



# Implementation Guide: Year 4 2015-2016

Prepared by:



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# Section 1: Program Information

## IN THIS SECTION

- GEAR UP TN Contact Information
- National Program Overview
- GEAR UP TN Program Overview
- List of GEAR UP TN Counties
- Site Coordinator Contact Information
- GEAR UP TN and College-Going Facts

## Program Contact Information

	Contact For:
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<p>Troy Grant Director 615.532.0423 troy.grant@tn.gov</p>	<ul style="list-style-type: none"> <li>• Program oversight</li> <li>• Legislative issues</li> </ul>
<p>Leigh Ann Bodie Assistant Director 615.532.0406 leighann.bodie@tn.gov</p>	<ul style="list-style-type: none"> <li>• Program evaluation</li> <li>• Annual performance reporting</li> <li>• Data collection plan &amp; local requirements</li> <li>• GEAR UP TN data system</li> <li>• Annual U.S. Department of Education surveys</li> </ul>
<p>Kate Derrick Director of External Relations 615.532.0428 kate.derrick@tn.gov</p>	<ul style="list-style-type: none"> <li>• Logos and promotional items</li> <li>• Communications guidelines</li> <li>• Survey or sign-in sheet customization</li> </ul>
<p>Mary Laphen Statewide Services Coordinator 615.253.1155 mary.laphen@tn.gov</p>	<ul style="list-style-type: none"> <li>• Professional development needs</li> <li>• Collaboration and resource ideas/contacts</li> <li>• Pathway to College events (College App Week, College Goal Tennessee, College Signing Day, College Planning Night)</li> </ul>
<p>Kate Watts Outreach Specialist, CollegeforTN.org 615.741.1318 kate.watts@tn.gov</p>	<ul style="list-style-type: none"> <li>• CollegeforTN.org assistance and questions</li> <li>• Training for CollegeforTN.org</li> <li>• CollegeforTN.org Professional Center needs</li> <li>• Professional development for CollegeforTN.org</li> </ul>
<p>Doug Cullum Fiscal Manager 615.532.0435 doug.cullum@tn.gov</p>	<ul style="list-style-type: none"> <li>• Fiscal site visits and compliance monitoring</li> <li>• Invoice and reimbursement status</li> </ul>
<p>Melinda Dunn Administrative Assistant 615.532.0402 melinda.dunn@tn.gov</p>	<ul style="list-style-type: none"> <li>• Reimbursement submission</li> <li>• Newsletter approvals</li> <li>• T-shirt approvals</li> <li>• General questions</li> </ul>

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[www.gearuptn.gov](http://www.gearuptn.gov)

## GEAR UP National Program Overview

Gaining Early Awareness and Readiness for Undergraduate Programs (GEAR UP) is a federally funded college access grant program. GEAR UP was authorized by Title IV of the 1998 Amendments to the Higher Education Act of 1965. The purpose of GEAR UP is to increase the number of low-income and first generation students who are prepared to enroll in and succeed in college.

To meet this goal, the legislation enables GEAR UP programs to provide:

- Financial assistance, academic support, additional counseling, mentoring, outreach, and supportive services to secondary school students to reduce the risk of students dropping out of school or the need for remedial education at the postsecondary level.
- Information to students and their families about the advantages of postsecondary education and information about college financing options.

The U.S. Department of Education provides six or seven year GEAR UP grants to states and partnerships to provide college access services at high-poverty middle and high schools. Partnerships consisting of one or more local education agencies and one or more higher education institutions and community organizations may apply for GEAR UP partnership grants. The governor of each state may designate only one agency to apply for and administer a GEAR UP state grant.

GEAR UP TN is a state grant that is administered by the Tennessee Higher Education Commission. GEAR UP TN follows a cohort or whole-grade model, meaning that services are provided to all students in the participating grade level, rather than a selected group of students. This grant provides college access and success services to all cohort students starting in the 7<sup>th</sup> grade and will continue to provide services through their first year of postsecondary education.

## GEAR UP TN Program Overview

Tennessee was awarded \$29.5 million dollars in funding from the U.S. Department of Education in 2012 to implement GEAR UP TN through 2019. The grant provides Tennessee over \$4.2 million in resources annually to devote to college access and success services.

GEAR UP TN works with community-based Collaboratives in fifteen counties across the state in order to accomplish these goals. Through the Collaboratives, GEAR UP TN provides students with direct services, including mentoring, tutoring, college visits, and financial aid counseling. The program will serve 7,500 students in the Class of 2018, along with 5,000 graduating seniors each year through 2019. GEAR UP TN anticipates that it will serve 37,500 students over the seven years of the grant.

### **Mission of GEAR UP TN:**

GEAR UP TN aims to expand the college-going culture in Tennessee. By using an empowerment model that recognizes the assets and needs of local communities, GEAR UP TN looks to shift the state's educational culture. We aim to develop long-term, successful partnerships to support students in reaching college and providing them with the resources to succeed in college.

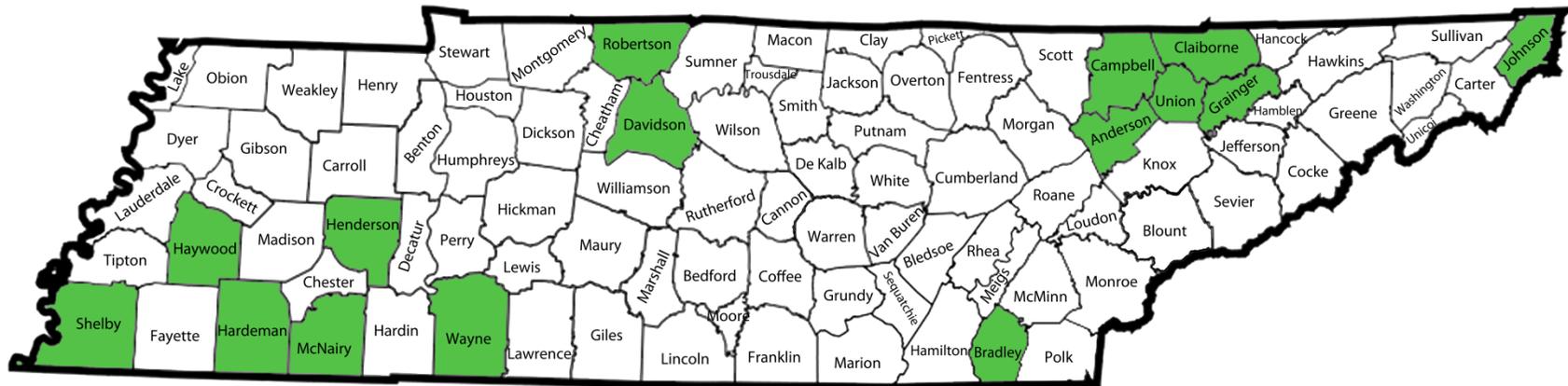
### **The goals of GEAR UP TN are to:**

1. Increase the academic performance and preparation for postsecondary education for GEAR UP students.
2. Increase the rates of high school graduation and enrollment in postsecondary education for GEAR UP students.
3. Increase GEAR UP students' and their families' knowledge of postsecondary education options, preparation, and financing.

### **GEAR UP TN's programmatic objectives are to:**

1. Increase student academic achievement and course completion.
2. Increase student performance on college entrance exams.
3. Increase student high school graduation.
4. Increase student postsecondary participation and success.
5. Increase student and family educational expectations.
6. Increase student and family knowledge of and access to financial assistance for postsecondary education.
7. Increase parent and community engagement in activities associated with student preparation for college.
8. Increase educator content-area knowledge and understanding.

# GEAR UP TN Counties



- Anderson County • Bradley County • Campbell County
- Claiborne County • Grainger County • Hardeman County
- Haywood County • Henderson County • Johnson County
- McNairy County • Robertson County • Metro Nashville
- Shelby County • Union County • Wayne County

## Site Coordinator Contact Information

	<b>Contact Info</b>	<b>Year 4 School(s)</b>
Anderson County	Angela "Hoppy" Merryman amerryman@acs.ac 865-963-8467	<ul style="list-style-type: none"> <li>• Anderson County High School</li> <li>• Clinton High School</li> </ul>
Bradley County	Melissa Presswood mpresswood@bradleyschools.org 423-476-0650 ext 3008	<ul style="list-style-type: none"> <li>• Bradley Central High School</li> <li>• GOAL Academy</li> </ul>
Campbell County	Monica Bane banem@k12tn.net 423-562-8308	<ul style="list-style-type: none"> <li>• Campbell County High School</li> <li>• Jellico High School</li> </ul>
Claiborne County	Danna Smith smithd31@k12tn.net 423-851-2041	<ul style="list-style-type: none"> <li>• Claiborne High School</li> <li>• Cumberland Gap High School</li> </ul>
Grainger County	Vicki Farrar tvajr@aol.com 865-828-3518	<ul style="list-style-type: none"> <li>• Grainger High School</li> <li>• Washburn School</li> </ul>
Hardeman County	Dorrie Powell powelld1@k12tn.net 731-658-2510	<ul style="list-style-type: none"> <li>• Bolivar Central High School</li> <li>• Middleton High School</li> </ul>
Haywood County	Jackie Whitten whittenj1@k12tn.net 731-772-9613	<ul style="list-style-type: none"> <li>• Haywood High School</li> </ul>
Henderson County	Jason Rushing rushingj@k12tn.net 731-968-2961	<ul style="list-style-type: none"> <li>• Lexington High School</li> </ul>
Johnson County	Brittany Pleasant bpleasant@k12tn.net 423-727-2620	<ul style="list-style-type: none"> <li>• Johnson County High School</li> </ul>
McNairy County	Molly Cheshier cheshierm@mcnairy.org 731-646-2577	<ul style="list-style-type: none"> <li>• Adamsville Junior/Senior High School</li> <li>• McNairy Central High School</li> </ul>

## Program Contact Information

	<b>Contact Info</b>	<b>Year 4 School(s)</b>
Metro Nashville Public Schools	Elise Burns Elise.Burns@mnps.org 615-310-6145	<ul style="list-style-type: none"> <li>• Glenclyff High School</li> <li>• Whites Creek High School</li> </ul>
	Lisa Fojo Lisa.Fojo@mnps.org 615-415-4848	<ul style="list-style-type: none"> <li>• Antioch High School</li> </ul>
	John-Paul Gray john-paul.gray@mnps.org 615-242-6730 x817316	<ul style="list-style-type: none"> <li>• Maplewood High School</li> <li>• Pearl Cohn High School</li> <li>• Stratford High School</li> </ul>
Robertson County	Rebecca Roberson rebecca.roberson@rcstn.net 615-384-3516 x2042	<ul style="list-style-type: none"> <li>• Springfield High School</li> </ul>
Shelby County (Memphis)	Patrice Suggs suggspe@scsk12.org 901-416-4273	<ul style="list-style-type: none"> <li>• Cordova High School</li> <li>• East High School</li> <li>• Kingsbury High School</li> </ul>
Union County	Jamie Branton brantonj@ucps.org 865-992-5232 ext 621	<ul style="list-style-type: none"> <li>• Union County High School</li> </ul>
Wayne County	Deborah Brown deborah.brown@waynetn.net 931-722-3548	<ul style="list-style-type: none"> <li>• Collinwood High School</li> <li>• Frank Hughes School</li> <li>• Wayne County High School</li> </ul>

# GEAR UP TN and College-Going Facts

## Graduating High School Class of 2013: College-Going Rates

- GEAR UP TN Schools: 53.6%
- Tennessee Average: 57.2%
- USA Average: 66.0%

## 2013 Average ACT Scores

- GEAR UP TN Schools: 17.6
- Tennessee Average: 19.1
- USA Average: 20.9

## Advantages Of Going To College (from CollegeforTN.org)

- A college education gives you more options, therefore allowing you to control your future. Increased options and opportunities often lead to increased success and happiness.
- College not only gives you the chance to learn what fields of study interest you, but it also provides you with the opportunities to pursue careers in those fields.
- More education equals more money. In fact, college graduates earn about \$1 million more than high school graduates over their lifetimes.
- In general, people who have college educations have a much easier time finding a job, maintaining a job and getting promoted while on the job.
- Going to college exposes you to a variety of experiences and people. Class subjects and topics vary widely. You can take classes ranging from organic chemistry to criminal justice. Plus, you will have classes with people from many different backgrounds.

# Section 2: Work Plan Process

## IN THIS SECTION

- Work Plan Process
- Required Services Chart

# Work Plan Process

## Work Plan Development Basics

GEAR UP TN Collaboratives that plan effectively tend to have the best outcomes. The annual work plan process is designed to assist Collaboratives in clearly articulating their plans to serve students and meet GEAR UP TN goals and objectives, and help anticipate administrative and statewide expectations set forth by the GEAR UP TN central office. The work plan outlines the services and activities, by program objective, that are planned for the upcoming year, in addition to the anticipated dates, number of students, costs, and budget line items impacted by the activity. GEAR UP TN goals, objectives and required services should guide work plan development as they outline what you must do and what you may do.

There are two primary work plan development documents:

1. GEAR UP TN Collaborative Work Plan and Budget – Collaboratives must complete one Collaborative work plan for their entire grant program.
2. GEAR UP TN School Work Plan – Collaboratives must complete one school work plan for each of their direct-service schools.

Each year, work plans will be submitted to regional coordinators. Plans will be reviewed and, if needed, site coordinators will be contacted to make revisions. Completed work plans serve as the road map for Collaboratives' GEAR UP TN grant implementation.

The ideal work plan development team will include:

- Project director
- Site coordinator(s)
- School and district administrators
- Counselors, key teachers
- Collaborative partners
- Fiscal officer
- College Access Steering Committee members

## Deadlines for Work Plan

Please check the GEAR UP TN master calendar for the latest dates on workplan deadlines:

<http://www.tn.gov/gearuptn/article/gear-up-tn-calendar>

## Students Served

The grades of GEAR UP TN Collaborative students that will be served, by academic year, are:

<b>Academic Year</b>	<b>Grades Served</b>
2012-2013	7 <sup>th</sup> , 12 <sup>th</sup>
2013-2014	8 <sup>th</sup> , 12 <sup>th</sup>
2014-2015	9 <sup>th</sup> , 12 <sup>th</sup>
2015-2016	10 <sup>th</sup> , 12 <sup>th</sup>
2016-2017	11 <sup>th</sup> , 12 <sup>th</sup>
2017-2018	12 <sup>th</sup>
2018-2019	12 <sup>th</sup> , College Freshmen

## Collaborative Work Plan and Budget

Collaboratives are required to complete one Collaborative work plan. The Collaborative work plan consists of 6 parts:

**Section 1: Collaborative Contact Information** – this section provides basic contact information for key grant and district personnel.

**Section 2: Direct-Service School Contact Information** – this section provides basic contact information for direct-service schools and school personnel.

**Section 3: Adequacy of Facilities and Equipment** – this section provides information about resources school districts are providing to local GEAR UP TN staff.

**Section 4: Grant Implementation Activities** – this section provides sites an opportunity to articulate their plans to fulfill the grant implementation activities outlined in the GEAR UP TN Required Activity Chart.

**Section 5: Collaborative Budget** – this section allows sites to outline a budget for implementation. Sites should use the state budget form provided. Approved budgets become the site's contract budget.

**Section 6: Signature Page** – certifying signatures by the GEAR UP TN project director and grantee director of schools.

## School Work Plans

Use the GEAR UP TN school work plan form provided by the central office to create the work plan for each direct-service school. The school work plan is divided into two sections: (1) Proposed Student and Family GEAR UP TN Services and (2) Proposed Professional Development Activities. For each activity listed on the work plan, sites are to indicate the number of individuals to be served, objectives met, and details regarding projected cost. The project director, direct-service school principal, and site coordinator responsible for implementing GEAR UP TN services at the school are required to sign-off on work plans once the planned activities and budget are agreed upon between central office and Collaborative.

When developing school work plans, include activities that:

1. Are required in the Required Activity Chart.
2. Support the GEAR UP TN goals and objectives listed on page 4.
3. Support the GEAR UP TN performance measures.
4. Will be sponsored by the GEAR UP TN central office.
5. Will be used to satisfy GEAR UP TN matching requirements.

Activities may include the following:

### Student Services

- Tutoring/homework assistance
- Rigorous academic curricula
- Comprehensive mentoring
- Financial aid counseling/advising
- Counseling/advising/academic planning/career counseling
- College campus visits/college student shadowing
- Job site visit/job shadowing
- Summer programs
- Educational field trips
- Workshops supporting any of the GEAR UP TN objectives

## Family Services

- Workshops on college preparation/financial aid
- Counseling/advising
- College visits
- Family events

## Professional Development for Educators

- Conferences
- Workshops/trainings

**IMPORTANT NOTE:** As stated in the Required Services Chart, at least one of the four additional services to the cohort service must address the academic needs of GEAR UP TN students as identified using school and student-level data. Additionally, at least one service must address needs identified by GEAR UP TN's administration of the ACT ENGAGE. When articulating plans for cohort student services specifically addressing academic and ENGAGE student needs, please add the phrase "Meets Academic Need" and/or "Meets ENGAGE Need" in the Proposed Activity column. Additionally, please detail the rationale for the service using data.

## Collaboration

GEAR UP TN site coordinators are expected to collaborate with school counselors, teachers, the local community, Collaborative partners, and the GEAR UP TN central office. GEAR UP TN site coordinators should leverage the expertise of others to ensure the most robust services are being provided to students in eligible grades at the identified GEAR UP TN schools.

In addition to partnerships already established in your GEAR UP TN Collaborative proposal, we encourage you to consider using the resources of additional partnerships through the following organizations. This list is not comprehensive, but can give you an idea of the types of services that statewide partners can provide.

Potential partnerships may include:

### **Tennessee College Access and Success Network** ([www.tncollegeaccess.org](http://www.tncollegeaccess.org))

Wendy Blackmore, Senior Director of External Affairs

615-983-6909

wblackmore@tncollegeaccess.org

Contact for help with:

- Professional development
- Connecting to mentors and tutors
- College access and success resources

### **Tennessee Department of Education Center for Dropout Prevention** (<https://tn.gov/education/topic/dropout-prevention>)

Lori Paisley, Director of Special Projects

615-532-4774

Lori.Paisley@tn.gov

Contact for help with:

- Professional development on dropout prevention

**Tennessee Department of Education Center for School Climate** (<https://www.tn.gov/education/topic/school-climate>)

Kimberly Daubenspeck, Director of Safe and Supportive Schools Pilot

615-532-0469

[kimberly.daubenspeck@tn.gov](mailto:kimberly.daubenspeck@tn.gov)

Contact for help with:

- Professional development on social and academic readiness for college

**Tennessee Student Assistance Corporation** ([www.tn.gov/collegepays](http://www.tn.gov/collegepays))

Jason Seay, Director of Outreach and College Access

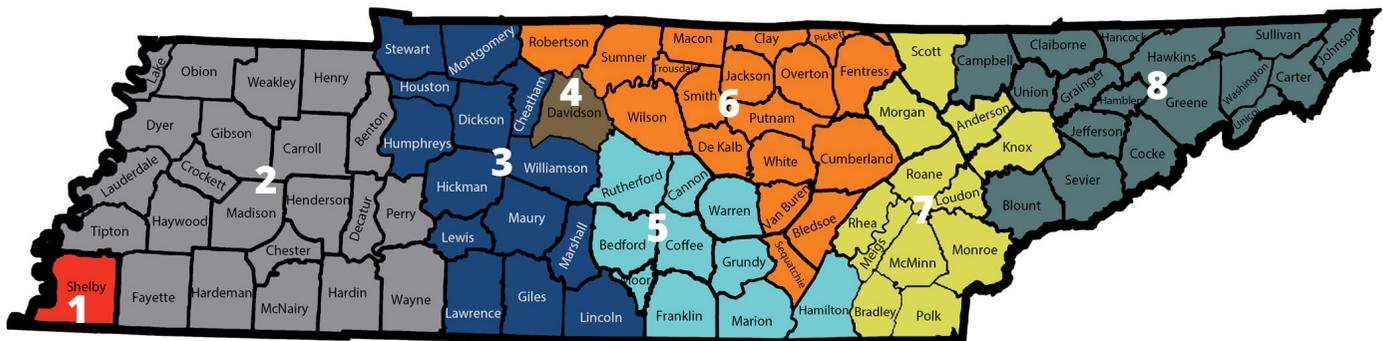
615-253-7459

[jason.seay@tn.gov](mailto:jason.seay@tn.gov)

Contact for help with:

- Financial aid counseling
- FAFSA completion
- Financial aid sections of [CollegeforTN.org](http://CollegeforTN.org)
- Assistance with state financial aid programs, including dual enrollment grant, HOPE, TSAA, etc.

Tennessee Student Assistance Corporation  
Outreach Specialist Map



**1. Felicia Orr**

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**3. Annie Trout**

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**5. Eric Farmer**

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**7. Rita Keeton**

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**2. Abby Nichols**

Outreach Specialist  
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**4. Jason Seay**

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**6. Sam Mullins**

Outreach Specialist  
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**8. Erika Adams**

Outreach Specialist  
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[erika.adams@tn.gov](mailto:erika.adams@tn.gov)

## Required Services Chart

Minimum Site Coordinator Grant Services (per school)	10th	12th	Incentives- Not to Exceed Per Event	Completion Deadline (event must be completed by):	Comments and Clarifications
<b>Student and Family Services</b>					
<b>One</b> GEAR UP TN Orientation/High School - Cohort  <b>One</b> Welcome to GEAR UP TN event - 12th Grade	x	x	\$150	September 30, 2015	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, 2016	College Planning Sessions are one-on-one meetings between a GEAR UP TN student and a trained, caring adult - typically the GEAR UP coordinator, liaison, or faculty member. On or before February 28, 2016, GEAR UP TN Collaboratives are responsible for conducting <b><i>at least one individual college planning session with each student.</i></b> 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: <ul style="list-style-type: none"> <li>• Decide upon a postsecondary plan</li> <li>• Decide upon a career or career interest area</li> <li>• Submit at least one application to a college or university</li> <li>• Submit at least one scholarship application</li> <li>• Complete the FAFSA, if eligible</li> <li>• Are directed to appropriate GEAR UP TN services based upon individual goals and academic preparedness</li> <li>• Are provided additional support if identified as at-risk based upon early warning indicators (attendance, course grades, etc.)</li> </ul> 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.
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. <b><i>Tutoring exceptions must be submitted to regional coordinators at the time of final Year 4 Work Plan submission.</i></b>

## Required Services Chart (continued)

Minimum Site Coordinator Grant Services (per school)	10th	12th	Incentives- Not to Exceed Per Event	Completion Deadline (event must be completed by):	Comments and Clarifications
<b>Student and Family Services (continued)</b>					
Student mentoring	x			Ongoing	Sites must develop and implement a robust mentoring program involving near peer mentoring, college students, recent college graduates, or community leaders or in partnership with Collaborative partners.
<p><b>Two</b> College visits to a regional college - Cohort</p> <p><b>One</b> College visit to a regional college - 12th Grade</p>	x	x		May 31, 2016	<p>College visits should include an official tour and presentation(s) by admissions, academic departments, athletics, student affairs, residence life, multicultural affairs, or other departments. For the cohort, focus on building aspiration among all students. <b>It is expected that a good faith effort is made for every cohort student to attend a college visit.</b> Additionally, an effort should be made to expose cohort students to a range of institutions - colleges of applied technology, community colleges, universities, etc. Compass/CPS data should also be utilized to target visits to colleges and students who attend those visits.</p> <p>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. Compass data should also be utilized to target visits to colleges and students to attend those visit.</p>
<p><b>Four</b> Student services supporting GEAR UP TN goals and objectives - Cohort</p>	x		\$50	May 31, 2016	<p>GEAR UP TN Collaboratives will tailor student services and programming to the specific NOTE: 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 TCAP scores, EXPLORE data, course grades, etc. Additionally, at least one service must address needs identified by GEAR UP TN's administration of the ACT ENGAGE.</p> <p>Examples of services may include: college/career fairs, study skill workshop series, job shadowing, career counseling, etc. <b><u>Services outlined in this section must be above and beyond any other service explicitly outlined in this document.</u></b> 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.</p> <p>Please refer to the Implementation Guide for resources to assist in planning student services.</p>

## Required Services Chart (continued)

Minimum Site Coordinator Grant Services (per school)	10th	12th	Incentives- Not to Exceed Per Event	Completion Deadline (event must be completed by):	Comments and Clarifications
<b>Student and Family Services (continued)</b>					
<b>Two</b> Student services supporting GEAR UP TN goals and objectives - 12th grade		x	\$50	May 31, 2016	NOTE: Services outlined in this section must be above and beyond any other service explicitly outlined in this document. At least one event or service must focus on college transition. Other events and services should focus on one or more of the following topics: 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. <b><u>Services outlined in this section must be above and beyond any other service explicitly outlined in this document.</u></b>
College Application Week	x	x	\$50	September 28 - October 2, 2015	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 admission 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, 2016	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. To view a recent blog post and video posted by Secretary of Education Arne Duncan about College Signing Days, please visit: <a href="http://www.ed.gov/blog/2014/02/the-case-for-college-signing-days/">http://www.ed.gov/blog/2014/02/the-case-for-college-signing-days/</a>
<b>Two</b> Parent/guardian/family services - Cohort	x		\$50	One by December 15, 2015 and the other by March 15, 2016.	Events 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. GEAR UP TN central office staff member Kate Watts is available to provide CollegeforTN.org resources for GEAR UP TN parents. NOTE: ONE event must include a focus on financial literacy/aid and college planning. Services outlined in this section must be above and beyond any other service explicitly outlined in this document.
<b>One</b> Parent/guardian/family service - 12th Grade		x		December 15, 2015	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 event. <b><u>Services outlined in this section must be above and beyond any other service explicitly outlined in this document.</u></b>

## Required Services Chart (continued)

Minimum Site Coordinator Grant Services (per school)	10th	12th	Incentives- Not to Exceed Per Event	Completion Deadline (event must be completed by):	Comments and Clarifications
<b>Student and Family Services (continued)</b>					
<b>One</b> In-state job site visit	x			March 15, 2016	A job site visit is defined as a <b><i>physical</i></b> 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			May 31, 2016	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. If you need more certificates, please contact Melinda Dunn.
<b>One</b> Summer academic enrichment program	x		\$50	June 30, 2016	May include 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 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.
<b>In conjunction with central office: One</b> Statewide summer Youth Summit (June 2016)	x			June 2016	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 summer 2016. 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.

## Required Services Chart (continued)

Minimum Site Coordinator Grant Services (per school)	10th	12th	Incentives- Not to Exceed Per Event	Completion Deadline (event must be completed by):	Comments and Clarifications
<b>Student and Family Services (continued)</b>					
Collect federally required GEAR UP surveys from GEAR UP 10th grade parents (minimum of 50% response rate required).	x		\$100	November 6, 2015	
Administer ACT ENGAGE				Fall 2015	The ACT Engage is an assessment designed to help educators evaluate students' self-reported psychosocial attributes, determine their levels of academic risk, and identify interventions to help them succeed. ACT Engage measures motivation, social engagement and self-regulation. GEAR UP TN strongly encourages schools to administer ACT Engage as early as possible in the fall; this will give sites time to use results and intervene with students during the school year. All costs associated with Engage administration are covered by the GEAR UP TN central office. The GEAR UP TN central office will host a webinar in May providing additional information about the ACT Engage and GEAR UP TN's administration of the assessment. For more information about the ACT Engage visit <a href="http://www.act.org/engage/10-12_features.html">http://www.act.org/engage/10-12_features.html</a> .
Newsletter	x			Once a semester (at minimum)	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 Melinda Dunn by email 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.

## Required Services Chart (continued)

Minimum Site Coordinator Grant Services (per school)	10th	12th	Incentives- Not to Exceed Per Event	Completion Deadline (event must be completed by):	Comments and Clarifications
Educator Professional Development (these activities are listed in the school work plan)					
<b>One</b> GEAR UP TN educator orientation	x	x		September 30, 2015	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.
<b>One</b> Pre-approved professional development activity for educators - Cohort	x			June 30, 2016	Professional development must be aligned with GEAR UP TN objectives.
<b>One</b> Pre-approved professional development activity for educators - 12th grade		x		June 30, 2016	Professional development must be aligned with GEAR UP TN objectives.
Travel to the National Council for Community and Education Partnerships (NCCEP) Annual Conference (July 2015) and Capacity-Building Workshop (February 2016)	x	x		July 2015 and February 2016	Include travel funds to attend the July 2015 Annual Conference (required) and the February 2016 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 2016 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.

## Required Services Chart (continued)

Minimum Site Coordinator Grant Services (per school)	10th	12th	Incentives- Not to Exceed Per Event	Completion Deadline (event must be completed by):	Comments and Clarifications
Grant Implementation Activities (these activities are listed in the Collaborative work plan)					
Monthly site coordinator meetings				Ongoing	GEAR UP TN central office staff will convene site coordinators on a monthly 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.				15 <sup>th</sup> of each month	GEAR UP TN sites will complete and submit the Monthly Activity Plan (MAP), Completed Activity Report (CAR), reimbursement requests, and any Over \$1000 or \$5000 Purchase Requests, by the 15 <sup>th</sup> of each month. Additionally, all COMPASS entries for the prior month must be entered by the 15 <sup>th</sup> of each month.
<b>Two</b> College Access Steering Committee meetings				December 2015 and May 2016	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.
Update the College Access Steering Committee roster				September 30, 2015	
Collaborative Annual Performance Report				February 26 <sup>th</sup>	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 2015	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 4, 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.

## Required Services Chart (continued)

Minimum Site Coordinator Grant Services (per school)	10th	12th	Incentives- Not to Exceed Per Event	Completion Deadline (event must be completed by):	Comments and Clarifications
Statewide Activities (these activities do not need to be part of your work plan)					
<b>One</b> programmatic site visit				Spring 2016	A site visit scheduled by the GEAR UP TN central office to discuss Year 4 implementation. Attendees should include superintendent (or designee), project director, site coordinator(s), relevant GEAR UP staff, and others as needed.
<b>One</b> fiscal site visit				Spring 2016	A site visit scheduled by the GEAR UP TN fiscal manager to audit grant financial records.

# Section 3: Monthly Protocol

## IN THIS SECTION

- Monthly Activity Plan (MAP)
- Sample MAP
- MAP Excel Instructions
- Completed Activity Report (CAR) and Data Entry
- Sample CAR
- CAR Excel Instructions
- Compass: CAR Services Summary Report Instructions
- Example of Monthly Submission Schedule

## Monthly Activity Plan

The following subsections outline the monthly processes for pre-approval and documentation of services, as well as annual expectations and implementation policies.

### Monthly Activity Plan (MAP)

As outlined in Section 2, each Collaborative will prepare an annual work plan designed to assist in clearly articulating your plans to serve GEAR UP TN students and meet GEAR UP TN goals and objectives. Each month, GEAR UP TN Collaboratives are expected to submit a Monthly Activity Plan (MAP) outlining programming plans for the upcoming month.

The MAP is submitted every month by the 15<sup>th</sup>, via e-mail to your regional coordinator, for review by the central office. The MAP should align with the approved work plan and budget. The MAP is intended as a means to seek pre-approval for project activity, with the goal of minimizing any delays or disallowed costs from the monthly claims for reimbursement. A copy of the MAP is available on the THEC website: [http://www.tn.gov/assets/entities/gearuptn/attachments/clean\\_MAP-CAR.xls](http://www.tn.gov/assets/entities/gearuptn/attachments/clean_MAP-CAR.xls)

### GEAR UP TN Documentation Notebook & Sign-In Sheets

Each GEAR UP TN Collaborative is provided a GEAR UP TN Documentation Notebook annually to be used to document services provided to students and their families by month of service. Documentation includes, but is not limited to, original sign-in sheets, copies of vouchers, invoices, and agendas. The GEAR UP TN Documentation Notebook should be kept in a secure, locked filing cabinet and be transitioned to new staff members should a GEAR UP TN position be vacated. Additionally, the GEAR UP TN Documentation Notebooks serve as a guide for completing the monthly claim reimbursement form.

GEAR UP TN conducts regular site visits to partner school districts and will review the GEAR UP TN documentation process during those meetings. Each GEAR UP TN sponsored service requires a sign-in sheet. GEAR UP TN sign-in sheets are available in Section 8 and are available online. Sign-in sheets should be filed in the GEAR UP TN Documentation Notebook and should also be used as the source for entering data into the GEAR UP TN data system, Compass.

# Sample Monthly Activity Plan (MAP)

## Student and Family Activities\*

\*An Excel version of this spreadsheet will be provided to you

Monthly Activity Plan for activities in:			January 2016										
	Proposed Activity (brief description- e.g. CSCC College visit)	Responsible Party (name and title)	Proposed Date of Activity (e.g. 23 <sup>rd</sup> )	Proposed Num- ber of Students Served (activity total)	Proposed Location of Activity (e.g., local library)	Total Estimated Cost (activity total)	Targeted School(s) to be Served (all that apply)	Compass Ser- vice Category	Cost Breakdown Category		Funding Source		Additional Comments
									Category	Amount	GEAR UP	Other	
Activity 1	College visit- MTSU	John Smith, Site Coordina- tor	23 <sup>rd</sup>	1000	MTSU cam- pus	\$500.00	Magnolia HS	Mentoring	4.) Travel, etc.	\$300.00	x		
							Maple HS		3.) Supplies, etc.	\$200.00		x	
							Oak HS						
Activity 2													
Activity 3													

**Budget Categories**

1. Salaries, Benefits & Taxes
2. Professional Fee, Grant and Award
3. Supplies, Telephone, Postage & Shipping, Occupancy,  
Equipment Rental & Maintenance, Printing & Publications
4. Travel, Conferences & Meetings
5. Specific Assistance To Individuals
6. Other Non-Personnel
7. Capital Purchase

# Sample Monthly Activity Plan (MAP) Professional Development Activities\*

\*An Excel version of this spreadsheet will be provided to you

Monthly Activity Plan for activities in:		January 2016											
Proposed Activity (brief description- e.g. STEM PD)	Responsible Party (name and title)	Proposed Date of Activity (e.g. 23 <sup>rd</sup> )	Proposed Number of Educators Served (activity total)	Proposed Location of Activity (e.g., local library)	Total Estimated Cost (activity total)	Targeted School(s) to be Served (all that apply)	Compass Service Category	Cost Breakdown Category		Funding Source		Additional Comments	
								Category	Amount	GEAR UP	Other		
Activity 1 Educator workshop on Common Core standards	John Smith, Site Coordinator	15 <sup>th</sup>	30	Board of Education building	\$150	Magnolia HS	Meeting	2.) Prof fee, Grant & Award	\$300.00	x			
						Maple HS		7.) Capital Purchase	\$200.00		x		
						Oak HS							
Activity 2													
Activity 3													

**Budget Categories**

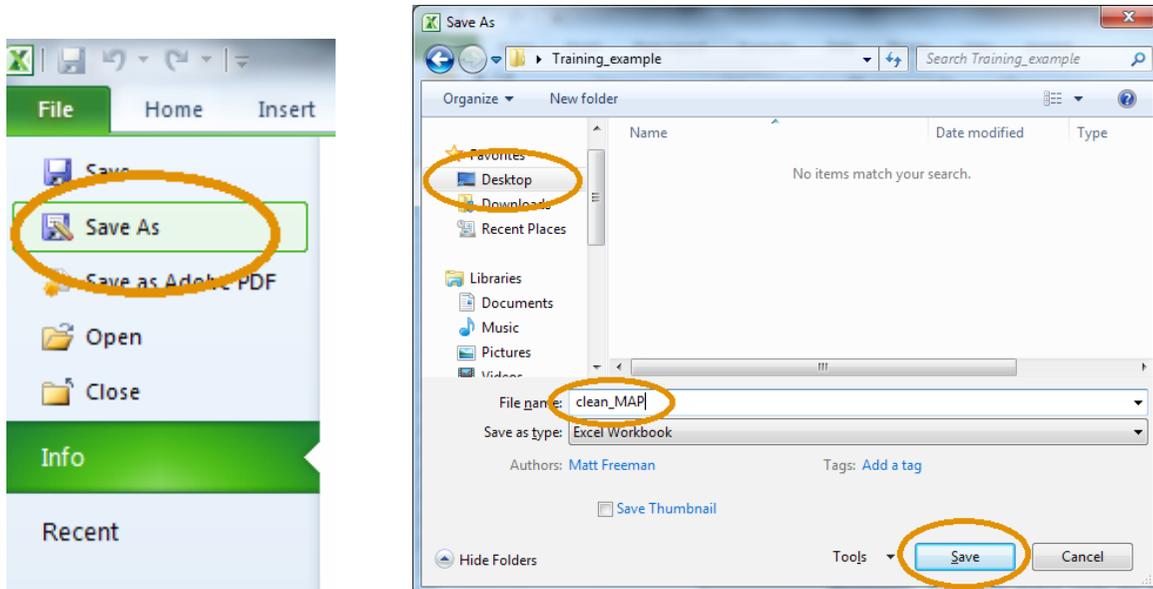
1. Salaries, Benefits & Taxes
2. Professional Fee, Grant and Award
3. Supplies, Telephone, Postage & Shipping, Occupancy, Equipment Rental & Maintenance, Printing & Publications
4. Travel, Conferences & Meetings
5. Specific Assistance To Individuals
6. Other Non-Personnel
7. Capital Purchase

## Monthly Activity Plan (MAP) Excel Instructions

These instructions are provided to assist GEAR UP TN Collaboratives with successful completion and submission of Monthly Activity Plans in Excel.

Before you get started, here are some hints we hope you find helpful:

- 1.) Be sure to save a “clean” version of this document somewhere you can easily access it. This will allow you to always have a clean template to use each month.
  - Click: File → Save As → choose your preferred location (e.g., Desktop or My Documents) → clean\_MAP



- 2.) Repeat step 1, this time saving as “February\_YourCollaborativeName\_MAP”. Repeat this process each month. The name of the file should include the month in which activities will take place and your Collaborative name.
  - I.e., February\_McNairy\_MAP should be submitted by January 15<sup>th</sup> and will outline activities scheduled between February 1<sup>st</sup> and 28<sup>th</sup>.
- 3.) Open the document, and plan your activities!
  - Since your MAP document for the month is now saved, you can make additions/edits to your plans until it is turned in to your regional coordinator for approval by the 15<sup>th</sup> of each month.

# Monthly Activity Plan (MAP) Excel Instructions (continued)

Once you have opened the correct and current document, you should see the Introduction sheet below (if this is not what you see, find the tab at the bottom labeled “Intro”).

The introduction sheet provides color-coded links to each of the forms contained in the MAP:

## Student and Family Activities

Instructions outlined in this document.

## Professional Development Activities

Instructions similar to Student and Family.

Microsoft Excel window: y3\MAP--CAR\_lacks-link-to-IG3-- Microsoft Excel

Worksheet: 15th of the month

**GEARUP TENNESSEE**

Welcome! Below are links to, and information about, the forms for your Monthly Activity Plan (MAP). The purpose of the MAP is to report planned activities for next month.

Monthly Activity Plan (MAP)	
<b>Due by:</b>	15th of the month
<b>For services in:</b>	The <i>following</i> month (1st - last day of month)
<b>Purpose:</b>	Pre-approval of planned activities
<b>Should contain:</b>	All activities, including mentoring and tutoring *
<b>Relevant Worksheets (click to jump):</b>	<a href="#">MAP--GEAR UP TN Student and Family Activities</a> <a href="#">MAP--GEAR UP TN Prof. Development Activities</a> <a href="#">GEAR UP TN Service &amp; Budget Categories</a> (for your reference, as needed)

\* If you have a question about whether an activity should be included, please contact your Regional Coordinator.

Notes:

- This file should be named for the month in which services will take place.
- The worksheets may not always fit perfectly on your screen, so scroll around as needed to ensure completion and accuracy.
- You will only be able to select cells you need to fill out, so don't be alarmed when clicking "protected" areas that appear frozen.
- We have done our best to provide instruction throughout; hints will appear when you click on certain cells.

If you have questions, issues, or otherwise require any assistance with this workbook, please contact:

Matt Freeman  
Program Analyst  
[matt.freeman@tn.gov](mailto:matt.freeman@tn.gov)  
(615)-532-0419

**THANK YOU FOR YOUR HARD WORK!**

Excel tabs: MAP--Intro, CAR--Intro, MAP--Student and Family, MAP--Prof. Development, CAR--Student and Family

# Monthly Activity Plan (MAP) Excel Instructions (continued)

To begin entering planned activities:

- 1.) Select the month in which services will take place using the dropdown box.
- 2.) Starting with 'Activity 1' (see far left column), input your estimates for each piece of information requested.

Welcome to your MAP for upcoming GEAR UP TN Student and Family activities. Please note that some cells in this sheet have been protected to ensure uniform data entry. Instructions are also provided for some fields, and will display when you click cells in the *first row* of those columns. If you need to add rows, or otherwise alter the spreadsheet, please contact Matt Freeman at matt.freeman@tn.gov, or (615)-532-0419. Thank you for all of your hard work!

Student and Family		GEAR UP TN Collaborative Monthly Activity Plan								
Monthly Activity Plan for activities in: <i>April 2014</i>		Proposed Activity	Responsible Party	Proposed Date of Activity	Proposed Time of Activity	Proposed Number of Students Served	Proposed Location of Activity	Total Estimated Cost	Compass Service Category: Parent and Student	Targeted School(s) to be Served
		(brief description- e.g., CSCC College visit)	(name and title)	(number or range only)	(e.g., 11 AM)	(activity total)	(e.g., local library)	(activity total)	(separate parents and students)	(if multiple, do not skip lines within each activity)
Activity 1		this is the proposed STUDENT activity for activity 1 in the stu map; AJSHS, ACHS, AHS	this is the name and title for activity 1	1	1:30 am	56666	this is the proposed location of activity 1	\$250	STU Tutoring / homework assistance / academic enrichment	Adamsville Jr./Sr. HS Anderson County HS Antioch HS
Activity 2		this is the proposed PARENT activity for activity 2 in the stu map; WES, WMS, WHES	this is the name and title for activity 2	2-3	12 pm	25536	this is the proposed location of activity 2	\$400	PAR Workshops on College Preparation / Financial Aid	Whiteville ES Wright MS Wynn Habersham ES

There are **drop-down boxes** to choose your school(s), Compass Service Category, and Budget Category; the rest of the information is to be typed in.

ive Monthly Activity Plan

Total Estimated Cost	Compass Service Category: Parent and Student	Targeted School(s) to be Served	Cost Breakdown by Budget Category	
			Category	Amount
\$250	STU Tutoring / homework assistance / academic enrichment	Adamsville Jr./Sr. HS	Other Non-Personnel	\$ 250.00
\$400	PAR Workshops on College	Whiteville ES Wright MS Wynn Habersham ES	7) Capital Purchase	

The drop-down boxes contain only shorthand versions of the GEAR UP TN Budget and Compass Service Categories. However, the full language for each is available on the "GU Service & Budget Categories" sheet. All sheets are accessible via the introduction page, or by finding and clicking the correct tab at the bottom.

Relevant Worksheets (click to jump):

- MAP--GEAR UP TN Student and Family Activities
- MAP--GEAR UP TN Prof. Development Activities
- GEAR UP TN Service & Budget Categories** (for your ref)

\* If you have a question about whether an activity should be included, please contact your Regional Coordinator.

## Monthly Activity Plan (MAP) Excel Instructions (continued)

To begin implementing planned activities:

- 1.) Submit the MAP via e-mail to your regional coordinator for approval.
  - a. Initial MAP submissions will be reviewed, approved through the CAR process or returned for revisions. If revisions are required, then the revised MAP must be sent to the regional coordinator by the 25th. In the event that additional activities, services, or events arise, the site coordinator is asked to revise the respective month's MAP and resubmit to the regional coordinator.
- 2.) Once approved, the document will be returned, newly named February\_YourCollaborativeName\_CAR. Once the activity has taken place, you will use the CAR forms to inform the GEAR UP TN central office of the actual information from each activity you planned.
- 3.) DATA ENTRY INTO COMPASS is critical to grant reporting requirements. Enter data at least weekly, including recurring activities, and pull your Collaborative's CAR report from Compass to check against the completed CAR each month. Inaccurate or incomplete data entry will cause delays in reimbursement processing. The central office will select several CAR forms each month for audit to ensure accurate and complete data entry into Compass.

## Completed Activity Report (CAR) and Data Entry

### Completed Activity Report

Collaboratives will submit a Completed Activity Report (CAR) by the 15<sup>th</sup> of each month to report on completed activities from the previous month's MAP, as well as successes from the prior month, which may then be communicated out to the statewide program and other stakeholders. CAR forms will be provided by regional coordinators monthly after the MAP is approved, and allow site coordinators to amend the expected information once activities take place. Reimbursement requests will not be paid until activity data for the month covered in the request has been entered into the Compass system. Prior to submitting the CAR, Collaboratives should pull the CAR report (located under Student Reports- Services Summary) from the GEAR UP TN database, Compass, to ensure data has been entered completely and correctly.

### NOTE:

- The CAR will contain only the activities from the MAP, but **all activities are required to be entered into Compass**. If you are unsure whether a service should be included in the MAP, please contact your regional coordinator.

### Data Entry

GEAR UP TN Collaboratives are required to enter student, family, and professional development service data into the GEAR UP TN data collection system, Compass. Weekly data entry is required at a minimum. CARs will be audited monthly by central office staff to ensure complete and accurate data entry into Compass. This means the Collaborative should pull their own data report and ensure congruence with the CAR before submission to avoid reimbursement delays.

### Reimbursement Request

Subcontractors receive GEAR UP TN funds on a claim reimbursement basis. This means that the subcontractor must spend the funds on GEAR UP TN activities and then request reimbursement. All invoices and costs must be paid in advance of reimbursement. Claim reimbursements are submitted on a monthly basis unless other submittal arrangements have been approved. These requests are due by the 15<sup>th</sup> of the month following the expenditure. Reimbursement requests will not be paid until activity data for the month covered in the request has been entered into the Compass system. The central office will conduct regular audits comparing reimbursement requests, MAPs, CARs, and data entered into Compass. Refer to Section 5 for more information regarding the reimbursement process.

# Sample Completed Activity Report (CAR)

## Student and Family Activities\*

\*An Excel version of this spreadsheet will be provided to you

Completed Activity Report for activities in:		January 2016													
		Proposed Activity	Responsible Party	Date of Activity	Number of Students Served	Location of Activity	Total Cost	Targeted School(s) Served (all that apply)	Compass Service Category	Cost Breakdown Category		Funding Source		Entered in Compass?	
										Category	Amount	GEAR UP	Other		
Activity 1	Proposed	Proposed: College visit- MTSU	Proposed: John Smith, Site Coordinator	Proposed: 23 <sup>rd</sup>	Proposed: 1000	Proposed: MTSU campus	Proposed: \$500.00	Proposed: Maple HS Oak HS Magnolia HS	Tutoring	Proposed:				Yes	
		4.) Travel, etc.	\$300.00	x											
	3.) Supplies, etc.	\$200.00			x										
	Actual	Actual (if different):	Actual (if different):	Actual (if different):	Actual (if different): 875	Actual (if different):	Actual (if different): \$450	Actual (if different):		Actual (if different):					
										4.) Travel, etc.	\$250.00	x			
										3.) Supplies, etc.	\$200.00		x		
Activity 2	Proposed	Proposed:	Proposed:	Proposed:	Proposed:	Proposed:	Proposed:	Proposed:		Proposed:					
	Actual	Actual (if different):	Actual (if different):	Actual (if different):	Actual (if different):	Actual (if different):	Actual (if different):	Actual (if different):		Actual (if different):					

# Sample Completed Activity Report (CAR)

## Professional Development Activities\*

\*An Excel version of this spreadsheet will be provided to you

Completed Activity Report for activities in:			January 2016												
		Proposed Activity	Responsible Party	Date of Activity	Number of Educators Served	Location of Activity	Total Cost	Targeted School(s) Served (all that apply)	Compass Service Category	Cost Breakdown Category		Funding Source		Entered in Compass?	
										Category	Amount	GEAR UP	Other		
Activity 1	Proposed	Proposed: Common Core workshop (this is an example)	Proposed: John Smith, Site Coordinator	Proposed: 8 <sup>th</sup>	Proposed: 35	Proposed: MTSU campus	Proposed: \$500.00	Proposed: Maple HS Oak HS Magnolia HS	Conference	Proposed:				Yes	
	Actual	Actual (if different): We were able to expand the workshop to include ACT prep as well	Actual (if different):	Actual (if different): 10 <sup>th</sup>	Actual (if different):	Actual (if different):	Actual (if different): Oak HS Magnolia HS Chestnut HS	Actual (if different):							
Activity 2	Proposed	Proposed:	Proposed:	Proposed:	Proposed:	Proposed:	Proposed:	Proposed:		Proposed:					
	Actual	Actual (if different):	Actual (if different):	Actual (if different):	Actual (if different):	Actual (if different):	Actual (if different):	Actual (if different):		Actual (if different):					

## Sample Completed Activity Report (CAR) Success Stories and Best Practices\*

\*An Excel version of this spreadsheet will be provided to you

<p style="text-align: center;"><b>GEAR UP TN Success Story</b></p>	<p>(This is an example) John Smith is a parent of one of our students, and based on some literature his daughter brought home from a GEAR UP event regarding how education level can increase earning potential, John has successfully completed the GED exam! When parents get involved, it only serves to improve the college-going culture of our community.</p>	
<p style="text-align: center;"><b>GEAR UP TN Best Practice</b></p>	<p>(This is an example) We gave out career interest inventories to our students during their most recent Homeroom meeting. This was a very eye-opening experience for many of our students who had never considered certain careers that they are well-suited for.</p>	
<p style="text-align: center;"><b>Share Your Photos!</b></p>		

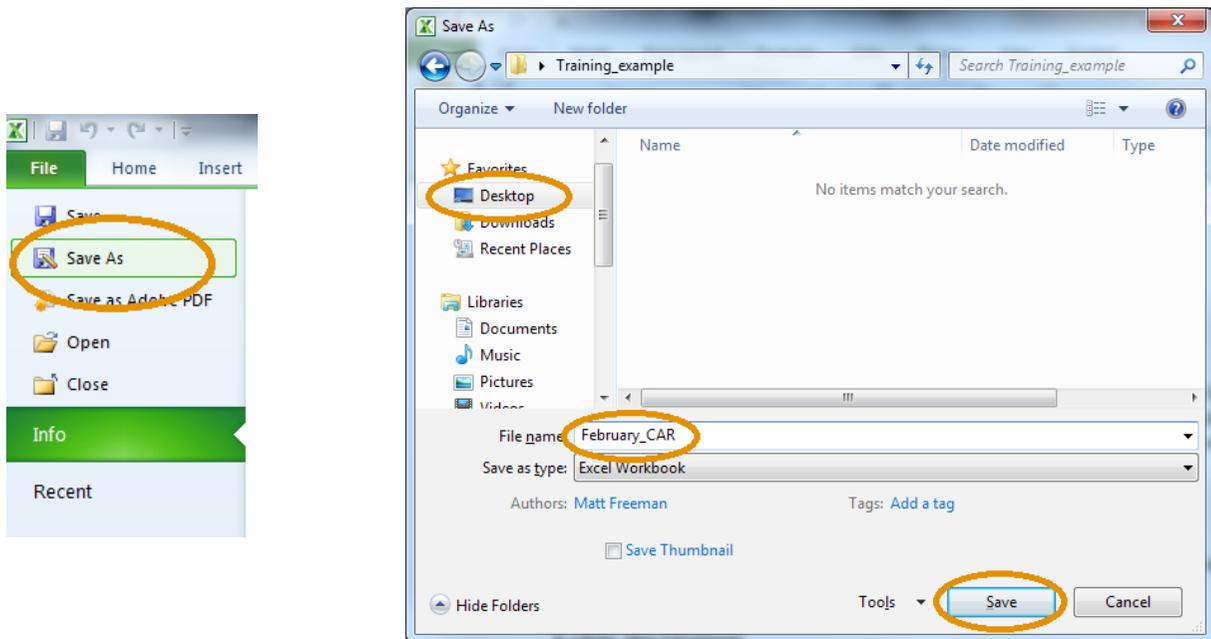
## Completed Activity Report (CAR) Excel Instructions

These instructions are provided to assist GEAR UP TN Collaboratives with successful completion and submission of Completed Activity Reports (CARs). A new CAR file will be provided by regional coordinators to site coordinators each month (e.g., February\_Claiborne\_CAR), and is due to your GEAR UP TN regional coordinator by the 15<sup>th</sup>. The CAR is your opportunity to inform the central office of details from GEAR UP TN activities from the previous month (e.g., 1<sup>st</sup>-31<sup>st</sup>).

The information in the CAR will then be checked against the CAR Services Summary report from Compass to ensure completed activities were reported and entered into Compass congruently. Once the CAR has been verified as matching the Compass report, reimbursement requests will be processed. To avoid delays in reimbursement processing, pull the report and check that data entered into Compass matches the CAR prior to submission.

### Getting started

- 1.) **Be sure to save** the file you receive from your regional coordinator in a file location that is easy to remember. This will allow you to work on your CAR at your convenience.
  - Click: File → Save As → choose your preferred location (e.g., Desktop or My Documents) → NameOfMonth\_YourCollaborativeName\_CAR



- 2.) **Open the document, and report your activities!**
  - Since your CAR document for the month is now saved, you can make additions/edits to your report until it is turned in, by the 15<sup>th</sup> of each month, to your regional coordinator for approval.

# Completed Activity Report (CAR) Excel Instructions (continued)

The introduction sheet (below) provides color-coded links to each of the forms contained in the CAR:

[CAR–GEAR UP TN Student and Family Activities](#)

[CAR–GEAR UP TN Prof. Development Activities](#)

[CAR - Success Stories/Best Practices](#)

For this example, we will walk through Student and Family Activities. The process for Professional Development Activities is identical, except you will select the PD form instead.

Once you have the correct and current document opened, you should see the Introduction sheet below (if this is not what you see, find the tab at the bottom labeled “CAR-Intro”).

Welcome! Below are links to, and information about, the forms for your Completed Activity Report (CAR). The purpose of the CAR is to amend the estimations from your MAP, and ensure complete and accurate data entry.

Completed Activity Report (CAR)	
<b>Due by:</b>	15th of the month
<b>For services in:</b>	The <i>previous</i> month (1st - last day of month)
<b>Purpose:</b>	To amend and/or verify the MAP after activities take place
<b>Should contain:</b>	All activities, including mentoring and tutoring
<b>Relevant Worksheets:</b> (click to jump):	<a href="#">CAR–GEAR UP TN Student and Family Activities</a> <a href="#">CAR–GEAR UP TN Prof. Development Activities</a> <a href="#">CAR–Success Story &amp; Best Practice</a> <a href="#">GEAR UP TN Service &amp; Budget Categories</a>
	<a href="#">Additional Photos</a> (for your reference, as needed)

\* If you have a question about whether an activity should be included, please contact your Regional Coordinator.

Notes:

- The CAR sheets will automatically contain the MAP information. You will only fill out the orange cells with the actual "measurables" from your activities.
- The worksheets may not always fit perfectly on your screen, so scroll around as needed to ensure completion and accuracy.
- You will only be able to select cells you need to fill out, so don't be alarmed when clicking "protected" areas that
- We have done our best to provide instruction throughout; hints will appear when you click on certain cells.
- Remember to check your data entry by pulling a Compass report prior to submitting the CAR to avoid delays in reimbursement.

If you have questions, issues, or otherwise require any assistance with this workbook, please contact:

Matt Freeman  
 Program Analyst  
[matt.freeman@tn.gov](mailto:matt.freeman@tn.gov)  
 (615)-532-0419

**THANK YOU FOR YOUR HARD WORK!**

# Completed Activity Report (CAR) Excel Instructions (continued)

To begin entering completed activities:

- 1.) Click the link from the Intro sheet (above), or find and click the “CAR–Student and Family” tab at the bottom of the screen.
- 2.) Check that the month in which services took place is correct. Change if needed using the dropdown box.
- 3.) Starting with ‘Activity 1’ (see far left column), input the *actual* information next to the expected figures from the previous MAP. This form is large, please be sure to complete all of it.



Actual	Expected Service Category (Compass)	Actual Service Category (Compass)	Targeted School(s) to be Served	Actual School(s) Served (if multiple, do not skip lines within each activity)	Expected Breakdown Category
	STU Tutoring / homework assistance / academic enrichment	STU Comprehensive Mentoring	Adamsville Anderson Cassville Antioch HS	Adamsville Jr./Sr. HS Anderson County HS Antioch HS Apollo MS Bailey MS Barderton ES Beaver ES Bethel Springs ES	Other Middle School

There are **drop-down boxes** to choose your school(s), Compass Service Categories, and Budget Categories; the rest of the information is to be typed in.

The drop-down boxes contain only shorthand versions of the GEAR UP TN Budget and Compass Service Categories. However, the full language for each is available on the “GU Service & Budget Categories” sheet. All sheets are accessible via the introduction page, or by finding and clicking the correct tab at the bottom.

Relevant Worksheets (click to jump):	<a href="#">CAR--GEAR UP TN Student and Family Activities</a>	
	<a href="#">CAR--GEAR UP TN Prof. Development Activities</a>	
	<a href="#">CAR--Success Story &amp; Best Practices</a>	Additional Information
	<a href="#">GEAR UP TN Service &amp; Budget Categories</a>	(for your reference)

\* If you have a question about whether an activity should be included, please contact your Regional Coordinator.

## Completed Activity Report (CAR) Excel Instructions (continued)

After you're done:

- 1.) Ensure that all activities in the CAR, along with any other activities not required to be in the MAP, have been accurately and completely entered into Compass by pulling the CAR Services Summary report. Inaccurate or incomplete data entry will cause delays in reimbursement processing.
- 2.) Submit via e-mail to your regional coordinator for approval.
- 3.) Once approved, the document will be archived, and your current MAP will become your next CAR.

# Compass: CAR Services Summary Report Instructions

Compass provides a report that closely mimics your CAR files in Excel. By clicking “New Student Report” under Reports and Analyses, followed by “Services Summary”, and then selecting “Services Summary” and the “By Date (CAR)” options, you will be able to verify that the services you report as completed in your submission to your regional coordinator have been entered into Compass. See the screen shots below:

The screenshot displays the Compass web application interface. At the top left is a compass logo with the word "COMPASS" below it. At the top right are "Contact Us" and "Log Off" buttons. The main content area is titled "Student" and includes a "Hide Menu" button. Below the title are several filters: "Region: All", "Collaborative: All", "View Students From: All", and "Grade Level:". There are two search boxes: "Search by StateID:" and "Search by Student Name:". Below the search boxes are radio buttons for "Active", "Inactive", and "All", followed by "Show 25 students per page", "Reset", and "New Student" buttons. A table with columns "StateID", "Student Name", "Nick Name", "Suffix", "Grade Level", and "Current School" is shown, but it is currently empty. On the right side, there is a navigation menu with sections: "Students" (with links for Student Information, Student Groups, Student Services, Service Search/Edit, Batch Entry for Class Schedule, Test Data Entry, and Student Info Batch Entry), "Parents" (with links for Parent Services, Service Search/Edit, and Parent Groups), "Instructors/Staff" (with links for Add/View Instructors/Staff, Instructor/Staff Services, and Service Search/Edit), and "Reports & Analyses" (with links for New Student Report, Students, Student Outcomes, New Parent Report, Parents, Instructors, APR, FPR, and Analyses). The "New Student Report" link is highlighted with an orange box.



# Example of Monthly Submission Schedule



# Section 4: Data Collection and Reporting Procedures

## IN THIS SECTION

- GEAR UP TN Research and Evaluation Overview
- GEAR UP TN Evaluation Plan
- Data Collection Plan
- Site Coordinator Data Collection Checklist
- GEAR UP TN Database Entries
- 3 Step Reporting Process

# GEAR UP TN Research and Evaluation Overview

## Role of the GEAR UP TN Central Office

The GEAR UP TN central office's data and evaluation team provide guidance and oversight to each GEAR UP TN school and Collaborative on data collection, analysis, and submission efforts. The state monitors data entry by district-based staff to ensure data entered in the GEAR UP TN data system, Compass, are complete, accurate, and non-duplicative. The central office reports annual progress on the project's performance to the U.S. Department of Education in an annual performance report (APR) due April 15<sup>th</sup> each year. The year-round diligent work at the district level to collect and submit data consistently is vital to the GEAR UP TN central office's ability to meet federal reporting requirements necessary for continued funding. In addition, the central office supports the implementation of data-driven decision making, ensuring that robust services and academic interventions are targeted to the individual students most in need of specific interventions. To assist schools and Collaboratives in the implementation of a data driven program, the central office has staff that will assist in reviewing service and outcomes data.

## GEAR UP TN Data System

The central office partners with CoBro Consulting for use of the online data system, Compass, to maintain student-level demographic, service, and outcomes data required for federal performance reporting and continued funding. Compass is an online point-and-click database where GEAR UP TN site coordinators will enter student, family and educator activity data after sign-in sheets are collected.

## Annual Performance Report

The GEAR UP TN central office is required to report annually to the U.S. Department of Education by April 15<sup>th</sup>. The APR is used to determine whether substantial progress has been made toward meeting objectives outlined by the project and determines continuation of funding at the state and local level. As required by the Government Performance and Results Act of 1993 (GPRA), the APR is also used to collect data on the performance of GEAR UP at the national level. Data elements may change annually.

## Collaborative Annual Performance Reports

Each Collaborative is required to submit a Collaborative annual performance report (APR) to the GEAR UP TN central office by February 26<sup>th</sup>.

The report is an opportunity for each Collaborative to showcase their accomplishments during the reporting period and to highlight their success through data. The information obtained through the Collaborative APRs will be shared with the U.S. Department of Education in the federal APR completed by the GEAR UP TN central office. One component of the federal APR is a profile of each of the partner Collaboratives that outlines the schools served and number of students served by grade. In addition, the profile will include a narrative component, provided by the district-level staff in the Collaborative APR.

**New in Year 4:** Collaborative reports will include a question about innovation in grant implementation, if applicable. Reports will also be tailored to each Collaborative's work plan and may include questions about specific services, activities, and purchases are being implemented. This is an effort to gain feedback specific to local grant implementation.

Instead of submitting teacher rosters this year, the total estimated number of teachers who taught cohort and 12th grade students will be provided in the Collaborative report.

## GEAR UP TN Evaluation Plan

GEAR UP TN developed project objectives and performance measures that are designed around HEA/HEOA. GEAR UP TN's objectives drive the project at the state, Collaborative, and school level.

CoBro Consulting serves as the GEAR UP TN external evaluator to conduct a formal, seven-year evaluation of Tennessee's GEAR UP project. The external evaluator will conduct biennial student, parent and educator surveys and focus groups as well as provide annual formative evaluation reports to equip staff with data-based feedback about project implementation and student academic outcomes that allow for ongoing program improvement.

At the end of the project, the evaluator will conduct a summative, or final, evaluation that will assess the project's overall impact. The central office will submit the formative and summative evaluation reports to the U.S. Department of Education with the APR.

### Activity Documentation

Data must be collected for all GEAR UP TN activities using activity sign-in sheets or logs provided by the central office. Site coordinators must maintain all hard copy documentation in the GEAR UP TN Documentation Notebooks provided by the central office for the duration of the grant. Quarterly data audits will be performed to ensure hard copy documentation matches the service participation data entered into the data system. Data collection and reporting procedures are further explained in the following section.

### Collaborative Service Documentation and Reporting Procedures

Through the data collection and reporting procedures outlined in this section, the GEAR UP TN central office verifies that data entered in the GEAR UP TN data system align with the activities provided and support the reimbursement requests submitted.

## Data Collection Plan

The following table depicts GEAR UP TN’s data collection cycle and Collaborative requirements. These data items are critical to GEAR UP TN meeting all program objectives and performance measures at the school, district, state, and national levels. The following table outlines the types of data items that must be either collected, entered into the Compass data system, and/or submitted to the central office; when the data must be provided and how often; and who is responsible for ensuring data are submitted.

Data Required from Local Education Agencies - Year 4					
Data Item	Population	Submission Timeline	Submit to:	Data Source	Responsible Party (Primary)
Student and family service participation	Class of 2018 cohort; 12 <sup>th</sup> grade students; GEAR UP TN family members	Ongoing	Compass	Sign-in sheets or participation rosters	Site coordinator
GEAR UP TN educator professional development participation	Educators of cohort & 12 <sup>th</sup> grade GEAR UP TN students	Ongoing	Compass	Names entered manually into Compass from Sign-in sheets or participation rosters as services occur; central office will request estimates of total teachers of GEAR UP TN students prior to federal APR	Site coordinator
GEAR UP TN parent and teacher rosters	Educators and parents of cohort & 12 <sup>th</sup> grade GEAR UP TN students	August - October	Central office	Local student information system	District data manager & site coordinator
Transcript data <i>Course name and subject area, completed course grades, overall GPA</i>	Class of 2018 cohort Class of 2017 comparison group	January & June	Central office	Local student information system	District data manager & site coordinator
Collaborative APR	N/A	February 26 <sup>th</sup>	Central office	N/A	Project director, site coordinator, and district administration
Parent surveys	Parents of Class of 2018 cohort	November 6 <sup>th</sup>	Evaluator	Survey data	Evaluator with assistance administering surveys from site coordinator
Focus groups	Class of 2018 cohort	TBD	Evaluators	N/A	Evaluator with assistance from site coordinator
Any additional data required for the GEAR UP TN Evaluation or APR					

# Site Coordinator Data Collection Checklist

## Ongoing

- Maintain accurate and up-to-date documentation of GEAR UP TN student and parent service participation.
- Keep all activity sign-in sheets or logs in the GEAR UP TN Documentation Notebooks provided by the central office.
- Ensure sign-in sheets are used and collected at all GEAR UP TN student, parent, and educator professional development events, even if you are not present. Sign-in sheets must include name, date, and length of service.

## Weekly

- Enter all activities into the GEAR UP TN data system, Compass. Refer to the GEAR UP TN Student Service Definitions when assigning activities to categories in the data system.

## Monthly by the 15<sup>th</sup>

- Print a CAR Report from Compass to check against CAR Excel document and sign-in sheets before submission.
- Submit your MAP and CAR to your regional coordinator for approval.
- Submit your reimbursement form for the previous month to GEAR UP TN central office.

## Semester-End

- Submit semester-end transcript data to the central office at the conclusion of each semester or by January 15/ June 1. You may work with district data managers to gather this information.
  - Transcript data must include student course enrollment information, course completion and associated course grades, and overall GPA if calculated by the district.

## Annual

- Fall:
  - Participate in annual GEAR UP TN data system trainings.
  - Submit parent rosters to GEAR UP TN central office.
  - Administer surveys to cohort students and parents (every other year).
- Winter or upon semester-end:
  - Submit fall end of term transcript data to GEAR UP TN central office upon request from THEC staff by January 15.
  - Submit Collaborative Annual Performance Report (APR) due to the GEAR UP TN central office on February 26.
- Spring or upon semester-end:
  - Assist central office in obtaining any additional data items needed to complete the Annual Performance Report due to the U.S. Department of Education by April 15<sup>th</sup>.
  - Submit spring end of term transcript data upon request from THEC staff by June 1.

## GEAR UP TN Database Entries

The GEAR UP TN database, Compass, is an online data tracking system designed to track and report on student participation, academic, and outcomes data. You should use the following GEAR UP TN Service Definitions when determining the category to assign a particular activity. It is imperative that you follow these guidelines when entering data to ensure that services are correctly categorized, non-duplicated, and accurate. These guidelines are not only used to evaluate Tennessee’s GEAR UP program, but also that of 15 other states.

### GEAR UP Student Service Definitions

<b>Tutoring/ homework assistance</b>	<p><b>Tutoring/homework assistance</b> services provide additional academic instruction designed to increase the academic achievement of students. Tutoring can occur one-on-one or in small groups before school, during school, after school, during study or lunch breaks, or on weekends and can be provided by GEAR UP TN staff, hired tutors, teachers, trained peers, and/or volunteers. <i>Tutoring should be recorded by subject area (Mathematics, English/ Reading, Science, Other).</i></p> <p><b>Virtual tutoring/homework assistance</b> services include services that are provided via remote access through the internet or other means.</p> <p><b>NOTE:</b> Data entry needs to indicate whether tutoring is “in-person” or “virtual.”</p>
<b>Comprehensive mentoring</b>	<p><b>Comprehensive mentoring</b> services are provided when GEAR UP TN staff, teachers, or other school staff identifies students who would benefit from an ongoing supportive relationship with a trained, caring adult or older student, i.e., “mentor.” Mentors meet regularly with their assigned student(s). Meetings may be on or off campus and either during or outside of the school day. Typical issues addressed during mentoring meetings include academic, social, organization or life skill development. Per the 2008 HEOA, comprehensive mentoring must provide students with financial aid information, and encourage students to stay in school, enroll in rigorous and challenging coursework, apply for postsecondary education, and, if applicable, the GEAR UP scholarship.</p> <p><b>Virtual comprehensive mentoring</b> includes services that are provided via remote access through the internet or other means.</p> <p>Mentoring Programs may include:</p> <ul style="list-style-type: none"> <li>• Traditional mentoring programs that match one youth and one adult.</li> <li>• Group mentoring that links one adult with a small group of young people.</li> <li>• Team mentoring that involves several adults working with small groups of young people, ideally with a ratio of no more than four youth to one adult.</li> <li>• Peer mentoring that connects caring youth with other adolescents.</li> <li>• E-mentoring that functions via e-mail and the internet.</li> </ul> <p><b>NOTE:</b> Data entry needs to indicate whether mentoring is “in-person” or “virtual.”</p> <p><b>NOTE:</b> Data entry needs to indicate whether mentoring is provided by a College Mentor Corps organization</p>

## GEAR UP TN Database Entries (continued)

<p><b>Financial aid counseling/ advising</b></p>	<p><b>Financial aid counseling/ advising</b> services assist students understanding and navigating the complexities of financial aid, including providing hands-on assistance with the FAFSA and scholarship applications, presentations on financial aid or literacy, using financial aid or literacy curriculum, and the benefits and how-tos of participation in college savings plans.</p> <p><b>Virtual financial aid/ counseling/ advising</b> includes services that are provided via remote access through the internet or other means.</p> <p><i><b>NOTE:</b> Data entry needs to indicate whether financial aid counseling/ advising is “in-person” or “virtual.”</i></p>
<p><b>Counseling/ advising/ academic planning/ career counseling</b></p>	<p><b>Counseling/ advising/ academic planning/ career counseling services</b> span a spectrum of activities with individual students or small groups of students. Services are defined as follows:</p> <p><b>Counseling services</b> discuss personal growth issues with students, such as decision making, problem solving, goal setting, attendance, behavior concerns, or family issues.</p> <p><b>Advising</b> provides assistance on course selection (secondary or postsecondary), college and/or career choices, or college and/or career planning.</p> <p><b>Academic planning</b> provides assistance on coursework selection, course of study choices, college major selection, assessment advising or interpretation of scores, or assistance with placement tests.</p> <p><b>Career counseling</b> provides assistance about career choices, career planning, internships, or career interests.</p> <p><b>Virtual counseling/ advising/ academic planning/ career counseling</b> includes services that are provided via remote access through the internet or other means.</p> <p><i><b>NOTE:</b> Data entry needs to indicate whether counseling/ advising/ academic planning/ career counseling services are “in-person” or “virtual.”</i></p>
<p><b>College visit/ college student shadowing</b></p>	<p><b>College visit/ college student shadowing services</b> take place on college campuses.</p> <p><b>College visit</b> is a physical visit to a college campus by a student facilitated/ supervised/ led by GEAR UP TN staff, teachers, college representatives, or other school staff. College visits should include an official tour, presentation(s) by admissions, financial aid, academic departments, athletics, student affairs, residence life, multicultural affairs, or other college departments.</p> <p><b>College student shadowing</b> is one-on-one experience in which a middle or high school student spends a day on a college campus with an undergraduate student seeing typical college life.</p> <p><b>Virtual college visit</b> includes services that are provided via remote access through the internet or other means. Virtual college visits must be facilitated/ supervised/ led by GEAR UP TN staff, teachers, or other school staff and include the same elements as a physical college visit.</p> <p><i><b>NOTE:</b> Data entry needs to indicate whether college visit services are “in-person” or “virtual,” as well as the name and/or type of college visited, i.e., 2- or 4-year college.</i></p> <p><i><b>NOTE:</b> College fairs should be entered under the student workshop category.</i></p>

## GEAR UP TN Database Entries (continued)

<p><b>Job site visit/job shadowing</b></p>	<p><b>Job site visit/job shadowing</b> services offer students exposure to the workplace in an occupational area of interest and reinforces the link between classroom learning, work requirements, and the need for postsecondary education. Students witness the work environment, employability and occupational skills in practice, the value of professional training, and potential career options.</p> <p><b>Job site visit</b> is a physical visit to a local business or work environment and facilitated/supervised/led by GEAR UP staff, teachers, or other school staff. Job site visits should include visits to local businesses, employers, and agencies to explore different professions or career selections and can be followed by job shadowing.</p> <p><b>Job shadowing</b> is one-on-one experience in which a middle or high school student spends a day at a business or work environment with an employee seeing typical job duties.</p> <p><b>Virtual job site visit</b> includes services that are provided via remote access through the internet or other means. Virtual job visits must be facilitated/supervised/led by GEAR UP staff, teachers, or other school staff and include the same elements as a physical job visit.</p> <p><b>NOTE:</b> Data entry needs to indicate whether job site visit services are “in-person” or “virtual.”</p>
<p><b>Summer programs</b> NOTE: Summer programs can also include non-school year services for year-round schools</p>	<p><b>Summer programs</b> are services that include an experience over one or multiple days during the summer (or other non-school year time, i.e., for year round schools). Summer programs could be a statewide GEAR UP TN summer camp, a local summer camp funded by GEAR UP TN, or a residential GEAR UP TN program hosted by a college/university/community organization, or another camp attended by a GEAR UP TN student that supports the GEAR UP TN mission. These programs include academic enrichment, college preparatory programs/camp experience, credit recovery, and/or remediation programs.</p> <p><b>NOTE:</b> Data entry needs to indicate whether summer programs are providing services for “academic enrichment” or “remedial services.” In addition, summer programs may include other services that should be recorded as such, i.e., college visit.</p>
<p><b>Educational field trips</b></p>	<p><b>Educational field trips</b> are services during which students leave their school or travel to another location, and include an academic component that is linked to classroom activities. Examples would include a science demonstration on a college campus (the purpose of the event was the science demonstration not a college visit), a class trip to attend a science or history museum linked to curriculum, academic competitions, cultural experiences such as performing arts, museums, or similar activity, and field trips that complement and enhance existing curriculum in key content areas. Educational field trips should be recorded by subject area (Mathematics, English/Reading, Science, Other).</p>
<p><b>Student workshops</b></p>	<p><b>Student Workshops</b> are services that include interactive informational classroom-level or large- or small-group sessions that involve hands-on experience for each student in the workshop. Workshops are offered to groups of students on topics like secondary school success and college awareness, and general elements of college readiness such as study skills, self-monitoring, goal-setting, time management, and problem-solving. This includes guest speakers that motivate students and highlight careers. Workshops are informational in nature and are not intended to provide direct counseling or guidance to individual or small groups of students. Workshops should be recorded by subject area. <i>College and career fairs should be recorded here.</i></p> <p><b>Virtual student workshops</b> include services that are provided via remote access through the internet or other means.</p> <p><b>NOTE:</b> Data entry needs to indicate whether workshops are “in-person” or “virtual.”</p> <p><b>NOTE:</b> Report college and career fairs in this section</p>

## GEAR UP TN Database Entries (continued)

### GEAR UP Parent/Family Service Definitions

<p><b>Parent/family workshops of college prep/financial aid</b></p>	<p><b>Workshops of college prep/financial aid services</b> include a parent/guardian or adult family member’s attendance with or without their child(ren) at a workshop that demonstrates how to assist their student with college preparation or financial aid information. These services include informational sessions for parents focusing on college entrance requirements and financial aid opportunities.</p> <p><b>Virtual parent/family workshops</b> include services that are provided via remote access through the internet or other means.</p> <p><b>NOTE:</b> Data entry needs to indicate whether workshops are “in-person” or “virtual.”</p>
<p><b>Parent/family counseling/advising</b></p>	<p><b>Counseling/advising services</b> span a spectrum of activities that can include one-on-one or small group advising for parents/guardians/adult family members designed to meet the specific needs of the individuals engaged in the activity. These services include when a parent/guardian or adult family member meets with the GEAR UP school staff or counselor, with or without a student, to discuss student’s academic goals, college plans, school progress, etc.</p> <p><b>Counseling</b> includes meeting with parents/guardians to discuss student’s personal growth issues such as decision making, goal setting, behavior concerns, family issues, home visits, etc.</p> <p><b>Advising</b> provides individual assistance to parents/guardians on their student’s college choices, college planning, financial aid planning, etc.</p>
<p><b>Parent/family college visit</b></p>	<p><b>College visit</b> services take place on college campuses. A physical visit to a college campus by a parent/guardian, with or without a student, facilitated/supervised/led by GEAR UP staff, teachers, college representatives, or other school staff. The primary objective of the event would be to conduct a college visit. Should include an official tour, presentation(s) by admissions, academic departments, athletics, student affairs, residence life, multicultural affairs, or other college departments.</p> <p><b>Virtual college visit</b> services include services that are provided via remote access through the internet or other means. Virtual college visits must be facilitated/supervised/led by GEAR UP staff, teachers, or other school staff and include the same elements as a physical college visit.</p> <p><b>NOTE:</b> Data entry needs to indicate whether college visit services are “in-person” or “virtual,” as well as the name and/or type of college visited, i.e., 2- or 4-year college.</p>
<p><b>Family events</b></p>	<p><b>Family events</b> are services in which parents or families participate. These services involve GEAR UP TN students and their families/guardians or just their parents/guardians. Family events include GEAR UP TN activities that recognize the role of families in student success, and are not defined under a previous category.</p>

## GEAR UP TN Database Entries (continued)

### GEAR UP Instructor Professional Development Service Definitions

<b>Conference</b>	<b>Conferences</b> include conferences hosted by NCCEP, NCAN, TCASN, GEAR UP or others that can be directly tied back to the three measures defined by the U.S. Department of Education that assist in meeting the goals and objectives set by GEAR UP TN.
<b>Meeting</b>	<b>Meetings</b> provide information about the GEAR UP TN program and implementation to teachers, counselors, or administrators. This includes meetings focused on planning and program development.
<b>Trainings</b>	<b>Trainings</b> deliver instruction to improve practice provided through GEAR UP TN. Trainings may include topics such as Common Core, the GEAR UP TN database (Compass), and financial literacy and can be directly tied back to the three measures defined by the USDOE that assist in obtaining the goals and objectives set by GEAR UP TN.
<b>Other</b>	Please contact Leigh Ann Bodie in the GEAR UP TN central office prior to selecting the “Other” category. This category will only be used in unique circumstances.

# 3 STEP REPORTING PROCESS

## 3 Step Reporting Process

### STEP 1: PLANNING & NOTIFICATION →

**Due: Monthly by the 15<sup>th</sup>**

**Notification on activities taking place from the 1<sup>st</sup> through the last day of the following month**

You are required to inform the central office of next month's activities occurring in your Collaborative's schools, outside of recurring activities such as tutoring, mentoring, and academic enrichment. Here's how:

A) Finalize your GEAR UP TN event calendar for the following month. Iron out the details of your events, such as the cost, including any transportation and meal costs, and identify the individual responsible for coordinating the event. Think through the logistics, including the event's time, location, presentations, speakers, and target audience.

B) **Complete the Monthly Activity Report (MAP) by the 15<sup>th</sup>** for activities in the following month. For example, a report due October 15<sup>th</sup> will include the services occurring November 1-30.

**MAP:** a monthly planning tool that informs the central office of upcoming activities and serves as an update to your annual work plan. Complete this form for any student, family, educator, or community event that you have planned in the following month.

C) Submit your MAP to your regional coordinator for review and approval by your regional coordinator.

**REMEMBER:** Keep your sign-in sheets. Be sure to keep your hard copy documentation to back up services entered in the data system. This not only keeps your grant audit-ready, but can help you log the exact time students participated in recurring services, such as tutoring, when students tend to stay for differing lengths of time.

### STEP 2: DATA COLLECTION →

**Always collect data at GEAR UP TN Activities, including log-ins for tutoring.**

The site coordinator is responsible for ensuring data is collected for all GEAR UP TN activities, including recurring services, such as tutoring, even if he/she is not present. Here's how to collect all the data needed to meet federal requirements:

A) Decide which data collection forms to use for your event. At a minimum, you are required to document attendance, date, and duration of every service. You can provide documentation by using one or more of the available Activity Sign-In Sheets:

**Student & Parent Activity Sign-In**

Use this form for any event or activity at which only students, or students + parents/guardians are present.

OR

**Parent Activity Sign-In**

Use this only at events or activities where parents/guardians are present, but students are NOT.

OR

**Professional Development Sign-In**

Use this to document participation during Educator Professional Development programs or services.

OR

**Tutoring/Mentoring Log**

Use this form to document participation in recurring services.

B) Decide if you would like to administer an event survey. Surveys are not required, but suggested for college visits and professional development.

C) If the activity sign-in sheets provided are not conducive to collecting data for a specific event, such as a large assembly, please call the central office and we will develop a custom Sign-In for your event.

### STEP 3: DATA SUBMISSION →

**Always collect data at GEAR UP TN Activities, including log-ins for tutoring.**

**Due: Monthly by the 15<sup>th</sup>**

Reporting on activities taking place from the 1<sup>st</sup> through the last day of the prior month

A) GEAR UP TN service participation data must be entered into the data system every week. The more often you enter services the less overwhelming it will feel. Keep all hard copy documentation in your GEAR UP TN Documentation Notebook to keep your grant as period checks will be performed.

B) The site coordinator is required to enter all data from the previous month and to inform the **Completed Activity Report (CAR) by the 15<sup>th</sup>**. For example, a report due October 15<sup>th</sup> will cover services provided September 1-30.

**CAR:** a report pulled from the MAP and the data system detailing activities from the previous month. The CAR allows the central office to verify that activities planned in the MAP were entered in the data system and align with reimbursement requests.

C) Send the report to your regional coordinator by the 15<sup>th</sup> for review.

D) Your Collaborative will be reimbursed by the central office after the central office has verified the accuracy and completeness of data entry by ensuring the alignment between completed activities according to the previously submitted MAP.

The CAR allows the central office to verify that the previous month's activities were entered in the data system and align with the funds requested for reimbursement.



# Section 5: Expenditures and Reimbursement Procedures

## IN THIS SECTION

- GEAR UP TN Funding Regulations
- Allowable Costs
- Common GEAR UP Costs
- Specific Allowable Costs & Guidelines
- Guidelines for Reimbursement

## GEAR UP TN Funding Regulations

The federal policies that govern GEAR UP are diverse and sometimes confusing. You may find inconsistencies that come from government and agency policies trying to accommodate many unique grant programs. In GEAR UP, you are subject to a number of regulatory sources. When you come across conflicts or inconsistencies between the sources, generally you should begin with the GEAR UP statute, and then move down the hierarchy for answers. The following list provides a brief description of each of the major policy sources.

### Statute

A statute is the federal law that authorizes or governs a program. In the case of GEAR UP, the term statute refers to the program legislation found in Title IV of the 1998 Amendments to the Higher Education Act (HEA) of 1965 [P.L. 105-244]. The statute sits at the top of the hierarchy but affords the Secretary of Education the authority to set program-specific policies, which are commonly known as “program regulations.” The statute only broadly defines how the program should operate.

For more information: <http://www2.ed.gov/programs/gearup/gearup-statute.pdf>

### Program Regulations

Program regulations provide additional guidance when the statute is silent or vague on an issue. They provide details that govern the application competition, dictate how programs will be implemented, and other administrative details. There are three types of regulations that you should become familiar with: EDGAR, GEAR UP program regulations, and OMB Circulars.

### EDGAR

The Education Department General Administrative Regulations (EDGAR) set broad administrative policies that impact nearly all grant programs funded at the U.S. Department of Education (USDOE). The regulations are published in Title 34 of the Code of Federal Regulations (CFR). The pertinent sections of EDGAR to your grant administration are 34 CFR parts 74, 75, 77, 79, 80, 81, 82, 84, 85, 86, 97, 98, and 99.

For more information: <http://www.ed.gov/policy/fund/reg/edgarReg/edgar.html>

### GEAR UP Program Regulations

Whereas EDGAR sets broad agency-wide policies, the GEAR UP program regulations address the very unique administrative matters associated with GEAR UP. GEAR UP program regulations are published in 34 CFR parts 694.

For more information: <http://www2.ed.gov/legislation/FedRegister/finrule/2010-4/102610a.pdf>

### OMB Circulars

The circulars are developed by the Office of Management and Budget (OMB) and provide 26 federal agencies with instructions and guidance on a wide variety of administrative issues of interest to the executive branch. As guidance documents, they tend to be revised every few years. The OMB Circulars will affect your day-to-day decision-making because EDGAR cites specific OMB Circulars as regulation. Thus, many of the discussions in the grant administration world will revolve around the circulars, as they define cost principles, administrative requirements, and audits. Common circulars are organized by their purpose and audience, and are addressed by their circular number (e.g. OMB A-21).

### Cost Principles

- A-21, Educational Institutions.
- A-87, State, Local Governments and Indian Tribe Governments (Includes School Districts).
- A-122, Non-Profit Organizations.

### Administrative Requirements

- A-102, State and Local Governments.
- A-110, Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations.

### Audit Requirements

- A-133, States, Local Governments, and Non-Profit Organizations.

### Additional Resources:

OMB Circulars can be found at: [http://www.whitehouse.gov/omb/circulars\\_default](http://www.whitehouse.gov/omb/circulars_default)

In addition to understanding federal requirements, you are expected to follow the policies of the fiscal agent of the grant, the Tennessee Higher Education Commission (THEC). THEC has additional policies it must follow to comply with state and federal law. It is important to rely on GEAR UP staff when the federal regulations aren't clear on an issue. You also must follow GEAR UP reporting guidelines and budget categories.

### **Time and Effort**

Develop a process for collecting time and effort sheets regularly and accurately. Federal regulations require that every GEAR UP staff whose salary is supported in full or in part need to document the time, effort and activities during any given pay period. When you use in-kind personnel contributions as match, they have to fulfill the same reporting obligations as if they were receiving federal funds.

## Allowable Costs

Sound fiscal GEAR UP administration begins with understanding what types of expenses can be paid for with federal funds. Allowable costs are those expenses that are specifically permitted (or not explicitly prohibited) by the laws, regulations, principles and standards issued by the USDOE and other authoritative sources.

To help you decide if costs are allowable or not, ask if the expense is:

- **Reasonable and necessary:** reflecting an action that a prudent person would take and generally recognized as necessary for the organization to accomplish a work plan activity, guided by established institutional policies and practices.
- **Allocable:** applied in proportion to relative benefits, as approximated through reasonable methods.
- **Allowable:** connected to the required or permissible services of the federal program.
- **Consistent:** treating anything not allowed by the partner organization as not allowed by GEAR UP.
- **Compliant:** follows limitations and exclusions as stated in federal cost principles, these guidelines, and the annual subcontract/amendment.

### Supplement but not Supplant

GEAR UP regulations require that GEAR UP funds supplement, not supplant, existing efforts. GEAR UP funds are intended to build the capacity of schools to create a college going culture. Therefore, GEAR UP funding may be used to enhance what is already in place or to create new activities. GEAR UP funds cannot be used to replace other federal, state, or local funding. Some examples:

- For the last five years, your school has paid for a career exploration software license. This year, the school needs new PE equipment so you have been asked to pay for the software license with GEAR UP funds to free up funding for PE equipment. This is supplanting - and is not allowed.
- For the last several years, your school has annually purchased \$500 of new library books. This year you have been asked to use GEAR UP funds to pay for the books. This is supplanting - and is not allowed.
- For the last two years, your school has been unable to purchase any curriculum enhancement materials for math classes, including an essential software package, because of budget cuts. You have been asked to purchase this software with GEAR UP funds this year. This is not supplanting - and is allowed - because without GEAR UP funding, your school would not be able to make this purchase.

## Common GEAR UP Costs

(Sources: GEAR UP Statute, EDGAR, OMB Circular A-21, OMB Circular A-87)

The following list may help you determine whether your program expenses are allowable or not. It includes costs that are commonly incurred in GEAR UP, or are the subject of frequent questions or discussions about their permissibility.

### **Advertising and public relations costs:** *Generally unallowable*

The OMB cost principles define advertising costs as the expenses associated with the costs of advertising media (magazines, newspapers, radio and television, direct mail, exhibits, electronic or computer communication) and associated administrative costs.

### **For GEAR UP, reasonable advertising costs are allowable when:**

1. Recruiting and advertising for vacant GEAR UP staff positions in a manner that is acceptable and standard for the hiring entity.

The term public relations is defined as activities dedicated to maintaining the image of the institution/governmental agency or maintaining or promoting understanding and favorable relations with the community or public at large or any segment of the public.

### **For GEAR UP, public relations costs are potentially allowable when:**

1. The activity is part of your approved application.
2. You are communicating with the public and press pertaining to specific activities or accomplishments which result from your grant performance (these costs are considered necessary as part of the outreach effort for the sponsored agreement).
3. You are conducting general liaison with news media and government public relations officers, to the extent that such activities are limited to communication and liaison necessary to keep the public informed on matters of public concern.

### **Advisory Councils:** *Allowable*

Costs incurred by advisory councils or committees are allowable as a direct cost when authorized by the awarding agency, or as an indirect cost where allocable to the GEAR UP award.

### **Alcoholic beverages:** *Unallowable*

### **Commencement and convocation costs:** *Unallowable*

For education institutions, costs associated with commencement and convocations are disallowed, but costs associated with GEAR UP activities that take place during commencement events may be allowable under student activity costs if approved as part of your grant agreement.

### **Communication costs:** *Allowable*

Costs incurred for telephone services, local and long distance telephone calls, telegrams, postage, messenger, electronic or computer transmittal services and the like are allowable. However, you will need to check if these expenses are captured in your indirect costs.

### **Compensation (Salaries, Wages & Fringe Benefits): Allowable**

Personnel costs such as salaries, wages and fringe benefits are allowable to the extent that the total compensation to individual employees conforms to the established policies of the institution, consistently applied, and provided that the charges are for work performed directly on sponsored agreements.

Fringe benefit costs should be in line with institutional policies regarding: annual leave, sick leave, military leave, and employer contributions or expenses for social security, employee insurance, workers' compensation insurance, and tuition or remission of tuition for individual employees.

### **Consultants & Contracts: Allowable**

EDGAR states that costs associated with consultants are allowable if there is a need in the project for the services and the grantee cannot meet that need by using an employee rather than a consultant.

### **Providing donations and contributions: Unallowable**

Contributions or donations (including cash, property, and services) are unallowable costs.

This should be distinguished from the match. GEAR UP TN may receive donations, contributions, or services under the GEAR UP TN match guidelines.

### **Entertainment costs: Unallowable**

Costs of entertainment, including amusement, diversion, and social activities and any costs directly associated with such activities (such as tickets to shows or sports events, recreational activities such as swimming, meals, lodging, rentals, transportation, and gratuities) are unallowable.

Be sure to distinguish these unallowable expenses from similarly worded and allowable student activities, meetings, and conferences that are approved as part of your grant agreement.

### **Equipment: Allowable**

Equipment means an article of nonexpendable, tangible personal property having a useful life of more than one year, and, for GEAR UP accounting purposes, has a per-unit cost equal to or greater than \$5000. Grantees must obtain approval from the GEAR UP TN central office prior to purchasing any item or set of items costing \$1,000 or more.

The title (documented ownership) of the equipment vests in the grantee and may be used for other projects as long as that use does not interfere with the terms of the grant award.

### **Fines and penalties: Unallowable, with exceptions**

Costs resulting from violations or failure of the fiscal agent to comply with federal, state, and local or foreign laws and regulations are unallowable, except when incurred as a result of compliance with specific provisions of the sponsored agreement, or instructions in writing from the authorized official of the sponsoring agency in advance of such payments.

Late fees, including late fees for registrations, and interest charges on credit cards are unallowable. Student fines are also unallowable.

### **Fund raising: Unallowable**

Costs of organized fund raising are not allowed.

### **Goods or services for personal use:** *Unallowable*

Costs of goods or services for personal use of the governmental unit's employees are unallowable regardless of whether the cost is reported as taxable income to the employees.

### **Lobbying:** *Generally unallowable, with exceptions*

Federal funds cannot be used to:

- Influence the outcome of a referendum, initiative, or similar procedure, through in-kind or cash contributions, endorsements, publicity, or similar activity.
- Support a political party, campaign, or political action committee.
- Influence the introduction, enactment or modification of state or federal legislation through direct or grassroots lobbying.

However there are a few exceptions, including:

- Technical and factual presentations on topics directly related to the performance of a grant, contract, or other agreement.
- Efforts to influence state legislation in order to directly reduce the cost, or to avoid material impairment of the institution's authority to perform the grant, contract, or other agreement.
- Any activity specifically authorized by statute to be undertaken with funds from the grant, contract, or other agreement.

### **Memberships, subscriptions and professional activity costs:** *Allowable, with exceptions*

Costs associated with memberships in business, technical, and professional organizations are allowable. In addition, subscriptions to business, professional, and technical periodicals are allowable.

Please note that the circulars make the following exceptions:

- State entities can use federal funds for membership in civic, community, and social organizations which are allowable as a direct cost with the approval of the USDOE.
- State entities cannot use federal funds for membership in organizations substantially engaged in lobbying.

### **Meetings and Conferences:** *Allowable*

Costs of meetings and conferences, the primary purpose of which is the dissemination of technical information, are allowable. This includes costs of meals, transportation, rental of facilities, speakers' fees, and other items incidental to such meetings or conferences. Be aware of restrictions pertaining to entertainment costs.

### **Publications and printing:** *Allowable*

Publication costs—including the costs of printing, distribution, promotion, mailing, and general handling—are allowable federal costs if they are allocable to project objectives. If not, any publications or printing should be paid for by institutional or indirect funds.

### **Rental cost of buildings and equipment: Allowable**

With stipulations, rental costs are allowable to the extent that the rates are reasonable in light of such factors as: (1) rental costs of comparable property, if any; (2) market conditions in the area; (3) alternatives available; and, (4) the type, life expectancy, condition, and value of the property leased. Rental arrangements should be reviewed periodically to determine if circumstances have changed and other options are available.

### **Severance pay: Allowable**

Costs of severance pay for personnel whose services have been terminated are allowable only to the extent that such payments are required by law, by employer-employee agreement, by established policy that constitutes in effect an implied agreement on the institution's part, or by circumstances of the particular employment.

### **Student activity costs: Generally unallowable, with exceptions**

Costs incurred for intramural activities, student publications, student clubs, and other student activities, are unallowable, unless specifically provided for in the grant agreement or approved by the GEAR UP TN central office.

### **Supplies: Allowable**

Costs incurred for supplies to carry out the grant are allowable. Supplies have a per-unit cost of less than \$5,000.

### **Travel costs: Allowable**

Travel costs are the expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business of the institution. Travel outside of the United States requires prior approval.

Travel costs also may be incurred in relation to local events for students, parents or professionals participating in programs authorized by the GEAR UP statute. Tennessee Higher Education Commission rules and policies regarding to travel apply.

**NOTE:** Just because a cost is interpreted as being allowable under the OMB cost principles, it is not guaranteed that you will be able to make that expenditure. The Tennessee Higher Education Commission is the primary entity that determines if an allowable cost is acceptable. This may happen when, for example, a cost identified as allowable under the circular may be disallowed in program regulations or statute, or fail to pass the USDOE's judgment that it is justified, allowable, or reasonable.

## Specific Allowable Costs & Guidelines

The rate tables outlined below are subject to approval from the U.S. Department of Education.

### Site Coordinator Salary

The salary and benefits (total compensation) for any one GEAR UP TN site coordinator may not exceed \$75,000 using GEAR UP funds. Any amount in excess must be paid from a non-GEAR UP source. These additional expenditures may be reported as match if this source is non-federal.

### Allowable Incentives

Description	Amount	Purpose
Drawing item: Grocery store gift card <b>OR</b> gas gift card <b>OR</b> restaurant gift card <b>OR</b> food gift basket	One item per meeting or event valued at up to \$50	Attendance incentive for family events
Clothing: <ul style="list-style-type: none"> <li>• Items w/GEAR UP TN or college message</li> <li>• Any printing/setup charges must be included</li> </ul>	Up to \$15 each	Students, staff, chaperones to wear for field trips, school events, special programs, community service and other events to promote GEAR UP TN, teamwork, and safety. *All designs must be submitted using the t-shirt approval form.
Pencils/pens	Up to \$1 each	Student reward or incentive
Stickers	Up to \$0.25 each	Student reward or incentive
Backpacks	Up to \$20 each	Student reward or incentive
Coffee Mugs	Up to \$5 each	Appreciation tokens for volunteers
School Supplies (binders, folders, paper, bookmarks, highlighters, lanyards, markers, calculators, and other school supplies)	Up to \$20 per student per year	Student reward or incentive
Hats, scarves, bags w/GEAR UP TN or college message	Up to \$8 each	Student reward or incentive
Career or educational books	Up to \$20 each	Student reward or incentive
Educational CD's	Up to \$20 each	Student reward or incentive
Educational DVD's	Up to \$20 each	Student reward or incentive
Decorations for events (flowers, centerpieces, balloons)	Up to \$25 per event	For GEAR UP TN events only
Candy	Up to \$1 each	Student reward or incentive
Educational Games	Up to \$20 each	Student reward or incentive
Flash Drives	Up to \$10 each	Student reward or incentive

(Purchases of music, for example, iTunes gift cards, are considered entertainment and therefore not allowed.)

**NOTE:** The reward/incentive budget shall be no more than 2% of contractor's total budget each contract year.

**NOTE:** All GEAR UP TN t-shirt designs must be submitted to [melinda.dunn@tn.gov](mailto:melinda.dunn@tn.gov). Please use the t-shirt approval form; the link to the form is on page 108.

## Meal, Beverage, and Snack Allowance

Food and beverages may be offered to participants only in conjunction with GEAR UP TN training, workshops, and structured activities where the participants are receiving GEAR UP TN information. Use the following guidelines when planning to provide food for a GEAR UP TN event.

Description	Amount	Purpose
Meals	Up to \$8 per student, parent, or staff	Family/parent night event
Meals	Up to \$8 per student per meal  Note: We will pay up to \$10 for meals at college campus cafeterias when there is no lower option.	Field trips, college visits, test taking
Healthy and nutritious snacks (e.g. granola bars, string cheese, fruit, popcorn, trail mix, pretzels, crackers, milk, juice, yogurt, bagels, muffins)	Up to \$1 per day per student	Field trips, college visits, after school programs
Coffee and light refreshments or light meals (e.g. fruit, bagels, donuts, muffins, cookies, or crackers and cheese)	Up to \$5 per person per event	Advisory meetings, volunteer meetings, chaperone meetings

## Student Classes, Camps, College Credit

GEAR UP TN allows expenses related to dual credit options, credit recovery, student camps and placement tests. Use the following guidelines when planning for these expenses.

Description	Amount	Purpose
College classes, online classes for credit retrieval, AP test costs or similar expenses	Allowable	Academic support or enrichment
Individual student camps, on a college campus	Request pre-approval	Field trips, college visits or test taking
SAT or ACT tests	Published amount and allowable only if student is not eligible for a waiver	Pre-college tests
College Placement Tests (Compass, etc.)	Published amount when no waiver is available	Placement tests

## Indirect Costs

Consistent with section 76.563 – 76.569 of EDGAR, all grant recipients are limited to a maximum indirect cost rate of eight percent of a modified total direct cost base or the amount permitted by its negotiated restricted indirect cost rate agreement, whichever is less. This rule applies to grantees under programs with a statutory requirement prohibiting the use of Federal funds to supplant non-Federal funds, and to the subgrantees under these programs. GEAR UP legislation contains a requirement prohibiting the use of GEAR UP funds for supplanting. As outlined in section 76.564 of EDGAR, therefore, Collaboratives must use the restricted indirect cost rate when developing their budget.

### Restricted Indirect Cost Rate for GEAR UP TN Collaboratives

School System	Restricted Rate
Anderson County	2.21
Bradley County	1.70
Campbell County	1.04
Claiborne County	0.18
Davidson County	3.82
Grainger County	0.17
Hardeman County	2.28
Haywood County	2.37
Henderson County	2.19
Johnson County	1.18
McNairy County	0.82
Shelby County	3.30
Robertson County	1.42
Union County	2.14
Wayne County	0.38

# Guidelines for Reimbursement

## Reimbursement Overview

Subcontractors receive GEAR UP funds on a claim reimbursement basis. This means that the subcontractor must spend local funds on GEAR UP activities and then request reimbursement. All invoices and costs must be paid in advance of requesting reimbursement. Claim reimbursements are submitted on a monthly basis unless other arrangements have been approved. These requests are due by the 15<sup>th</sup> of the month following the expenditure. Once a reimbursement claim has been submitted and approved, the THEC accounting office processes the claim through the state's accounting system (Edison). When the claim has processed through Edison, an electronic transfer to the subcontractor is made.

## \$1,000 or Above Purchase Request

Any purchase of \$1,000 or above, including any invoice, event, or activity over \$1000 (but excluding budgeted salaries), requires pre-approval from the Project Director. Invoices must not be split into separate invoices to avoid reaching the \$1,000 threshold. \$1,000 or Above Purchase Request forms must be submitted with the corresponding Monthly Activity Report (MAP). (See page 108 for a link to the \$1000 or Above Purchase Request form.)

## \$5,000 or Above Purchase Request

Any purchase of \$5,000 or above, excluding budgeted salaries, not only necessitates the submission of the \$1,000 or Above Purchase Request, as outlined above, but also requires a detailed memo outlining the following:

1. A brief explanation of how the purchase will assist the Collaborative in meeting GEAR UP TN goals and objectives,
2. A detailed narrative of how any programs or items purchased will be implemented (i.e., how are students being targeted to use equipment purchased, how are teachers integrating software into their instruction, etc.),
3. A brief narrative of how the purchase will be maintained or sustained over time.

\$5,000 or Above Purchase Requests and supporting materials must be submitted with the corresponding Monthly Activity Report (MAP).

## GEAR UP TN Reimbursement Process

There are three parts required for monthly GEAR UP TN reimbursements: the Reimbursement Request, the Expenditure Detail Form, and the required backup documentation. (A link to this form is on page 108.)

If you have questions, or would like assistance, please contact Doug Cullum at [doug.cullum@tn.gov](mailto:doug.cullum@tn.gov), or 615-532-0435.

### Step 1 - Filling out the Expenditure Detail Form:

Salaries, Benefits, and Taxes Section of the Expenditure Detail Form:

1. In the "Vendor Name – Who Was Paid?" column, type the names of the staff that were paid – each staff member gets their own line.

2. In the “Purpose or Reason for Expenditure” column, type why that staff member is getting paid with GEAR UP funds.
  - a. Regular GEAR UP TN staff, including tutors: In the space provided, type the person’s GEAR UP TN title.
  - b. Substitutes: In the space provided, type who that person subbed for, what day(s) they subbed, and what event occurred that required a substitute.
  - c. Other: In the space provided, type what that staff person did, what event occurred that required their work, what day(s) they worked for GEAR UP TN.
3. You do not need to submit timesheets, however, they must be kept on file in accordance with Federal Time And Effort Requirements and your district practices.

**All Other Expenses (Travel, Materials, etc.):**

1. Gather all invoices and detailed receipts for the month, including any additional backup documentation that may be needed (staff travel forms, transportation logs, student field trip meal allowance form, etc.).
2. Make one copy of the invoice or receipt and additional required backup documentation. (Your district keeps originals.)
3. Organize the invoices and backup documentation according to the section they belong in on the Expenditure Detail Form then fill out the detail in the space provided:
  - a. “Vendor Name – Who Was Paid?” - Type the name that appears on the invoice or receipt. This is who the district paid.
  - b. “Purpose or Reason for Expenditure” – Type why your district made this GEAR UP TN purchase. What was it for? Who was it for?
    - i. Food: What event/activity was food purchased for? How many GEAR UP TN students, family members, etc. was food purchased for? If the food was paid for by multiple funding sources, for example, if you included non-GEAR UP TN students/families, then that would be documented on the Expenditure Detail Form.
  - c. “Receipt or Billing #” - You need to MANUALLY write a number on each invoice or receipt as well as its backup (do not duplicate numbers). Take the number you assigned to the invoice/receipt and in the “Receipt or Billing Number” column, type in the number you assigned to it. These should be consecutive numbers, starting with 1.
  - d. “Invoice Date” – In the space provided, type the date that appears on the invoice or receipt (not the date it was paid for by the district).
  - e. “Receipt Amount” – Type in the space provided the amount that appears on the invoice or receipt.
  - i. If you are asking GEAR UP TN to pay a different amount than what is shown: Type in the amount that GEAR UP TN is supposed to pay (GEAR UP TN can pay less, but cannot pay more than the amount shown on any invoice/receipt) and EXPLAIN WHY either in the Purpose or Reason for Expenditure column or by including additional documentation.

**Direct Costs:** This line on the Expenditure Detail Form automatically adds up all the category sub-totals.

**Indirect Costs:** If your district is claiming indirect costs (refer to your contract) then you need to enter your district's indirect rate under "Rate" and the template will calculate what your district may claim.

**Total Reimbursement Requested:** This line calculates the sum of your direct and indirect totals.

**Step 2 - Filling out the Reimbursement Request Form:**

1. In the same Excel spreadsheet as the Expenditure Detail Form, switch to the second sheet of the file, labeled "Request for Reimbursement."
2. Fill out all required fields.
  - a. In the "Description" column: There are several categories already typed in. These categories match the categories on the Expenditure Detail Form – DO NOT change these and do not add your own.
  - b. The amount fields should automatically populate from the "Expenditure Detail" sheet.
3. Print the Reimbursement Request, sign and date it.

**Step 3 – Submission:**

Reimbursement requests, along with the Match Summary and backup documentation, must be submitted by the 15<sup>th</sup> of each month. Collaboratives must email a scanned copy of documents to Melinda. Dunn@tn.gov, copying their regional coordinator. When emailing reimbursement and match materials, ensure requests comply with instructions outlined in Steps 1 and 2 above. All documents must be contained in one email.

**Budget Balance Spreadsheet**

On a monthly basis, school districts receive a budget balance spreadsheet from the GEAR UP TN central office that outlines approved expenditures to date and remaining GEAR UP TN funds.

**Monthly Reimbursement / Completed Activity Report Audits**

On a monthly basis, GEAR UP TN central office personnel will audit reimbursement requests of four GEAR UP TN Collaboratives to ensure expenditures listed on reimbursement requests align with monthly Completed Activity Reports and data entered in the Compass system.

**Budget Revisions**

Throughout the academic year, school districts may identify priorities and activities aligned with GEAR UP TN goals and objectives not originally included in the annual GEAR UP TN work plan and/or budget. In addition, some planned activities may come in under cost, making funds available for additional activities related to GEAR UP TN program goals and objectives. If the need to revise the Collaborative budget is identified, the school district must submit a formal request to the GEAR UP TN central office by completing the GEAR UP TN Budget Revision Form. Forms must be sent to regional coordinators for approval. Regional coordinators will then forward revision requests to the GEAR UP TN office in Nashville. Budget transfer requests are reviewed by the GEAR UP TN central office on a case-by-case basis. If approved, the GEAR UP TN central office will sign the GEAR UP TN Budget Revision form and return the approved request via e-mail. (A link to the budget revision form can be found on page 108.)

## Records Retention

In accordance with federal regulations, as stated in EDGAR, relevant GEAR UP TN records must be retained at least three years after the end of the seven-year grant period. Therefore, school districts must retain at least (but not limited to) the following GEAR UP TN supporting documentation:

- An auditable transaction record of both revenue received and expenses incurred during the reporting period for GEAR UP TN related financial activity.
- A payroll register that conforms to generally accepted accounting principles, as documentation for salaries, wages, and benefits of school personnel costs (for either reimbursement or cost-share).
- Copies of signed time and effort forms for each staff member whose personnel costs are being requested for reimbursement or reported as cost-share in a given month.
- Payroll registers, receipts, invoices, purchase orders, calculation sheets, cost-share contribution forms, transaction reports, accounting reports, e-mail correspondence, and other types of documentation in support of expenses requested for reimbursement and cost-share reported to GEAR UP TN.
- All other supporting expenditure documentation, as backup for reimbursement and cost sharing related to operating, program, and summer program costs (for donated items and waived/discounted fees, written documentation from the contributor must indicate the actual cost or current fair market value).

## Audits

THEC and subcontractors are subject to OMB Circular A-133 “Audits of States, Local Governments and Non-Profit Organizations.” This circular contains guidance for obtaining consistency and uniformity among federal agencies for the audit of states, local governments and non-profit organizations expending federal funds. The circular also codifies the requirements for states, local governments and non-profit organizations that expend greater than \$500,000 per year in federal funds to have a “single audit” conducted in accordance with Section 500 of the circular.

This circular is especially important for GEAR UP recipients since it provides guidance regarding grantees’ responsibilities. These responsibilities include maintaining adequate internal controls for the expenditure of federal funds, expectations for financial reports and reporting systems, as well as requirements for documentation and records management.

Sub-contractor responsibilities:

- Identification of federal awards received and expended in its accounts
- Maintenance of adequate internal controls over federal programs
- Compliance with applicable laws, regulations and provisions of grant programs
- Preparation of appropriate financial statements, including schedule of expenditures from federal awards
- Ensure audits are properly performed and reports submitted when due
- Follow up and corrective action on audit findings

#### THEC responsibilities:

- Ensure sub-recipient monitoring complies with State of Tennessee, “Department of Finance and Administration” Policy 22 – Sub-recipient Contract Monitoring to ensure federal funds are used for authorized purposes and in accordance with laws/regulations/grant agreements
- Advise sub-recipients of applicable laws, regulations and provisions of grant agreements
- Monitor sub-recipient activities to ensure sub-recipients subject to OMB Circular A-133 have met audit requirements
- Issue a management decision on audit findings within six months
- Determine whether a sub-recipients’ audit necessitates adjustments to its own records
- Require sub-recipients to grant THEC and auditors necessary access to records and financial records

#### Recent areas of focus for federal audit:

- Time and effort reporting
- Financial and technical reporting
- Sub-recipient monitoring
- Cost sharing/matching documentation

Grant recipients need to ensure compliance with federal regulations, laws and grant requirements. THEC is constantly monitoring its systems and internal controls and encourages grant recipients to do the same. We recommend you:

- Review your time and effort reporting systems and strengthen as needed
- Review your written policies and procedures to ensure they are accurate and up-to-date
- Review your cost sharing commitments and methods for tracking
- Review your financial and programmatic reporting systems and work with agencies to establish reasonable deadlines

#### **Sub-recipient Monitoring**

Department of Finance Administration’s Policy 22 establishes sub-recipient contract monitoring requirements for the State of Tennessee. The policy statement requires the monitoring of contracts awarded to sub-recipients that include state and/or federal funds from state departments, agencies and commissions. This is done to ensure financial records are being reported and maintained in a manner consistent with federal reporting requirements. The monitoring process includes the following areas:

- Review of approval documentation for program activities and expenditures
- Review for compliance with the monetary services outlined in the grant contract
- Review of audit procedures and prior audit results
- Personnel cost documentation and allocation methodology
- Fiscal record reconciliation and documentation
- Data reporting system usage and data retention

# Section 6: In-Kind Match Documentation and Reporting Procedures

## IN THIS SECTION

- Understanding Match
- Examples of Match
- How to Meet Required Match
- Match Documentation Process

## Understanding Match

GEAR UP grants require a dollar-for-dollar match, meaning that for every dollar of federal grant money spent on the project, the grantee must find an equal dollar amount of match in the form of state, local, or donated funds. It is the grantee's job to generate and document this match with the same care and attention to accuracy, accountability, and timeliness as documenting the use of federal grant funds. If a grantee does not meet the match requirement, they could have their federal funds reduced, or their award could be terminated.

**GEAR UP TN Collaboratives are required to collect 60% of their annual contract amount in Grant Year 4.** The matching requirement increases by 20% each grant year until the matching requirement reaches 100% in Grant Years 06 and 07.

### Definition of Match

"Match" is a general term that refers to items donated to the project, regardless of who paid for them. In the case of GEAR UP grants, it means the non-federal share of program costs. If your organization purchased the goods or services but did not request reimbursement from the grant, then the generic term "match" applies. If another person or organization donated the goods or services, then both the generic term "match" and the more specific term "in-kind" apply.

### Definition of In-Kind

"In-Kind" refers to non-cash contributions of goods or services made by third party individuals or organizations to GEAR UP projects. Examples of in-kind include work done by unpaid volunteers in support of GEAR UP, fee waivers, and donations of supplies, facilities, or equipment. Qualifying in-kind contributions must be necessary to accomplish program activities, verifiable, and only allowable if the grantee could legitimately pay for them. In-kind match follows the same rules as the money you spend on GEAR UP. Your in-kind match must be allocable, allowable, and reasonable.

**The Collaborative's match requirement must be met during the contract period. You cannot "catch up" later. Match can be audited at any time, just the same as any other expenditure in your grant.**

## Examples of Match

Below are examples of Match documented from Years 1-3 of the GEAR UP TN program:

### Donated Time

- Any of the site coordinator's salary or benefits not paid by the grant.
- A portion of the project director, finance staff, IT staff, technology staff, or data administrator's salary and benefits.
- Any time that administrators or supervisors spend on GEAR UP TN initiatives.
- Any time beyond counselor's or teacher's work schedule as long as they aren't being paid by the grant.
- Time that non-profit volunteers spend on GEAR UP TN students or initiatives.
- Time that college personnel spend on GEAR UP TN students or initiatives including college fairs, campus tours, and high school visits.
- Time that local or state employees spend on GEAR UP TN students or initiatives.
- Time donated by college students, community members, or former high school students.
- Time donated by business leaders, employers, and employees through career fairs, speakers, job shadowing, and job site visits.
- Time donated by high school students and parents that benefit GEAR UP TN students.
- Time donated by attendees at College Access Steering Committee meetings other than teachers and counselors if during their regular school day.
- Time donated by mentors for the cohort or priority group including tnAchieves, big sibs, Peer Power, NAACP, Link Crew, REDI, Ayers Foundation, and industry professionals.
- Professional development or motivational speakers that benefit GEAR UP TN and are donated or paid by someone else.
- Time donated by tutors that are not paid for by grant or other federal funds.
- Time donated for College App Week and similar events.

### Donations by Postsecondary Institutions

- Dual Enrollment tuition and fees paid by the postsecondary institution.
- Donations by colleges, non-profits, businesses, or the school system.
- Application fees waived by colleges.
- Meals donated by colleges.
- Gap fees paid by the postsecondary institution for dual enrollment courses.
- Costs associated with a college and/or career fair that benefits GEAR UP TN students.
- Special programs and camps provided by colleges for GEAR UP TN students.
- Space donated by post-secondary institutions for GEAR UP TN events, services, or students.
- Tutors provided by the community college for the SAILS classes.
- Equipment and regional support provided by the community college for SAILS.

## Examples of Match (continued)

### Donations by Postsecondary Institutions

- Custodial expenses paid by the school system for GEAR UP TN events.
- Transportation costs for GEAR UP TN paid by the school system.
- NCCEP and other college access and success related conference expenses that are not reimbursed by GEAR UP TN.
- Purchases by the school system that impact GEAR UP TN goals and objectives. Examples: SAILS math lab, college and career center, etc.
- Supplies and instructional materials donated by the school system for the purpose of GEAR UP TN.
- Postage donated by the school system for the purpose of GEAR UP TN.
- Space, utilities, internet service, phone, insurance, etc. paid by the school system for GEAR UP TN events, services, and staff.
- Equipment or supplies that belong to the school system used by GEAR UP TN.
- Mileage that is not claimed for reimbursement.

### Sustainability

Funds used to sustain grant activities that were piloted and implemented by GEAR UP TN can count as match.

### Tennessee Promise

Up to 25 % of your annual match can be from scholarships paid by Tennessee Promise or a local partnering organization.

### Non-Profit Donations

Value of the College Access Project course donated by TCASN or another organization.

### Summer Programs

Summer program expenses provided by the school system, local college, or non-profit including space, volunteers, etc.

## How to Meet the Required Match

Collecting and documenting match on an ongoing basis is wise, efficient, and much less stressful than attempting to catch up or go back and document it. When collected as part of the day-to-day program, it is easier to record accurately and monitor regularly. Breaking down a grant's match requirement on a monthly or quarterly basis makes it manageable and attainable. Grantees may choose to assign a staff person or team to coordinate the match. Some find it helpful to create match binders or folders for staff to keep with them as they do their GEAR UP TN work. Having the information and forms on hand makes it easier to collect match documentation as it occurs.

When considering whether or not goods or services qualify as allowed match, refer to the Common GEAR UP Costs section starting on page 56. If it is an allowable expenditure, it is also an allowable match item. Generally, to determine if a good or service qualifies as match, you should ask yourself the following questions:

- When considering match, could I pay for this (item or service) using my federal GEAR UP funds?
- Is it legal and ethical?
- Does it pass the "headline test"? (Would you feel comfortable seeing this expenditure in a news headline?)

**Remember that if a cost is unallowable, it is not allowable match.**

### Other Federal Funds

Match cannot be claimed from other sources/programs that are federally funded. In other words, if you receive other federal grants, it cannot be used as match to the GEAR UP TN program.

### Match Can Be Counted Only Once

If you have one or more federal grants, you can only count a match contribution once. Additionally, if you partner with another federal program, and provide goods or services jointly, and both programs are collecting match, you must determine which programs get the match – you may split it out and share it, or one program may use it. If you have more than one grant that requires match, you cannot move match from one project to another. Each must be documented separately and the match must be used for the grant to which it was contributed.

### Donations and Discounts As Match

Discounts cannot be counted towards match. For example, if you order pizza for a parent meeting and the pizza restaurant gives you the pizzas at 25% off, you cannot count the 25% discount as match. However, if you purchase six pizzas and they give you two free, you can count the two free pizzas' value as match.

### Volunteer Services

When members of the community, families, or students volunteer to support GEAR UP TN students and activities, GEAR UP TN recommends using the standard volunteer value set by [www.independentsector.org](http://www.independentsector.org). Per the website, the current rate for Tennessee is \$20.72 per hour, which includes benefits. This would include guest speakers, parent chaperones, cross age tutors, and others.

### **College Campus Staff and Recruiters**

College campus staff, when working with GEAR UP TN students, should document their actual salary with benefits for match purposes. They are assisting you in accordance with their regular job duties, so their normal rate applies.

### **School Staff Time**

- Teacher time outside of their day may be counted as match, when they are engaged in GEAR UP TN activities. This includes planning time for GEAR UP TN activities, including prep time for subs when a teacher is going to be on a field trip.
- Administration (building and district) and classified staff time in support of GEAR UP TN activities always counts as match.
- School Counselor time may be counted as match when engaged in GEAR UP activities, if they are categorized by your district as an administrator, and not as a certificated staff member.
- Substitute pay may count as match, if it is being paid by a non-GEAR UP TN source.

### **School District Physical Space and Equipment**

Use depreciation and cost allowance to value space and equipment. Please refer to the Depreciation and Cost Allowance section from OMB Circular A-87 for additional guidance.

## Match Documentation Process

Each month, Collaboratives must submit documentation of their effort to meet the GEAR UP TN matching requirement. Matching documentation must be submitted along with the Reimbursement Request by the 15<sup>th</sup> of each month to your regional coordinator. Even in months where no match is recorded, documentation still needs to be submitted that would list zero match. This also applies even after you have reached your annual match rate.

Matching documentation includes three forms: Monthly Match Summary Form, In-Kind Match Form – Goods and Services, In-Kind Match Form – School Staff. A description of each form is provided below:

### Monthly Match Summary Form

This form provides an overview of the match for the reporting month. Each line should be supported with an In-Kind Match Form. (See page 108 for a link to the form.)

### In-Kind Match Form – Goods and Services

This form should be filled out by any partner or donor providing goods and services as match to a Collaborative's GEAR UP TN grant. The form must be completed and signed. Most matching sources will be documented using this form. (See page 108 for a link to the form.)

### In-Kind Match Form – School Staff

This form should be completed by school district staff members who contribute time to the GEAR UP TN project. Please refer to matching guidelines for qualified activities. (See page 108 for a link to the form.)

# Section 7:

## Communications Guidelines

### IN THIS SECTION

- GEAR UP TN Messaging Guidelines
- Style Guide
- Logo Usage Guidelines
- Media Outreach Tools
- Sample Press Release
- Sample Media Advisory
- Kickoff Event Overview
- Newsletter Process and Template
- Social Media Tips

# GEAR UP TN Messaging Guidelines

## Tagline

College: You can get there from here.

## Boilerplate Language

GEAR UP TN provides Tennessee students with a clear path to college. Funded through a seven-year grant from the U.S. Department of Education and administered by the Tennessee Higher Education Commission, GEAR UP TN works with community-based Collaboratives in 15 counties across the state to promote college readiness and success.

## Benefits of GEAR UP TN

GEAR UP TN provides value to Tennessee communities through:

- Academic interventions and focused direct services to students who may not otherwise attend college.
- Recognition of the importance of community support in promoting college access.
- Navigation of the college preparation and application process with students and their families.
- Research to support and identify the most effective college success services.
- A long-term commitment to sustaining the GEAR UP TN model in local communities.

## Messages to Specific Audiences

### Students

- College is a real and reachable goal.
- You have many options to pay for college.
- Postsecondary education isn't just a bachelor's degree at a four-year institution; community colleges and technical programs provide strong opportunities.
- GEAR UP TN will support you as you navigate the process and help you to make decisions.

### Parents/Families

- You play a huge role in encouraging your student to go to college.
- Any type of postsecondary education, from a TCAT to a community college to a 4-year university, will pay off for your student in the long-term.
- The college process is complex, but with support, your student can find the right fit.
- GEAR UP TN can provide one-on-one support to you and your student on the college process.

### Policymakers and Community Leaders

- GEAR UP TN uses the power of the local community to drive education success.
- Visible community support from leaders is critical to growing the college-going culture in your area.

## Brief Description of GEAR UP TN

GEAR UP TN is a movement in local communities to expand the college-going culture in Tennessee and empower students to succeed.

## GEAR UP TN Personality

- Informative
- Approachable
- Invested
- Community-based
- Empowering
- Responsive
- Personable
- Dedicated
- Transparent
- Determined

- The GEAR UP TN model will allow services to continue long after the life of the grant.
- Point out any individual success stories, as well as data to support your success.

### School Personnel/Community Partners

- GEAR UP TN relies on your knowledge and expertise to encourage students to attend college.
- College is a realistic goal for every student.
- Four year colleges aren't the only choice; community colleges and technical centers are strong postsecondary options.

### General Public

- GEAR UP TN will increase the number of college-bound students in your community.
- Developing a college-going culture requires support from the larger community, not just parents and schools.

# GEAR UP TN Style Guide

## CollegeforTN.org

CollegeforTN.org is a web-based career and educational planning system with information specific to Tennessee high school students and Tennessee higher education institutions. Refer to CollegeforTN.org. Incorrect: CollegeforTN, CollegeforTennessee, College for TN.

## GEAR UP

Use “GEAR UP” in all uppercase letters, omitting “TN” when referring to the Department of Education’s nationwide GEAR UP program or GEAR UP activities that are not specific to Tennessee. “GEAR UP” is entirely in uppercase letters.

## GEAR UP TN

Use “GEAR UP TN” when referring to funding for your Collaborative or the GEAR UP program specifically in Tennessee. For example, a Collaborative is a GEAR UP TN Collaborative and you provide services through GEAR UP TN. You may use the term “GEAR UP TN” or you may refer to “Tennessee’s GEAR UP program”. “GEAR UP TN” is entirely in uppercase letters.

## GEAR UP TN Central Office

Use “GEAR UP TN central office” when referring to the state-level GEAR UP TN office based out of the Tennessee Higher Education Commission. “Central office” may be used after the first reference. GEAR UP TN is entirely in uppercase letters, while “central office” is not capitalized. Alternately, the central office can be referred to as THEC’s Office of P-16 Initiatives, which would be capitalized, as it is the formal name of the division.

## GEAR UP TN Collaborative

A GEAR UP TN Collaborative refers to the collective partnerships within a county that are implementing the local GEAR UP TN program. The first time you refer to the Collaborative in a written document, you should reference a “GEAR UP TN Collaborative” or “[County/District/School] GEAR UP TN Collaborative”. On subsequent references, “Collaborative” is acceptable. “Collaborative” should always be capitalized.

## Regional Coordinator

When referring to a specific regional coordinator, his or her title should be listed as “East GEAR UP TN Regional Coordinator” or “West GEAR UP TN Regional Coordinator”. The title should be capitalized when immediately preceding or following the regional coordinator’s full name. Capitalization in other contexts is at your discretion, as long as it is consistent.

## Site Coordinator

When referring to a specific site coordinator, his or her title should be listed as “Claiborne County GEAR UP TN Site Coordinator” or “Memphis GEAR UP TN Site Coordinator”. The title should be capitalized when immediately preceding or following the site coordinator’s full name. Capitalization in other contexts is at your discretion, as long as it is consistent.

## Tennessee Board of Regents

The Tennessee Board of Regents oversees the state’s community colleges, technology centers, and public universities, other than the University of Tennessee. When referring to Tennessee Board of Regents institutions, on first use, use the full name of the institution. For example, Roane State Community College, Tennessee College of Applied Technology at Jackson, or Austin Peay State University. On second use, a commonly used abbreviation or shortened name may be used.

## Tennessee Higher Education Commission

The Tennessee Higher Education Commission (THEC) is the state recipient for Tennessee’s GEAR UP funds and administers GEAR UP TN. The Tennessee Higher Education Commission is the coordinating board for the Tennessee Board of Regents and the Board of Trustees of the University of Tennessee.

In formal writing, please always use the term “Tennessee Higher Education Commission” or “the Commission” on second reference. “THEC” is acceptable on second reference in conversational writing or informal documents.

## University of Tennessee

The University of Tennessee refers to the institution that includes all entities in the UT system. The governing body of the University of Tennessee is the Board of Trustees of the University of Tennessee. When referring to specific institutions, use one of the following: University of Tennessee, Knoxville; the University of Tennessee Health Science Center; the University of Tennessee Space Institute; the University of Tennessee Institute of Agriculture; the University of Tennessee Institute for Public Service; the University of Tennessee at Chattanooga, or the University of Tennessee at Martin.

Acceptable abbreviations include, as appropriate: UT, UT system, UTHSC, UT Knoxville, UTSI, UTIA, UTM, UTC, IPS.

## Logo Usage Guidelines



Adopted in December 2012, the new logo for GEAR UP TN is a bolder, cleaner, more modern version of the previous GEAR UP TN logo. The graduation cap with tassel is still the main graphic element, representing scholastic achievement. The arrow at the top corner of the cap represents a positive direction for the future. For purposes of continuity, the same color palette has been retained from the previous version of the logo.



## Surrounding Space



The GEAR UP TN logo should always be surrounded by a minimum amount of space. This area ensures that nothing interferes with the graphic interpretation of the logo.

The area of space required is represented above by the pink squares. This area is equivalent to the height of the curved semi-circle of the “P” in GEAR UP.

This area of separation is a minimum and should be increased where possible to create extra space around the logo.

## Color Guidelines



The color palette for the GEAR UP TN logo is comprised of three colors and should be used in this way wherever possible. The color breakdown is as follows:

Pantone colors	CMYK	RGB
Green = Pantone 360	Green = 58/0/80/0	Green = 115/193/103
Orange = Pantone 144	Orange = 0/48/100/0	Orange = 248/152/29
Blue = Pantone 287	Blue = 100/68/0/12	Blue = 0/83/155



For black and white applications, the above usages are preferred. Solid black on a white background or solid white when used on a black surface.



For one color applications, the above usages are preferred. Any of the three primary Pantone colors used in the original version of the logo are acceptable on a white background.

## Size Restrictions



The smallest recommended usage size for the GEAR UP TN logo is 1.75 inches in width, from the left edge of the “G” to the right edge of the cap. This ensures readability of all type.

Exceptions can be made for printing on small items, such as thumb drives, but please contact the GEAR UP TN central office for assistance in shrinking the logo.

## How NOT to Use the Logo



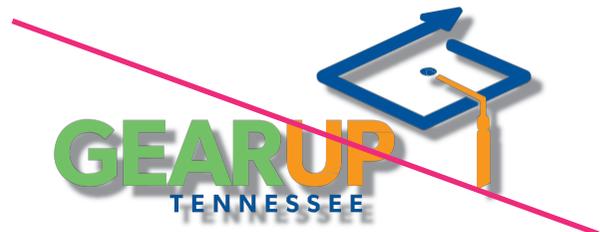
The logo should never be manipulated, stretched, or cropped in any way.



The colors should never be alternated or changed from the original palette.



Take care when placing the logo over an image. It should never obscure the focus of the picture. Make sure that the entire logo can be distinguished very clearly.



The logo should never have drop shadows or other graphic effects added.

## Individual Logo Guidelines



The same guidelines outlined for the main GEAR UP TN logo also apply to usage of the individual county logos.

The only difference is in the minimum size. Due to the county name being in a lighter weight typeface, the preferred minimum size is 2 inches in width.

Exceptions can be made for printing on small items, such as thumb drives, but please contact the GEAR UP TN central office for assistance in shrinking the logo.



## Media Outreach Toolkit

Reaching out to local media is a wonderful way to increase community awareness of and involvement in your GEAR UP TN Collaborative. GEAR UP TN events are a positive reflection of work happening in your community and inviting the media will shine a spotlight on the work you're doing through the program.

### Steps for Reaching out to the Media

1. **Write a press release or media advisory:** Write a brief press release or media advisory for your event or news. Typically, a press release is used for a news story where there isn't a specific event for the media to attend (but many people also use press releases for events). For example, you may want to write a press release about an innovative new partnership that has been established as a result of your GEAR UP TN Collaborative.

**In each press release or media advisory, be sure to include contact information, including a name, telephone number, and email address, for your designated media contact.** In the body of the press release, make sure you cover the basic questions (when applicable) of: Who? What? Where? When? Why? How? Please see page 86 for a sample press release for College App Week.

A media advisory should be used for a specific event, such as a kickoff. The media advisory will highlight the date, time, and location of the event, as well as providing some background information. Please see page 87 for a sample media advisory for a GEAR UP TN kickoff event.

2. **Distribute the press release:** When you are ready to announce your news event, send out the press release or advisory to the local media. When inviting media to an event, you should try to send the advisory out approximately two weeks prior to the event.

If you email a copy of the press release or advisory, include the text in the body of your email rather than as an attachment. This will help your email avoid spam filters. If you can, send the email from an address linked to a person's name (rather than a general organizational mailbox). An email from troy.grant@tn.gov is more likely to be read than an email from CollegeforTN@tn.gov.

**Tip:** If you or someone involved with your Collaborative has a relationship with the media or a specific reporter, have that person reach out and/or follow up. Also try reaching out to reporters who have covered your school(s) previously.

3. **Follow up once you send the advisory:** Once you have sent the press release or advisory, follow up by phone to make sure the newsroom received the advisory. Prepare a small script ahead of time with the most important information. Prepare to be brief on the phone- newsrooms and reporters are usually busy and being prepared when you speak to them will help you keep their attention.
4. **Designate a media point of contact:** Choose someone closely involved with your Collaborative, such as the site coordinator or project director, to be the point person for any members of the media who may want more information about the news release or event.

If you are hosting an event, the media point of contact should be prepared to greet anyone from the media who attends the event and direct them to students, faculty, or anyone else willing to be interviewed for a news piece.

**5. Follow up the day before any big events:** The day before any big events (or the Friday before if you have a Monday event), follow up with your media targets by phone or email to remind them of the event and/or confirm their attendance, and give them contact information for your designated media point of contact.

**6. The day of your news release or event:** Ensure that your media point of contact is prepared to answer basic questions about your news release, including pertinent information about your GEAR UP TN program, such as the number of students being served, the amount of funding your program received, or current college-going rates in your schools and/or district.

If you are hosting an event, make sure parking is available for any media and that your school's front office is aware that media may be arriving.

Make sure you have contact information for any journalists with whom you speak so you have their contact information for future events/announcements and to send a follow-up thank you.

**7. Send a thank you:** Send thank you notes to members of the media that cover your story and/or attend your event. This will help to maintain a good relationship with your local media outlets.

# Sample Press Release

Include your local Collaborative logo.



Note when the release can be made public (typically, it will be for immediate release).

FOR IMMEDIATE RELEASE

For more information, please contact:

**Name,  
Phone,  
E-mail Address**

**ALWAYS** include a press contact.

Your headline should reflect the content and be in capital letters or in bold.

**SCHOOL NAME HOSTS COLLEGE APP WEEK**

Include a city/state and the date of the release.

**CITY, TN (DATE)** - In an effort to promote college awareness and access, **Name of Your High School** will participate in College App Week, a statewide initiative sponsored by the Tennessee Higher Education Commission and CollegeforTN.org, on September 28 - October 2.

Your first paragraph should be only one sentence and be both summative and draw the reader into the rest of the release.

The goal of Tennessee College App Week is to provide all Tennessee seniors the opportunity to complete and file college applications with the support of their school. While much of the focus of College App Week is geared toward first-generation college students and students who may not otherwise apply to college, **Name of Your High School** will also offer college-focused activities for freshmen, sophomores, juniors, and seniors who have already applied to college. This is the sixth annual College App Week in Tennessee and the **Insert Number** time it has been held at **Name of Your High School**.

**Name of Site Coordinator**, College App Week event site coordinator for **Name of Your High School**, is expecting more than **Insert Number** seniors to participate with the help of **Insert Number** volunteers from **Insert names of School Faculty/Administration/College/Community Resources that will help**. "College App Week gives our students the opportunity to complete and submit their college applications, all with the support of the local community. The event is a unique opportunity to create a college going culture in **Name of Your County/City/or District**," said **Last Name of Site Coordinator**.

For more information about the **Name of Your High School** College App Week event, please contact **Name of Site Coordinator and contact information**.

Tennessee College Application Week is a statewide event organized by the Tennessee Higher Education Commission and sponsored by CollegeforTN.org, Tennessee's college and career planning web portal. The goal of College App Week is build excitement around the college application process and provide every graduating Tennessee high school senior the opportunity to apply. More information about 2015 College App Week can be found at [2015collegeappweek.eventbrite.com](http://2015collegeappweek.eventbrite.com).

At the end of each press release, it is a good idea to include "boilerplate language" or a standard description of your GEAR UP TN Collaborative. You can adapt the GEAR UP TN boilerplate language on page 76 of this guide.

###

This mark lets readers know that this is the end of the press release.

- The body of the release should address the who, what, where, when, why, and how of the news, including a brief explanation of GEAR UP TN.
- Try to include at least one quote from someone who plays a leadership role in the news (for example, a director of schools or the mayor).
- The release should total between 4 and 7 paragraphs and no more than 2 pages.

# Sample Media Advisory

Include notice that the document is a media advisory, the title of the event, and the date of the event.

Include your local Collaborative logo.

## MEDIA ADVISORY FOR:

**[Collaborative Name] GEAR UP TN KICKOFF EVENT**  
[Date of event]



Give a brief summary in the title of the media advisory

Always include main point of contact.

For more information contact:  
[Name, phone number, email address]

**[County, city, or district name] 7<sup>th</sup> Graders and Seniors Celebrate College Access and Success with Local GEAR UP TN Kickoff**

[County, city, or district name] will kick off its \$[grant amount] grant to promote college enrollment and graduation through the GEAR UP TN program on [date of event].

Include just 1 - 3 introductory sentences to give context to your event and GEAR UP TN.

[Collaborative name] will serve [number of students] over the next seven years, including the Class of 2018, currently in the 7<sup>th</sup> grade, and seniors at participating schools in the district. [Include details about your specific event, such as activities. "10th graders from x schools will recite a pledge to attend college and seniors will wear college sweatshirts."]

Using bullet points or a list, include the Who, What, Where, and When of the event.

**WHO:** [Seniors at [high schools]]  
**WHAT:** [Collaborative Name] GEAR UP TN Kickoff Celebration  
**WHERE:** [Location]  
**WHEN:** [Date]

The purpose of GEAR UP TN is to expand the college-going culture in Tennessee and increase the number of students attending and succeeding in postsecondary education. Across Tennessee, GEAR UP TN will serve 7,500 students in the class of 2018 and 5,000 high school seniors each year through 2019.

###

At the end of each media advisory, include "boilerplate language" or a standard description of your GEAR UP TN Collaborative. You can adapt the GEAR UP TN boilerplate language on page 76 of this guide.

This mark lets readers know that this is the end of the press release.

# Kickoff Event Overview

An annual GEAR UP TN kickoff event is a great way to set the tone for the college-going culture in your local community. For the students, their families, and the educators working on GEAR UP TN, the kickoff event will provide a perfect opportunity to create energy and excitement around the grant program.

In planning your event, we encourage you to do what would work best for your students and your community. Work with your Collaborative team to determine the best time and place for your event and activities that will be most likely to engage your GEAR UP TN students. This kickoff kit will provide you with ideas to help you plan and promote your event, but ultimately, it is an event for your community. The event should reflect your Collaborative's personality and, most importantly, your students.

## Scheduling Your Event

Your kickoff event should happen between August and October, in the early months of the school year. Determine the best day and time for your event. During Year 1 and Year 2 of GEAR UP TN implementation, sites that held kickoffs during the school day found they had higher student attendance and, in some cases, increased student engagement. You can also choose to schedule a separate evening or weekend event for family members or the larger community.

## Finding a Location

When choosing a location, consider a space that will be able to accommodate your GEAR UP TN students and any invited guests. Try to choose a location that will be easy for students to find, includes ample parking for visitors, such as invited guests and members of the media, and that will allow visitors to easily check into the event. This could be a school auditorium or a donated event space at a local business or organization.

## Who to Invite

Your GEAR UP TN students, particularly the Class of 2018 cohort, should be in attendance at the event. GEAR UP TN Collaborative partners, including the site coordinator, the project director, principals, and representatives from partner higher education institutions should also plan to attend.

Other guests to invite:

- Families of GEAR UP TN students
- Admissions representatives from local higher education institutions
- Local board of education members
- City council members
- County commissioners
- Tennessee State House Representatives and State Senators representing your Collaborative area\*
- United States House of Representative members representing your Collaborative area\*
- Local mayor(s)
- Local chamber of commerce
- Local community organizations, such as businesses, nonprofits, and religious organizations
- Former GEAR UP TN students currently in college
- Members of the local media [see page 84 for information on reaching out to the media; see page 87 for a sample media advisory to send to media]

\*To get contact information for local state representatives, please contact Kate Derrick at the Tennessee Higher Education Commission at [kate.derrick@tn.gov](mailto:kate.derrick@tn.gov).

## Kickoff Event Invitations

When sending your invitations, choose a method that will suit both you and your guests. This may mean emailing invitations, mailing them, or a combination of both. If there are guests that you would particularly like to have attend your event, send a personal follow-up or note with the invitation. This will be a particularly important gesture for elected officials, who receive many invitations and have busy schedules.

If you need help with putting together an electronic invitation, the GEAR UP TN central office can provide you with guidance.

## Event Invitation Template



You are invited to attend:

### The [Collaborative Name] GEAR UP TN Kickoff

Celebrate the launch of the GEAR UP TN program in our community as we prepare [county/city/community name] students to attend and succeed in college.

[Date]

[Time, including end time]

[Location]

Hosted by the [Collaborative Name] GEAR UP TN Collaborative:

[Partner Names]

Please contact [name, phone number, email] with any questions.

## Kickoff Event Activity Ideas

Choose a structure for your kickoff event that will work best for you, your students, and the guests you invite. We ask that you do include a brief explanation of GEAR UP TN and the services that will be offered to students.

Other activity ideas for your GEAR UP TN kickoff:

- Invite a speaker, such as a motivational speaker or an alumnus of the school or GEAR UP TN program to speak at the event.
- Play Governor Haslam's video (accessible here: <https://vimeo.com/53420457>)\*
- Ask communications students at your high school or at a local university to make a short video about going to college or about GEAR UP TN in your community. For an example, check out this video from the Robertson County GEAR UP TN kickoff: <https://vimeo.com/52246630>
- Have the cohort students write and perform a song about GEAR UP TN or going to college.
- Have GEAR UP TN partners, including the site coordinator, the project director, principals, school counselors, community partners, and more, introduce themselves and announce where they went to college.
- Ask faculty members and other guests to wear college gear from the schools from which they graduated.
- Prior to the event, have the cohort students write brief essays about what college means to them. Choose one or a few students to read their essays at the kickoff.
- Write a GEAR UP TN college pledge for your students to recite at the event.

\*To get a copy of Governor Haslam's video in another format, please contact Kate Derrick at [kate.derrick@tn.gov](mailto:kate.derrick@tn.gov).



Anderson County Kickoff



Shelby Kickoff



Grainger County Kickoff



Bradley County Kickoff

# GEAR UP TN Newsletter Process and Template

## Purpose

The purpose of the newsletter is to reach each of your GEAR UP TN students with news and helpful information about the program and your local events/activities. The newsletter should supplement other services provided by your GEAR UP TN Collaborative.

The newsletter counts as a service provided to students and should be marked as a service in Compass.

## Audience

The newsletter should be aimed at your GEAR UP TN cohort and seniors and/or their families. We encourage you to create separate newsletters for your cohort and your seniors, as tips and events will likely differ for the two audiences.

## Content

The newsletter should be 1-2 pages in length. Content should focus on building college aspiration among GEAR UP TN students. Additional topics may include student success strategies; parent involvement and support; upcoming GEAR UP TN events and dates; highlights of recent events or successes; information about a specific major, career area, or higher education institution; or other relevant college-going topics.

Each fall, the GEAR UP TN Central Office will provide a template for a printed newsletter, including content for approximately half of the newsletter.

## Distribution

You can either mail, email, or pass out hard copies of newsletters, however newsletters given or emailed to students will only count as a student service, not a student and parent service. Newsletters emailed to parent's email addresses can be counted as a parent service. Newsletters mailed home (i.e., sent with report cards) can be counted as both a student and parent service. We highly encourage you to consider mailing the newsletters home to increase the services available to both students and parents.

## Frequency

The newsletters should be sent at least once per semester, totaling at least two newsletters for Year 4.

## Template

The GEAR UP TN central office has developed a newsletter template using Microsoft Publisher that you are encouraged to use for your newsletter. The template may be found here:

[http://state.tn.us/thec/Divisions/GEARUP/pdf/sitecoord/aug2013/GearUpTN\\_REV.pub](http://state.tn.us/thec/Divisions/GEARUP/pdf/sitecoord/aug2013/GearUpTN_REV.pub)

## Approval Process

Please send a copy of your newsletter to your regional coordinator and to Melinda Dunn (melinda.dunn@tn.gov) at least one week prior to printing or finalizing.

*If you need any help with the newsletter design or suggestions for content, please do not hesitate to contact your regional coordinator or Kate Derrick (kate.derrick@tn.gov).*

# Social Media Tips and Tricks



Graphic Credit: Avalaunch Media  
<http://avalaunchmedia.com/infographics/social-medogia-explained>

## Audience

Each community is different, but past experience and recent research suggests using the following social media venues for your audiences:

- **Students:** Twitter and Instagram
- **Parents:** Facebook
- **Educators:** Facebook and Pinterest
- **Community Members:** Twitter and Facebook

Remember, test what works for you and in your community to make the best choice about where to invest your social media efforts.

## Social Media Accounts to Follow

### Facebook

- CollegeforTN
- Federal Student Aid
- Tennessee Student Assistance Corporation
- Tennessee's Community Colleges

### Twitter

- @CollegeforTN
- @FAFSA
- @TNHigherEd
- @TNFinancialAid
- @TNCommColleges
- @usedgov

## Don't Forget - Media Releases

- Check that you have a media release for students before posting pictures or names on social media. (Link to sample media release is on 101.)
- Check with your district to see what their policies are; they may already have media releases on file.
- Have your students sign a media release, then file it and mark it in Compass (or keep a spreadsheet to track releases).

## GEAR UP TN on Social Media

### Facebook

- GEAR UP TN Claiborne
- GEAR UP TN Hardeman
- Haywood County GEAR UP TN
- GEAR UP TN- Johnson County Chapter
- GEAR UP TN Wayne County

### Twitter

- @CCGEARUP
- @GEARUPbradley
- @GEARUPClaiborne
- @GEARUPHCTN
- @GEARUPMNPS
- @GEARUPUC
- @GearUpWC
- @HardemanGEARUP
- @HCS\_GEAR\_UP\_TN
- @MCGEARUP

# Social Media Tips and Tricks

## Content Tips

- Have some personality! People like to follow a person, rather than just an organization.
- Make your posts very relevant to your audience. Talk about topics that relate directly to them.
- Recruit students and other educators for content ideas or to take pictures of what they're doing.
- To make posting pictures easier, have your students sign a media release file and mark it in Compass (or keep a spreadsheet to track releases).
- Ask questions that call for answers back (even brief ones).
- Use a contest, giveaway, or trivia questions with a prize.

## Social Media Workout\*

### Daily

- Scroll through your social media feeds- what are people talking about?
- Respond to others who have interacted with you or talked about your work.
- Schedule posts with relevant content.

### Weekly

- Bookmark potential articles to post.
- Reach out to your students/colleagues about upcoming events or happenings that should be mentioned on social media.

### Monthly

- Measure your success by looking at analytics on Facebook, Twitter, and other social media sites. What posts were most popular? What got the most likes/favorites? What was shared or retweeted most?
- Based on your measurement insights, develop post ideas for the upcoming month.

\*Adapted from Fenton Communications

## A Quick & Easy Guide to ROCKING SOCIAL MEDIA

When it comes to social media, it's the little things that matter. Here's the inside scoop on how to improve your social media ROI.



### FACEBOOK

TEXT	IMAGES
<ul style="list-style-type: none"><li>✓ Posts very short or very long have a higher percentage of "likes."</li><li>✓ Posts between 400 and 500 characters receive the most shares.</li><li>✓ Posts that show your personality (using words like "I" and "me") tend to receive more "likes."</li><li>✓ While photos receive a lot of comments, text updates receive slightly more.</li></ul>	<ul style="list-style-type: none"><li>✓ Photos receive the most likes and shares.</li></ul> <p>IDEAL IMAGE SIZES: Cover Photo: 851 x 315 px Profile Picture: 180 x 180 px Application Tabs: 111 x 74 px Uploaded Images: 403 x 403 px Milestone Images: 843 x 403 px Highlighted Images: 843 x 403 px Albums/Slideshows: 960 x 720 px</p>

### TWITTER

TEXT	IMAGES
<ul style="list-style-type: none"><li>✓ Tweets between 120 - 130 characters receive the most click-throughs.</li><li>✓ Tweets with more action verbs, and less nouns, receive more clicks.</li><li>✓ Tweets using words like "via," "@," "RT," "please," and "check" have higher click-through rates.</li><li>✓ To receive the best click-through rate possible, place links 25% of the way into your tweet.</li></ul>	<p>IDEAL IMAGE SIZES: Profile Photo: 128 x 128 px</p> <p>Background Image (visible space between left side and content): 90% see 71 px 65% see 199 px 40% see 242 px 20% see 279 px</p>

### PINTEREST

TEXT	IMAGES
<ul style="list-style-type: none"><li>✓ Descriptions that are approximately 200 characters long are repinned the most.</li><li>✓ Content that includes words like "quotes," "products," "DIY," "inspiration," "books," and "ideas" is repinned the most.</li><li>✓ Content that's liked gets repinned more often than content with a lot of comments.</li></ul>	<ul style="list-style-type: none"><li>✓ Taller images receive more repins.</li></ul> <p>IDEAL IMAGE SIZES: Profile Picture: 160 x 160 px (resized to 49 x 49 px) Pinned Images: 600 x Unlimited px</p>

#### SOURCES

<http://www.hubspot.com>  
<http://www.dreamgrow.com>  
<http://www.lunametrics.com>

INFOGRAPHIC  
COURTESY OF



**social caffeine**<sup>™</sup>  
www.socialcaffeine.com  
facebook.com/loritaylor twitter.com/loritaylor

# Section 8:

## Additional Forms and Resources

### IN THIS SECTION

- Program Objectives and Success Measures
- College Planning Sessions: Meeting Protocol for Grade 10
- College Planning Sessions: Meeting Form
- Activity Sign-in Sheets
- Activity Evaluation Sheets
- All Additional GEAR UP TN Forms
- Summary of GEAR UP TN Forms

## GEAR UP TN Program Objectives and Success Measures

Goal	Objective	Success Measure	Progress Assessed	Comparison Group
Increase the academic performance and preparation for postsecondary education for GEAR UP students.	Increase student academic achievement and course completion.	65% of GEAR UP cohort students will pass Pre-algebra by the end of the 8th grade.	Cohort year 2	Class of 2017
		65% of GEAR UP cohort students will pass Algebra I by the end of the 9th grade.	Cohort year 3	Class of 2017
		80% of GEAR UP cohort students will take two years of mathematics beyond Algebra by the 12th grade.	Cohort year 6	Class of 2017
		GEAR UP cohort students will have knowledge of, and demonstrate, necessary academic preparation for college: a. Cohort students will meet the college and career readiness benchmark on at least one test subject of the PARCC or other relevant state standardized test at a rate 15% higher than the comparison group. b. 100% of GEAR UP cohort students enrolled by the end of 11th grade will complete the ACT by the end of the 11th grade. c. 75% of GEAR UP cohort students will have an unweighted grade point average (GPA) of at least 3.0 on a 4-point scale by the end of the 11th grade	a. All years b. Cohort year 5 c. Cohort year 5	Class of 2017
		Increase the percentage of GEAR UP cohort students enrolled in advanced coursework by 5% relative to the comparison group. Note: Advanced coursework will be defined as any of the following: Courses designated as Honors, AP, Dual Enrollment, or Dual Credit, as listed on transcripts.	Cohort years 4-6	Program seniors or Class of 2017 (in cohort senior year)
	Increase performance on college entrance exams.	GEAR UP cohort students will meet standards of college-readiness as follows: a. 50% of 8th graders will meet the college and career readiness benchmark on at least one EXPLORE test subject. b. 75% of 11th and 12th graders will meet the college and career readiness benchmark on at least one ACT test subject.	Cohort years 2,5,6 All years for seniors	Class of 2017
		GEAR UP cohort 11th and 12th graders will be 5% more likely than students in the comparison group to score 21 or above on the ACT, and 10% more likely to score 19 or above.	Cohort years 5, 6 All years for seniors	Class of 2017

Goal	Objective	Success Measure	Progress Assessed	Comparison Group
Increase the rate of high school graduation and enrollment in postsecondary education for GEAR UP students	Increase student high school graduation.	GEAR UP high schools will have a 90% graduation rate (four year longitudinal cohort method) at the end of the cohort's senior year (2017-2018).	Cohort year 6	Class of 2017
		85% of GEAR UP cohort students will be promoted on time to successive grade levels annually.	All cohort years	Class of 2017
		15% fewer GU students will have 7 or more total absences annually than do students in the comparison group.	All cohort years	Class of 2017
	Increase student post secondary participation and success.	There will be a 2% annual increase in college enrollment during the fall term after high school among GEAR UP seniors compared with rates prior to program implementation. GEAR UP cohort students will enroll in college during the fall term after high school at rates 15% higher than rates prior to program implementation.	Cohort years 6,7 All years for seniors	Program seniors or Class of 2017 (in cohort senior year)
		Of cohort students enrolled in college, 50% of GEAR UP students will place into college-level Math and English without need for remediation.	Cohort year 7	Program seniors or Class of 2017 (in cohort senior year)
		80% of GEAR UP cohort students who are enrolled in college will be on track to graduate college (determined by students who complete 24 hours of coursework within 1 year and return the following fall).	Cohort year 7	Program seniors or Class of 2017 (in cohort senior year)
Increase GEAR UP students' and families' knowledge of postsecondary education opinions, preparation and financing.	Increase student and family educational expectations.	95% of GEAR UP cohort students will expect to obtain education beyond high school (certificate or greater) by their senior year.	Cohort year 6	n/a
		80% of parents of GEAR UP cohort students will expect their children to obtain education beyond high school (certificate or greater) by their senior year.	Cohort years 2,4, 6	n/a
	Increase student and family knowledge of and access to financial assistance for post secondary education.	Increase the percentage of cohort students and parents of GEAR UP cohort students who demonstrate knowledge of available financial aid and the costs and benefits of pursuing postsecondary education: a. 90% of eligible cohort students will complete a FAFSA. b. Also measured by biennial survey questions.	a. Cohort year 6 All years for seniors  b. Cohort years 2, 4, 6	n/a
	Increase parent and community engagement in activities associated with student preparation for college.	Increase the percentage of parents of GEAR UP cohort students who actively engage in activities associated with assisting students in their academic preparation for college by 2% annually (measured by participation in college visits, workshops, teacher communication and advising).	Cohort all years	n/a
	Increase educator content-area knowledge and understanding of postsecondary access and success.	90% of teachers of GEAR UP cohort students will participate in grant-sponsored professional development by year six.	Cohort all years Cumulative by year 6	n/a

# College Planning Sessions: Meeting Protocol for Grade 10

College Planning Sessions (CPS) are annual one-on-one meetings between GEAR UP TN cohort students and an advisor – typically the GEAR UP TN site coordinator, liaison, or faculty member. College Planning Sessions and intentional follow-up provide a framework for ensuring that students receive individual, ongoing support. CPS meetings serve as the primary vehicle to direct students to appropriate services based upon individual academic needs and postsecondary goals.

## **CPS with each 10th grade cohort student aim to:**

- Establish and strengthen the relationship between GEAR UP TN cohort students and the GEAR UP TN Coordinator, or other caring adult
- Facilitate academic planning
- Facilitate student participation and engagement in school
- Facilitate student college and career exploration
- Facilitate postsecondary preparation
- Facilitate service delivery by directing students to appropriate interventions
- Ensure that, prior to high school graduation, students develop a portfolio that includes at least one postsecondary application, at least one scholarship application, and a completed FAFSA

## **CPS Implementation**

On or before April 15, 2016 GEAR UP TN site coordinators – in partnership with Collaborative teams, including school counselors and mentors – are responsible for conducting at least one individual College Planning Session with each class of 2018 cohort student.

While the deadline to complete CPS is in April, it is highly recommended that the majority of meetings are conducted in the first semester in order to facilitate academic planning, identify off-track students, and intervene if needed. Students must be provided with recommended follow-up, such as career exploration, or checklist at the meeting.

### **A. Pre-meeting preparation:**

1. The GEAR UP TN site coordinator confers with principals and other staff as appropriate to determine times during the school day when students may be accessible for CPS.
2. The GEAR UP TN site coordinator sets up weekly or monthly schedules for CPS, and notifies teachers and students according to agreed-upon procedures.
3. The GEAR UP TN site coordinator reviews the academic record, attendance, Engage assessment, and service participation information about the student prior to individual meetings in order to refer students to needed interventions. The GEAR UP Coordinator fills in the appropriate information regarding academic and Engage indicators on the student questionnaire.

## **B. Individual CPS meetings will cover the following topics:**

### **1. Student participation/ engagement**

- a. Establish and strengthen the relationship between a student and the GEAR UP TN site coordinator or designated caring adult. Review students' level of participation in GEAR UP TN and school activities: discuss reasons for non-involvement and, if applicable, describe opportunities for future participation – upcoming events, services available, etc.
- b. Review a student's relationship with school (sense of belonging, extracurricular activities, Engage results)

### **2. Academic standing and course of study**

- a. Review students' academic status and EXPLORE results; connect with resources, such as tutoring, credit recover, summer school, etc. if needed
- b. Review students attendance record to determine need for intervention strategies
- c. Discuss high school plan of study

### **3. College and Career Exploration and Identification**

- a. Explore the student's interests, hobbies, aspirations, talents, and strengths – this includes helping the student affirm a career or career interest area
- b. Review students' preliminary postsecondary plan and top postsecondary choices
- c. Discuss relationship between academic standing, career goals, and postsecondary plans

## **C. CPS Follow-up:**

1. Legibly summarize the CPS conversation in the CPS Meeting Materials worksheet, ensuring the following information is provided:
  - a. Date and duration of meeting
  - b. Students' career interest area
  - c. Students preliminary postsecondary plan
  - d. Students top choices for postsecondary education, if s/he has any
  - e. Agreed upon follow up work and deadline
  - f. Comments that will be most helpful when evaluating long-term progress
2. Enter the College Planning Session into Compass as a student service.

# College Planning Session Student Meeting: 10<sup>th</sup> Grade

**Student Name:** \_\_\_\_\_ **High School:** \_\_\_\_\_

**Compass ID (state ID):** \_\_\_\_\_ **Grade Level:** 10th

**Current Address:** \_\_\_\_\_

**Student Cell Phone Number:** \_\_\_\_\_ **E-Mail:** \_\_\_\_\_

**Date of CPS:** \_\_\_\_\_ **Duration of CPS:** \_\_\_\_\_ **Facilitator Initials:** \_\_\_\_\_

**Instructions:** Please fill in the pre-meeting information and respond to each item below as it is discussed. You may take additional notes in the margins.

### Pre-meeting review:

- ACT Engage – does the student have any at-risk indicators? Please describe:
  
- Course Grades – does the student have below a C in English or Math? Please describe:
  
- Standardized tests – did the student meet Proficiency levels? Please describe:
  
- Attendance – has the student missed more than 5 days in one semester? Please describe.

### Student Engagement:

- Establish rapport/ relationship
- Review participation in GEAR UP TN services and school extracurricular activities
- Follow- up (check all that apply; include deadline for completion):
  - \_\_\_ Join a school club (which club?) \_\_\_\_\_
  - \_\_\_ Attend a GEAR UP TN event (which event?) \_\_\_\_\_
  - \_\_\_ Participate in a volunteer opportunity \_\_\_\_\_
  - \_\_\_ Other (what?) \_\_\_\_\_
  - \_\_\_ None; this student is already highly engaged

Comments:

## College Planning Session Student Meeting: 10<sup>th</sup> Grade

Student Name: \_\_\_\_\_ High School: \_\_\_\_\_

### Academic Standing and High School Course of Study

- Review student's academic status and course grades with emphasis
- Review attendance record
- Discuss high school courses/plan of study in light of academic status, career interest area, and postsecondary plans
- Follow-up (check all that apply; include deadline for completion):
  - \_\_ Go to academic tutoring (which subjects?) \_\_\_\_\_
  - \_\_ Discuss coursework with teacher \_\_\_\_\_
  - \_\_ Other intervention (what?) \_\_\_\_\_
  - \_\_ None

Comments:

### College and Career Exploration and Identification

- Discuss interests, hobbies, aspirations, strengths to identify career interest area
  - What do you like to do? Why do you enjoy it?
  - What is your best subject in school? What do you enjoy about it?
  - Do you know someone who has a job you think you would like?
- Discuss students' preliminary postsecondary plan: \_\_\_\_\_
- Discuss student's preliminary career area of interest: \_\_\_\_\_
- Discuss relationship between course taking, postsecondary plan, and career interests \_\_\_\_\_
- Follow-up (check all that apply; include deadline for completion):
  - \_\_ Complete an online career interest inventory on CollegeforTN.org \_\_\_\_\_
  - \_\_ Explore colleges on CollegeforTN.org \_\_\_\_\_
  - \_\_ Participate in a college visit \_\_\_\_\_
  - \_\_ Participate in a GEAR UP TN job shadow or career fair (where?) \_\_\_\_\_
  - \_\_ Other: \_\_\_\_\_
  - \_\_ None; student is very knowledgeable about college /career choice and how to get there

### Student's Preliminary Postsecondary Plan (circle all that apply):

4-Yr University    TCAT    Community College    Undecided    Military    Workforce

Student's school(s) of interest:

Student's career interest area:

Comments:

# GEAR UP TN Student and Parent Activity Sign-in Sheets

## Instructions

Use this sheet to record activity details and participation. Please note: there are several different sign-in sheets. Be sure to choose the correct sign-in form based on the type of activity and the type of participants. Check the notations located at the top of each form to be sure you are using the correct sign-in form for each activity. For example, some forms are designed for activities where only parents are present. Others are designed for only educators. Some are designed for both parents and students (etc.).

**Use one sheet indicating total hours per day if you are hosting a non-recurring activity (such as a welcome back event) and ALL of your information (participants, time, and activity) remains consistent through that day.**

**Use a new sheet if you host different activities or if different students attend a recurring event each day.**

Please attach any supporting material to this sheet, including: lesson plan; agenda; promotional materials; student activity evaluations; parent/guardian activity evaluations; and the activity report from Compass.

## Definitions/Notes

### **GEAR UP TN “Students” include:**

All GEAR UP TN cohort students or all 12<sup>th</sup> grade students at participating GEAR UP TN schools.

### **GEAR UP TN “Guardians” include:**

Parents/Guardians of all students in the cohort or 12<sup>th</sup> grade at participating GEAR UP TN schools.

### **Non-GEAR UP TN participants should NOT sign in.**

Non-GEAR UP TN participants include: students, family members, and guardians who are not participants or affiliates of the GEAR UP TN cohort, but receive or participate in GEAR UP TN services and activities.

### **NOTE:**

These sign-in sheets are also available in Excel form here, under the “For Site Coordinators” tab:  
<http://state.tn.us/thec/Divisions/GEARUP/GEARUP.html>

# GEAR UP TN Student and Parent/Guardian Activity Sign-in Sheet

USE AT EVENTS FOR: PARENT/GUARDIANS + STUDENTS

GEAR UP TN funding source  Other funding source

Collaborative: \_\_\_\_\_  
 School: \_\_\_\_\_  
 Activity: \_\_\_\_\_  
*Limit one activity per sign-in sheet*  
 Provider of Service: \_\_\_\_\_  
 Student Service Category: \_\_\_\_\_  
 Parent Service Category: \_\_\_\_\_

Start Time: \_\_\_\_\_  
 End Time: \_\_\_\_\_  
 Total # of Activity Hours: \_\_\_\_\_  
*(per participant)*  
 Date: \_\_\_\_\_

**WRITE FULL NAME AND GRADE** *GEAR UP TN students AND parents need to sign in. If multiple parents/guardians are present, please include all names.*

	Parent/Guardian Name	Student Name	Student Grade
Ex.	Sarah Ann Doe	Michael Doe	12th
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____
10.	_____	_____	_____
11.	_____	_____	_____
12.	_____	_____	_____
13.	_____	_____	_____
14.	_____	_____	_____
15.	_____	_____	_____

Site Coordinator: \_\_\_\_\_ Compass Data Entry Date: \_\_\_\_\_

Regional Coord. Initials: \_\_\_\_\_ Reg. Coord. Review Date: \_\_\_\_\_



# GEAR UP TN Student Activity Sign-in Sheet

USE AT EVENTS FOR: STUDENTS ONLY

GEAR UP TN funding source  Other funding source

Collaborative: \_\_\_\_\_  
School: \_\_\_\_\_  
Activity: \_\_\_\_\_  
*Limit one activity per sign-in sheet*  
Provider of Service: \_\_\_\_\_  
Compass Service Category: \_\_\_\_\_

Start Time: \_\_\_\_\_  
End Time: \_\_\_\_\_  
Total # of Activity Hours: \_\_\_\_\_  
*(per participant)*  
Date: \_\_\_\_\_

**WRITE FULL NAME AND GRADE** *Only GEAR UP TN students need to sign in.*

**Student Name**

**Grade**

Student Name	Grade
Ex. Sarah Ann Doe	10th
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____
11. _____	_____
12. _____	_____
13. _____	_____
14. _____	_____
15. _____	_____

Site Coordinator: \_\_\_\_\_ Compass Data Entry Date: \_\_\_\_\_

Regional Coord. Initials: \_\_\_\_\_ Reg. Coord. Review Date: \_\_\_\_\_



# GEAR UP TN Parent/Guardian Activity Sign-in Sheet

USE AT EVENTS FOR: PARENT/GUARDIANS ONLY

GEAR UP TN funding source  Other funding source

Collaborative: \_\_\_\_\_  
 School: \_\_\_\_\_  
**Activity:** \_\_\_\_\_  
*Limit one activity per sign-in sheet*  
**Provider of Service:** \_\_\_\_\_  
**Compass Service Category:** \_\_\_\_\_

**Start Time:** \_\_\_\_\_  
**End Time:** \_\_\_\_\_  
**Total # of Activity Hours:** \_\_\_\_\_  
*(per participant)*  
**Date:** \_\_\_\_\_

**WRITE YOUR NAME AND YOUR GEAR UP TN STUDENT'S NAME AND GRADE LEVEL.** *Only parents GEAR UP TN students need to sign in.*

<b>Name</b>	<b>I am the parent/legal guardian of</b>	<b>My student's grade is:</b>
Ex. Sarah Doe	James Doe	12th
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____
11. _____	_____	_____
12. _____	_____	_____
13. _____	_____	_____
14. _____	_____	_____
15. _____	_____	_____

**Site Coordinator:** \_\_\_\_\_ **Compass Data Entry Date:** \_\_\_\_\_

**Regional Coord. Initials:** \_\_\_\_\_ **Reg. Coord. Review Date:** \_\_\_\_\_

# GEAR UP TN Sponsored Professional Development Activity Sign-in Sheet

USE AT EVENTS FOR: EDUCATORS

GEAR UP TN funding source  Other funding source

Complete this form EVERY DAY of a professional development service.

Name of PD: \_\_\_\_\_  
 Location: \_\_\_\_\_  
 Provider of Service: \_\_\_\_\_  
 Presenter: \_\_\_\_\_  
*and description if necessary*  
 PD Service Category: \_\_\_\_\_

PD Start Time: \_\_\_\_\_  
 End Time: \_\_\_\_\_  
 Total # of Activity Hours (per participant): \_\_\_\_\_  
 Date: \_\_\_\_\_

PRINT NAME, SCHOOL NAME, POSITION/GRADE YOU TEACH, AND EMPLOYEE ID #

Name	School Name	Position/Grade	Employee ID #
Ex. Sarah Ann Doe	Tennessee High School	English 12th	901-42-302
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____
6. _____	_____	_____	_____
7. _____	_____	_____	_____
8. _____	_____	_____	_____
9. _____	_____	_____	_____
10. _____	_____	_____	_____
11. _____	_____	_____	_____
12. _____	_____	_____	_____
13. _____	_____	_____	_____
14. _____	_____	_____	_____
15. _____	_____	_____	_____

Site Coordinator: \_\_\_\_\_ Compass Data Entry Date: \_\_\_\_\_

Regional Coord. Initials: \_\_\_\_\_ Reg. Coord. Review Date: \_\_\_\_\_

Design courtesy of West Virginia GEAR UP



# Student Activity Evaluation

Purpose: The Federal Government requires us to survey students in the GEAR UP program on a regular basis to help us understand how the program is working, and to help us improve our efforts. Please answer the following questions, so we may better serve our GEAR UP TN students and families.

**Event:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Location:** \_\_\_\_\_

**Circle one:** I have / I have NOT completed the survey before

**Type of event: (Circle all that apply)**

Mentoring    Counseling/Advising    College Visit    Job Site Visit    Field Trip    Family Activities/Events

College Planning/Financial Aid Workshop    Cultural Activities    Other \_\_\_\_\_

**How would you rate this event? (Circle one)**

Very helpful    Somewhat helpful    Average    Barely helpful    Not at all helpful

**Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please answer ALL of the following questions:**

1. What is your current grade level? (Circle one.)

- Grade 6                  Grade 10
- Grade 7                  Grade 11
- Grade 8                  Grade 12
- Grade 9                  Other

2. Has anyone from your school or GEAR UP TN ever spoken with you about college entrance requirements? (Circle one.)

Yes      No

3. Has anyone from your school or GEAR UP TN ever spoken with you about the availability of financial aid to help you pay for college? (Circle one.)

Yes      No

4. What is the highest level of education that you expect to obtain? (Circle one.)

- High school or less
- Some college but less than a 4-year degree
- 4-year college degree or higher

5. Do you think you could afford to attend a public 4-year college using financial aid, scholarships, and your family's resources? (Circle one.)

- Definitely                  Probably Not
- Probably                  Definitely Not
- Not Sure

# Parent/Guardian Activity Evaluation

Purpose: The Federal Government requires us to survey students in the GEAR UP program on a regular basis to help us understand how the program is working, and to help us improve our efforts. Please answer the following questions, so we may better serve our GEAR UP TN students and families.

**Event:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Location:** \_\_\_\_\_

**Type of event: (Circle all that apply)**

Counseling/Advising    College Visit    Job Site Visit    Field Trip    Family Activities/Events

College Planning/Financial Aid Workshop    Other \_\_\_\_\_

**Circle one:**    I have    /    I have NOT completed the survey before

**How would you rate this event? (Circle one)**

Very helpful    Somewhat helpful    Average    Barely helpful    Not at all helpful

**Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please answer ALL of the following questions:**

1. Has anyone from your student's school or GEAR UP TN ever spoken with you about college entrance requirements? (Circle one.)

Yes    No

2. Has anyone from your student's school or GEAR UP TN ever spoken with you about the availability of financial aid to help your student pay for college? (Circle one.)

Yes    No

3. Have you talked with your child about attending college? (Circle one.)

Yes    No

4. What is the highest level of education that you think your child will achieve? (Circle one.)

High school or less

Some college but less than a 4-year degree

4-year college degree or higher

5. Do you think your student could afford to attend a public 4-year college using financial aid, scholarships, and your family's resources? (Circle one.)

Definitely

Probably Not

Probably

Definitely Not

Not Sure

# All Additional GEAR UP TN Forms

To ensure that forms are up to date and in an easily usable format, all forms are now available online. Please visit the following URLs to directly download Excel files.

You can link to each individual file below or access them on the GEAR UP TN website at:  
<http://www.tn.gov/gearuptn/article/gear-up-tn-site-coordinator-forms>

## Request for Reimbursement/Expenditure Detail Form:

<http://www.tn.gov/assets/entities/gearuptn/attachments/ExpenditureDetail-ReimbursementRequestForm.xlsx>

## \$1,000 or Above Purchase Request

[http://www.tn.gov/assets/entities/gearuptn/attachments/1000orAbovePurchaseRequest\\_+5000.xlsx](http://www.tn.gov/assets/entities/gearuptn/attachments/1000orAbovePurchaseRequest_+5000.xlsx)

## Monthly Match Summary Form

<http://www.tn.gov/assets/entities/gearuptn/attachments/MonthlyMatchSummary.xlsx>

## In-Kind Match Form: Goods and Services

<http://www.tn.gov/assets/entities/gearuptn/attachments/InKindMatch-GoodsServices.xlsx>

## In-Kind Match Form: School Staff

<http://www.tn.gov/assets/entities/gearuptn/attachments/InKindMatch-Staff.xlsx>

## T-Shirt Approval

<http://www.tn.gov/assets/entities/gearuptn/attachments/T-ShirtApproval.xlsx>

## Media Release for Students

<http://www.tn.gov/assets/entities/gearuptn/attachments/MediaUseForm.xlsx>

## Budget Revision Form

[http://www.tn.gov/assets/entities/gearuptn/attachments/Budget\\_Revision\\_Form.xlsx](http://www.tn.gov/assets/entities/gearuptn/attachments/Budget_Revision_Form.xlsx)

## GEAR UP TN Forms Summary

Form	Purpose	Submit to	How to Submit It	How often	More info
<b>Request for Reimbursement</b>	To detail all expenditures and request reimbursements	Melinda Dunn (melinda.dunn@tn.gov) and your regional coordinator	Via email; all documents, including supporting documentation, must be included in one email	By the 15th of each month	p. 65
<b>\$1000 or Above Purchase Request</b>	To gain prior approval for any purchase, invoice, event, or activity that will cost \$1000 or above	Your regional coordinator	Via email, with your MAP	With your MAP by the 15th of each month	p. 63
<b>Monthly Match Summary</b>	To document your total monthly match in one place	Your regional coordinator	Via email	By the 15th of each month	p. 72
<b>In-Kind Match - Goods and Services</b>	To provide documentation of in-kind donations and services that count as match	Your regional coordinator	Via email	By the 15th of each month	p. 72
<b>In-Kind Match-Staff</b>	To provide documentation of in-kind donation of staff time	Your regional coordinator	Via email	By the 15th of each month	p. 72
<b>T-Shirt Approval Form</b>	For all design and spending approval on t-shirts with the GEAR UP TN logo and using GEAR UP funds	Melinda Dunn(melinda.dunn@tn.gov) and your regional coordinator	Via email (Typically, this will also involve a \$1000 or above purchase request.)	As needed	n/a
<b>Media Use Permission Form</b>	To ensure parents and students provide permission for student images to be used on GEAR UP TN publications, online communications, and other communications materials	Keep in your files	If requested, via email	As needed	n/a
<b>Budget Revision Form</b>	To make any changes to the budget submitted with your annual work plan	Your regional coordinator	Via email	As needed	p. 65
<b>Activity Sign-In Sheet(s)</b>	To track attendance at events and activities for data collection	Keep in your files	Enter the data into Compass	Activities must be entered into Compass prior to submission of the CAR	p. 43 p. 97 p. 98
<b>Monthly Activity Plan</b>	To plan the events and activities of the upcoming month and ensure you are meeting the plans set out in your annual work plan	Your regional coordinator	Via email	By the 15th of the month prior	p. 21
<b>Completed Activity Report</b>	To track the work completed in the preceding month, as laid out in your MAP, and to ensure all data is entered into Compass	Your regional coordinator	Via email and through Compass data entry	By the 15th of the following month	p. 28
<b>College Planning Session Form</b>	To report on the progress of students participating in College Planning Sessions	Keep in your files	Regional coordinators may review these files in person	As needed	p. 14