**Washington State GEAR UP**

Year 1 Kickoff Agenda

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| **Topic** | **Resource** |
| **Welcome & Agenda Overview**  | * [2017-18 GEAR UP Calendar](http://gearup.wa.gov/file/2017-2018-gear-calendar)
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| **Grant 4 Overview**  | * [Washington State GEAR UP Grant IV: Kickoff & Orientation Presentation](http://www.gearup.wa.gov/file/washington-state-gear-grant-iv-kickoff-orientation)
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| **The Why**  | * Group Activity
 |
| **What Works Recommendations** * Discuss how you will incorporate these into program implementation.
 | * [What Works Research Model](http://gearup.wa.gov/file/what-works-research-model)
* [Career and College Ready Benchmarks](http://gearup.wa.gov/file/career-and-college-ready-benchmarks)
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| **RACI – A strongly recommended guide for your team.*** Discuss the RACI with your team, using your final work plan and budget as a guide.
* Is anything missing from either?
 | * [Grade-Level RACI Chart](http://www.gearup.wa.gov/file/grade-level-raci)
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| **Resources** | * See next page.
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| **Reminders** * Portal access instructions.
* A19/Match – Final G3 must be received by Nov. 30; first G4 is due the week of Nov. 25. (New schools have an extension to December 8.)

**Webinars** * Nov. 27, @ 10am, Portal Training for GU Staff
* Nov. 29 @ 10:30am, A19/Match Training for GU and Fiscal Staff

**Site Visits:** New schools this fall/winter.**Incentives**: Feedback. | * [Portal Training & Technical Assistance](http://gearup.wa.gov/file/portal-training-technical-assistance) |  [Webinar](https://www.youtube.com/watch?v=--k5Zdx2g2s&t=31s)
* [Expenditures, Reimbursement & Match Training](http://gearup.wa.gov/file/expenditures-reimbursement-and-match-training) |  [Webinar](https://www.youtube.com/watch?v=L8N00zgQqTo)
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| **Team Time*** Review your work plan.
* Discuss implementation needs.
* What help will you need?
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| **Burning Questions** |  |
| **+/EBI, Next steps, paper evaluation** | * Handout – evaluation.
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**Washington State GEAR UP RESOURCES: 2017-18**

**[www.gearup.wa.gov](http://www.gearup.wa.gov)**

**CAMPUS VISITS**

* Updated! [Getting Ready for Campus Visits: A GEAR UP Handbook for Providing Campus Visits for Middle and High School Students](http://gearup.wa.gov/file/getting-ready-campus-visits-gear-handbook-providing-campus-visits-middle-and-high-school). Includes best practices and resources to help plan meaningful on-campus experiences. Contains replicable, customizable tools.
* New!  [Grade-Level Campus Visit Benchmarks](http://gearup.wa.gov/file/grade-level-campus-visit-benchmarks).
* Updated! [Washington Campus Visit Information for GEAR UP Groups: 2017-18](http://gearup.wa.gov/file/washington-campus-visit-information-gear-groups-fall-2017-summer-2018). Washington's colleges and universities offer a variety of activities for middle and high school tour groups. This matrix provides the necessary contact and background information to help coordinate a GEAR UP campus visit. This resource will be updated annually in the summer and as needed.

**COLLEGE ADMISSIONS**

* [Senior Year Student Tracker Template](http://gearup.wa.gov/file/senior-year-student-tracker-template). This student tracker is designed for school staff to monitor student progress around the college application, financial aid application, and acceptance process. Washington State GEAR UP has adapted and modified this tool with much appreciation from Northeastern Illinois University/Chicago GEAR UP. It includes key action steps that college-going students must complete during their senior year in high school.
* Updated! [Preparing Students with Disabilities for Postsecondary Education: A Resource Guide for Use with GEAR UP School Staff](http://gearup.wa.gov/file/preparing-students-disabilities-postsecondary-education-resource-guide-use-gear-school-staff). Designed to assist those who work with high school students with disabilities who plan to continue their education in postsecondary institutions, including vocational and career schools, two- and four- year colleges, and universities.
* [Senior Year Binder System: Advisor’s Guide to a Student Organizational Plan for College Admissions & Financial Aid](http://gearup.wa.gov/file/senior-year-binder-system-advisor%E2%80%99s-guide-student-organizational-plan-college-admissions). This binder system can be used with high school seniors to help them stay organized during the college and financial aid application process. This manual provides guidance on how to assemble the binder, provides examples, and explains the rationale.
* [Updated! Supporting Transgender Students: College Admissions & Financial Aid. A Resource Guide for College Access Professionals](http://gearup.wa.gov/file/supporting-transgender-students-college-admissions-financial-aid-resource-guide-college-access). Designed to assist college access professionals who work with high school students who identify as lesbian, gay, bisexual, transgender, or queer (LGBTQ). The information provided has an emphasis on supporting transgender youth who plan to continue their education at a postsecondary institution.

**COLLEGE-GOING CULTURE**

* [College Spotlight Flyers](http://www.gearup.wa.gov/node/2951), [ABC's of College Posters](http://gearup.wa.gov/file/abcs-college), and [College, Armed Services, & Opportunity Pennants](http://gearup.wa.gov/node/3451). Use to help create a college-going culture in your school and community. Display in your school, on a bulletin board, in a newsletter, PowerPoint presentation, or even on your social media pages.
* [I Heart GEAR UP Placards](http://www.gearup.wa.gov/file/i-heart-gear-placards). For use during National GEAR UP Week and other times of advocacy.
* [Reversible GEAR UP Banner](http://www.gearup.wa.gov/file/reversible-gear-banner). Take this reversible banner with you and your students on trips and to events and be sure to capture the moment with a photo! The banner should be printed no smaller than 24" long by 8.75" high. Consider getting the banner laminated to increase its durability.
* ​[College Goal Washington Images](http://gearup.wa.gov/node/2944), [I Heart GEAR UP Images](http://www.gearup.wa.gov/node/2940), [Scholarship Images](http://gearup.wa.gov/node/3429). Use these images to promote College Goal Washington, GEAR UP, and scholarships to your students, families, and school based staff. Consider printing images to display throughout your school or using on your social media pages such as Facebook, Twitter, or Instagram.

**FAMILY**

* Updated! [College Knowledge Family Newsletters](http://gearup.wa.gov/resources/family-newsletters). Monthly family newsletters with college readiness information for students by grade-level (7, 8, 9, 10, 11, 12). These newsletter templates come pre-loaded with info and areas to customize and add your events and contact information to personalize for your school! Available in English and in Spanish.
* New! [Family Engagement Resource Guide](http://www.gearup.wa.gov/file/family-engagement-resource-guide). Includes Activity Ideas for Family Nights. Although this document is intended for Washington State GEAR UP staff this work should ideally be part of a broader effort spearheaded by administrators and carried out as a team.
* New! [GEAR UP Family Night Workshop Templates](http://gearup.wa.gov/resources/family-workshop-presentations). These PowerPoint templates come pre-loaded with info and areas to customize and add your events and contact information to personalize for your school! Use with [Family Engagement Resource Guide](http://www.gearup.wa.gov/file/family-engagement-resource-guide)'s Activity Ideas.
* [Fillable Family Night Poster](http://gearup.wa.gov/sites/default/files/resources/familynightposter2017.pdf) (English) | [Fillable Family Night Poster](http://gearup.wa.gov/sites/default/files/resources/familynightposter2017spanish_0.pdf) (Spanish). A fillable PDF Family Night Poster for schools to use to advertise GEAR UP family night events in their school and community.
* [Fillable Family Night Postcard](http://gearup.wa.gov/sites/default/files/resources/familynightpostcard.pdf). A fillable PDF Family Night Postcard for schools to use to advertise GEAR UP family night events in their school and community.
* [GEAR UP College Knowledge Games & Activities for Students and Families](http://gearup.wa.gov/file/gear-college-knowledge-games-activities-students-and-families). Use this collection of college knowledge and cooperative learning games with students or during family events.

**FINANCIAL AID**

* Updated! [Financial Aid 101.](http://gearup.wa.gov/file/financial-aid-101) Use this guide to learn how you can begin finding and applying for money to finance your education!
* [Fostering College Knowledge: Planning & Paying for Higher Education for Youth in Care](http://gearup.wa.gov/file/fostering-college-knowledge-planning-paying-higher-education-youth-care). If you have been in foster care at any time after age 13, money and resources are available to help you go to college - including vocational training, 2-, and 4-year options - for most Washington State schools. All of the resources listed in this guide are specific to youth who have been in foster care.
* [Scholarships](http://gearup.wa.gov/resources/scholarships). View this list of upcoming scholarship opportunities as well as an archive of past annual opportunities to help plan for the next year.

**GRANT MANAGEMENT**

* Updated! [Grant Management Documents](http://gearup.wa.gov/grant-management). The Washington State GEAR UP Program has created a number of forms, policies, and worksheets to help GEAR UP grant administrators and site directors track, complete, and submit the data required to run a successful program.
* Updated! [GEAR UP Service Definitions](http://www.gearup.wa.gov/file/gear-service-definitions). The following GEAR UP Student Service Definitions are used by GU school-based coordinators for tracking grant activities. These definitions clarify the Activity Type to assign to a particular activity into our data collection portal.
* [Washington State GEAR UP Bulletin](http://gearup.wa.gov/news/weekly-bulletin). This weekly program bulletin is distributed via email. It includes program specific reminders and information, but also includes a wealth of resources that support college and career readiness programming. It continues to be one of our more popular program resources, and the free distribution has expanded beyond GEAR UP schools. To subscribe, email Beth Kelly at bethk@wsac.wa.gov.

**TRANSITIONS**

* [A Family Guide: Supporting Your Child After High School](http://gearup.wa.gov/file/family-guide-supporting-your-child-after-high-school). The purpose of this document is to provide support to families as their child transitions to college. The content aims to ease the initial transition to college by facilitating an on-going dialogue between a student and their family who may lack knowledge about college. It provides strategies to coach their student. The focus of this resource is to normalize the “first year experience,” to counteract the “imposter syndrome.”  The strategies help set realistic expectations and problem solving behaviors that students will need in order to be successful in college.
* [Activity Guide: Preparing Students for the Transition to College](http://gearup.wa.gov/file/activity-guide-preparing-students-transition-college). The transition from high school to a postsecondary institution is an important milestone. This period can be marked with enthusiasm as well as self-doubt, stress, and uncertainty. College access professionals can use this activity guide to help prepare students and families for the first year after high school, including what to expect and how to navigate common challenges.
* [Handout: Make Your College Plans a Reality](http://www.gearup.wa.gov/file/handout-make-your-college-plans-reality). There are important steps that need to be completed over the summer for you to be able to enroll in the fall. The tasks listed are common to most colleges.
* [Handout: Resources & Support Services to Navigate Your Way](http://www.gearup.wa.gov/file/handout-resources-support-services-navigate-your-way). This list identifies common student support resources found at college. Review your college or university’s website. Identify what supports you may need, and what is available on your campus.
* [Handout: Resource Scenarios](http://www.gearup.wa.gov/file/handout-resource-scenarios). These are common scenarios that students encounter during their first year in college. Using your college or university’s website and the handout: Resources & Support Services to Navigate Your Way, identify what resource(s) can help in each scenario on your future campus.
* [Handout: Differences Between High School and College](http://www.gearup.wa.gov/file/handout-differences-between-high-school-and-college). For use with the Activity Guide-Preparing Students For The Transition To College.
* [Handout: Information for First-Year Students](http://www.gearup.wa.gov/file/handout-information-first-year-students). The First Year in Five Stages. The transition from high school to college is an important milestone. Many students who live on-campus or commute experience a wide range of emotions during their first year at college. These emotions are normal and often occur in five stages. This timeline includes examples of things students commonly face during their first year of college.