UP TN goals and objectives - 12th Grade		X	\$50	May 31, 2017	One service must be FAFSA related and the other service must include the completion of a scholarship application outside of the completion of the TN Promise Application. Other events and services should focus on one or more of the following topics: college transition, increasing high school graduation rates, increasing the number of students completing a postsecondary admissions application, or college advising. Services may include: college/career fairs, job shadowing, career counseling, ACT/SAT preparation, etc. <u>Services outlined in this section must be above and beyond any other service explicitly outlined in this document.</u>
College Planning Night	X		\$50	May 31, 2017	College Planning Night is an event targeted at underclassmen who are preparing to apply to college. An evening event, College Planning Night brings together parents, students and counselors to talk in depth about college choice, what to expect senior year and financial aid and scholarship opportunities. The GEAR UP TN central office will provide resources to assist in the planning and implementation of College Planning Night.
College Application Week	X	X	\$50	September 26 - September 30, 2016	College App Week is a statewide event designed to build excitement around the college application and going process. High schools participating in College App Week set aside time and space during the school day for seniors to complete at least one application for admission while receiving the encouragement and assistance of school, college and community volunteers. Activities may include: college admissions visits, college spirit days, workshops, college door decorating contest, etc. Regional coordinators will work with sites to devise College App Week plans.
College Signing Day		X	\$50	June 30, 2017	College Signing Days are simple ways to celebrate students, their accomplishments, and their futures. During a College Signing Day graduating seniors publicly announce the college they have chosen to attend in front of families, supporters, and the entire student body. The GEAR UP TN central office will provide resources to assist in the planning and implementation of College Signing Days.
One Parent/Guardian/Family services - Cohort	X		\$50	March 15, 2017.	Events and services must focus on increasing GEAR UP students' and their families' knowledge of postsecondary education options, preparation, and financing. Sample event topics include: how to help your student study, financial aid awareness, admission standards, utilizing CollegeforTN.org (as a family), etc. Services outlined in this section must be above and beyond any other service explicitly outlined in this document.
Two Parent/Guardian/Family service - 12th Grade		X		December 15, 2016	Events and services must focus on one or more of the following topics: increasing high school graduation rates, increasing the number of students completing a postsecondary admissions application, college advising/choice, or financial literacy. An example would be hosting a College Goal Tennessee or Tennessee FAFSA Frenzy event. <u>Services outlined in this section must be above and beyond any other service explicitly outlined in this document.</u>

One In-State Job Site Visit	X			May 31, 2017	A job site visit is defined as a physical visit to a local business/work environment (i.e., employer, factory, hospital, etc.). Site visits should expose students to the workplace in an occupational area of interest and reinforce the link between classroom learning, work requirements, and the need for postsecondary education. Event may be combined with the college visit. Site visit locations should be chosen based on students' interests and in fields which require higher education and provide a living wage.
21st Century Scholar Certificate	X		\$50	May 31, 2017	As required by Federal GEAR UP requirements, all GEAR UP TN cohort students must receive a 21st Century Scholar Certificate. The 21st Century Scholars Certificate, provided by the GEAR UP TN central office, will include a summary of Federal and State financial aid that may be available to students. Only students who have not previously received a Certificate should receive one. All documentation pertaining to the 21st Century Scholar Certificates must be kept in the Documentation Notebook.
One Summer academic enrichment program	X			June 30, 2017	May include enrichment, credit recovery and course bridge programs. Summer activities should encourage student enrollment in rigorous and challenging curricula and coursework with a focus on reducing the need for remedial coursework at the postsecondary level and may include supporting existing post secondary camps, providing educational field trips to prepare students for careers and college, academic camps, and college campus visits. Sites should strive to have 10 percent of their cohort student population participate in summer academic enrichment programming.
In conjunction with central office: One Statewide Summer Youth Summit (June 2017)	X		\$100	June, 2017	Sites should plan on bringing a team of students and chaperones to participate in a multi-day GEAR UP TN Youth Summit which will take place on a college campus in June of 2017. Sites will be responsible for providing travel costs to the event. The number of student slots will be determined based on the size of the Collaborative cohort size.
Newsletter	X	X		Cohort - Once a semester (at minimum) Senior - Sent before College App Week	Newsletters may be formatted using the template provided by the GEAR UP TN central office. Each issue of the newsletter must focus on building college aspiration among GEAR UP students. Additional topics may include: student success strategies; parent involvement and support; upcoming GEAR UP events and dates; highlights of recent GEAR UP events or successes; information about a specific major, career area, or higher education institution; etc. The GEAR UP TN central office may provide articles for use in the newsletters. Newsletter drafts should be submitted for review to Courtney Rogers by email (courtney.rogers@tn.gov) at least one week before printing. Refer to the Implementation Guide for guidance outlining what counts as a parent or student contact with regards to newsletters.
Educator Professional Development					
One GEAR UP TN Educator Orientation	X	X		September 30, 2016	Provide a program orientation to all school staff to ensure that they understand the GEAR UP TN program and the opportunities available to both them and GEAR UP TN students.
One Pre-Approved Professional Development Activity for Educators - Cohort	X			June 30, 2017	Deliver PD covering College 101 PowerPoint (provided by the GEAR UP TN central office), or similar presentation, providing school faculty with information about the college-going process with specific emphasis on the TCATS.
One Pre-Approved Professional Development Activity for Educators - 12th grade		X		June 30, 2017	Deliver PD covering College 101 PowerPoint (provided by the GEAR UP TN central office), or similar presentation, providing school faculty with information about the college-going process with specific emphasis on the TCATS.
Travel to the National Council for Community and Education Partnerships (NCCPEP) Annual Conference (July 2016) and Capacity-Building Workshop (February 2017)	X	X		July 2016 and February 2017	Include travel funds to attend the July 2016 Annual Conference (required) and the February 2017 GEAR UP Capacity Building Workshop (optional) hosted by the National Council for Community and Education Partnerships. GEAR UP TN project directors and site coordinators are expected to attend the July 2015 Annual Conference. Other key grant personnel, such as directors of schools and principals, may also attend with prior approval. Attendance to the February 2017 Capacity Building Workshop is optional and should only include GEAR UP TN site coordinators and project directors. Each Collaborative should budget \$3,000 for grant personnel to attend each event.
Grant Implementation					
GEAR UP TN Texting Initiative	-	-		Ongoing	Details to follow
Regular Site Coordinator Meetings	-	-		Ongoing	Central office staff will convene site coordinators on a regular basis to share best practices, report on grant implementation, and discuss opportunities for collaboration among sites.
Completion of Monthly Activity Plan (MAP), Completed Activity Report (CAR), COMPASS data entry, Reimbursement Request, match documentation, and Over \$1000/\$5000 Purchase Requests.	-	-		15th of Each Month	GEAR UP TN sites will complete and submit the Monthly Activity Plan (MAP), Completed Activity Report (CAR), reimbursement requests, Match and any Over \$1000 or \$5000 Purchase Requests, by the 15th of each month. Additionally, all COMPASS entries for the prior month must be entered by the 15th of each month.
Two College Access Steering Committee meetings	-	-		December 2016 and May 2017	The College Access Steering Committee meetings should focus on developing project sustainability, resource development, building new partnerships, and expanding a college-going culture in direct-service schools. central office can provide materials.
Update the College Access Steering Committee Roster	-	-		September 30, 2016	
Update District Contact Information	-	-		September 30, 2016	
Collaborative Annual Performance Report	-	-		February 28, 2017	Each GEAR UP TN Collaborative will complete a Collaborative Annual Performance Report. This report will provide a narrative update on GEAR UP TN grant implementation and will be a means of collecting information for Tennessee's statewide GEAR UP TN Annual Performance Report. Collaboratives will receive the Annual Performance Report template prior to the end of the Fall semester.
Travel to the mandatory GEAR UP TN Kickoff meeting	-	-		August 2016	Project directors, directors of schools (or administrative designee) and site coordinators from each Collaborative are required to attend the kickoff meeting held in Nashville, TN. Teachers and other stakeholders are also encouraged to attend. Topics covered will include college access professional development, data collection, and fiscal policies.

Professional development offered by the GEAR UP TN central office	-	-		Dates To Be Determined	During Year 5, the GEAR UP TN central office plans to offer several professional development opportunities offered via webinar and in-person. Please budget travel expenses for the site coordinator and at least one additional Collaborative representative to attend three separate day-long professional development sessions to be held in Nashville, TN.
Statewide Activities (these activities do not need to be on your Work Plan)					
One Programmatic Site Visit				June 30, 2017	A site visit scheduled by the GEAR UP TN central office to discuss Year 5 implementation. Attendees should include Superintendent (or designee), Project Director, Site Coordinator(s), relevant GEAR UP staff, and others as needed.
One Fiscal Site Visit				Spring 2017	A site visit scheduled by the GEAR UP TN fiscal manager to audit grant financial records.