

SCHOOL NAME:			ADMINISTRATOR LEAD NAME:				ADMINISTRATOR LEAD NAME:						
Program Staff	Position Title	Describe the responsibilities and/or tasks for this position.	Employee Name		Total # of Contracted Work Days	Total # of Paid Vacation and or Personal Days (not sick leave or holidays)	Total Hours/Day or Average Hours/Day	Total Salaries or Wages & Benefits					TOTAL for this Activity (Equals Column H)
Program Staff	GEAR UP Advisor	Lead and implement program services.			190			\$ -					\$ -
Program Staff	GEAR UP Advisor	Lead and implement program services.			190			\$ -					\$ -
Program Staff	GEAR UP Graduation Specialist (if applicable)	Implement program services.						\$ -					\$ -
Program Staff	GEAR UP Graduation Specialist (if applicable)	Implement program services.						\$ -					\$ -
Program Staff	Admin/Data Support (if applicable)	Provide administrative and data entry support.						\$ -					\$ -
Other Staff								\$ -					\$ -
Other Staff								\$ -					\$ -
Target Date for Activity	Activity Name: For Portal Entry	Activity Objective	Describe how you will provide the support so that the objective is met. Include grade level and estimated # students.	Service Delivery Type: Group 1:1	Documentation Required	Activity Type	Delivery Mode: Direct Service Virtual Synchronous Virtual Asynchronous	Describe the Anticipated Expenditures for this Activity.	Salaries & Benefits	Staff Travel	Goods & Services	Transportation	TOTAL for this Activity (Columns G:J)
By December 20	GEAR UP Staff Onboarding	GEAR UP Paid Staff will complete required training and pass required assessments.	List who will participate here.	N/A	Certificate of Completion for each course.	GEAR UP Led Professional Development	Direct Service - In Person	Course fees will be paid by WSAC; no funds requested.	\$ -	\$ -	\$ -	\$ -	\$ -
January	Year 1 Planning Workshop	REQUIRED: GEAR UP paid staff, and at least one building administrator will attend the Year 1 planning workshop.	List who will participate here.	N/A	N/A	GEAR UP Led Professional Development	Direct Service - In Person	Mileage for up to two cars. May include lodging if traveling more than 50 miles one way or have approved exception.	\$ -	\$ -	\$ -	\$ -	\$ -

By January 31	Student Interest Surveys	GEAR UP staff will administer WSAC's interest survey to all seniors to assess post-high school interests. Results will be used by GEAR UP staff to determine what supports are needed to ensure students reach their goals for postsecondary education/training.		N/A	N/A	No portal entry	Direct Service - In Person		\$ -	\$ -	\$ -	\$ -	\$ -	
By January 31	Staff Orientation & Match Training	Administration and GEAR UP staff will provide all staff with an overview of GEAR UP services, plans, and requirements, including match participation expectations and documentation. <b>Video will be provided by WSAC.</b>		N/A	FORM_Professional Development Participation Log	GEAR UP Orientation and Match Training	Direct Service - In Person	No funds allowed.	\$ -	\$ -	\$ -	\$ -	\$ -	
February 3-6	NCCEP National GEAR UP Academy	GEAR UP paid staff will attend the virtual conference. Other staff may attend. Registration opens in November.	List who will participate here.	N/A	N/A	Other Professional Development	Virtual Synchronous	Conference registration fees. \$485 per person.	\$ -	\$ -	\$ -	\$ -	\$ -	
By February 28	Student Orientation	All GEAR UP students will meet GEAR UP staff and be informed of program opportunities. May include FSA ID sign up and information about financial aid applications, gearup.wa.gov resources, and Otterbot sign up. May combine with NGUW activity.		Group and/or 1:1 (for those who don't attend the event)	FORM_Student Workshops & Financial Aid Presentations	Student Orientation	Direct Service - In Person		\$ -	\$ -	\$ -	\$ -	\$ -	

By February 28	Family Orientation	<i>Family Event # 1: All GEAR UP families will meet GEAR UP staff and be informed of GEAR UP opportunities and supports available to them and their students. Will include information about the website (gearup.wa.gov) resources, and Otterbot sign up.</i>		Group and/or 1:1 (for those who don't attend the event)	FORM_Family Workshops Orientation & Celebratory Events	Family - Orientation or Celebratory	Direct Service - In Person		\$	-	\$	-	\$	-	\$	-	\$	-
By February 28 By April 30 By June 30	Four Year Planning Sessions	<i>GEAR UP Staff will meet with all students at least three times who indicated they plan to attend a four year college/university on the Student Interest Survey to ensure they have a plan in place to meet all requirements and deadlines.</i>		Group and/or 1:1	FORM_Counseling & Advising - Student & Family Support.  FORM_Student Workshops & Financial Aid Presentations	Counseling & Advising - College  Student Workshop - College	Direct Service - In Person		\$	-	\$	-	\$	-	\$	-	\$	-
By February 28 By April 30 By June 30	Two-Year Planning Sessions	<i>GEAR UP Staff will meet with all students who indicated they plan to attend a two year college or program based on WSAC Interest Survey to ensure they have a plan for submitting their application and have the support they need.</i>		Group and/or 1:1	FORM_Counseling & Advising - Student & Family Support.  FORM_Student Workshops & Financial Aid Presentations	Counseling & Advising - College Student Workshop - College	Direct Service - In Person		\$	-	\$	-	\$	-	\$	-	\$	-
By March 31	Financial Aid Worksho	<i>GEAR UP Staff will provide a minimum of one student workshop covering FAFSA/WASFA information to all students. A minimum of 30 minutes.</i>		Group	FORM_Student Workshops & Financial Aid Presentations	Financial Aid Counseling/Advising	Direct Service - In Person		\$	-	\$	-	\$	-	\$	-	\$	-
By March 31	Family FAFSA/WASFA Completion Event	<i>Financial Aid Completion - Families will be provided support to complete the FAFSA/WASFA. Includes seniors.</i>		Group	FORM_Family Workshops Orientation & Celebratory Events	Family Workshop - Financial Aid	Direct Service - In Person		\$	-	\$	-	\$	-	\$	-	\$	-

By March 31	Family Financial Aid Information Event	Family Workshop that explains the state and federal financial aid programs and the GEAR UP scholarship. Includes juniors and seniors.		Group	FORM_Family Workshops Orientation & Celebratory Events	Family Workshop - Financial Aid	Direct Service - In Person		\$ -	\$ -	\$ -	\$ -	\$ -	
By April 30	Family Financial Aid Award Letters & Scholarships	GEAR UP staff will provide a family event focused on understanding financial aid award letters and scholarship opportunities. Includes seniors.		Group	FORM_Family Workshops Orientation & Celebratory Events	Family Workshop - Financial Aid	Direct Service - In Person		\$ -	\$ -	\$ -	\$ -	\$ -	
April 15-May 15 Survey Window	Junior Interest Survey	GEAR UP Staff will administer the electronic WSAC Senior Exit survey to a minimum of 90% of the junior class. Results will be used to prepare for Year 2 support.		N/A	N/A	No portal entry	N/A		\$ -	\$ -	\$ -	\$ -	\$ -	
April 15-May 15 Survey Window	Senior Exit Survey	GEAR UP Staff will administer the electronic WSAC Senior Exit survey to a minimum of 90% of the senior class. Results will be used to provide graduate support services through the first year post-high school.		N/A	N/A	No portal entry	N/A		\$ -	\$ -	\$ -	\$ -	\$ -	
By May 31	Family FSA ID	All junior families and students will have an FSA ID in preparation for the Fall 2025 FAFSA.		Group and/or 1:1	FORM_Family Workshops Orientation & Celebratory Events	Family Workshop - Financial Aid	Direct Service - In Person		\$ -	\$ -	\$ -	\$ -	\$ -	
By May 31	Senior Decision Day	Students participate in an activity that celebrates their post-high school plans. This may or may not be a family event.		Group	FORM_Family Workshops Orientation & Celebratory Events	TBD	Direct Service - In Person		\$ -	\$ -	\$ -	\$ -	\$ -	
By May 31	Educator Survey	GEAR UP Staff will administer the electronic WSAC Educator Survey to a minimum of 90% of the building staff.		N/A	N/A	No portal entry	N/A	No funds allowed.	\$ -	\$ -	\$ -	\$ -	\$ -	

By May 31	WSAC Spring Workshop	Two day regional workshop required for GEAR UP staff (Coordinator, Grad Specialist). Others invited.		N/A	N/A	GEAR UP Led Professional Development	Direct Service - In Person	Mileage for up to two cars. May include lodging if traveling more than 50 miles one way or have approved exception.	\$ -	\$ -	\$ -	\$ -	\$ -	
May - August	Postsecondary Orientation Events	GEAR UP staff will ensure that students know about and attend 4-year institution orientations as required for admissions. Will also include 2-year orientations as required by institution.		Group and/or 1:1	FORM_Counseling & Advising - Student & Family Support. FORM_Student Workshops & Financial Aid Presentations	Counseling & Advising - College (for support/info provided by GU staff) Student Workshop - College (for orientation events)	Direct Service - In Person Virtual - Asynchronous/Synchronous		\$ -	\$ -	\$ -	\$ -	\$ -	
By June 30	College Visits (By Four-Year Institution Name)	12th Grade students who have applied to a 4-year institution and have <u>not</u> visited the college they plan to attend will have the opportunity to do so.		Group and/or 1:1	FORM_Field Trip Participation. FORM_Field Trip Itinerary Approval Form	College Visit	Direct Service - In Person	Travel costs allowable, to include transportation, meals, and lodging.	\$ -	\$ -	\$ -	\$ -	\$ -	
By June 30	College Visits (By Two-Year Institution Name)	12th Grade students who have applied to a 2-year institution and have <u>not</u> visited the college they plan to attend will have the opportunity to do so. Additional students may attend if space available.		Group and/or 1:1	FORM_Field Trip Participation. FORM_Field Trip Itinerary Approval Form	College Visit	Direct Service - In Person	Travel costs allowable, to include transportation, meals, and lodging.	\$ -	\$ -	\$ -	\$ -	\$ -	
By June 30	College Visits (11th Grade/ By Institution Name)	11th Grade students have the opportunity to visit at least one campus they are considering apply to attend, if they have not already done so.		Group and/or 1:1	FORM_Field Trip Participation. FORM_Field Trip Itinerary Approval Form	College Visit	Direct Service - In Person	Travel costs allowable, to include transportation, meals, and lodging.	\$ -	\$ -	\$ -	\$ -	\$ -	

By June 30	College Visits (7-10th Grade/By Institution Name)	All 7-10th grade students will have the opportunity to visit the local community college campus to learn about programs offered, degree and transfer options, and student support services. Additional students may attend if space available.		Group and/or 1:1	FORM_Field Trip Participation.  FORM_Field Trip Itinerary Approval Form	College Visit	Direct Service - In Person	Travel costs allowable, to include transportation, meals, and lodging.	\$ -	\$ -	\$ -	\$ -	\$ -	
By June 30	Job Site Visits (7th-9th Grade)	7th-9th grade students have visited at least one job site that aligns with their interests as assessed in the career interest inventory.		Group and/or 1:1	FORM_Field Trip Participation.  FORM_Field Trip Itinerary Approval Form	Job Shadow/Job Site Visit	Direct Service - In Person	Travel costs allowable, to include transportation, meals.	\$ -	\$ -	\$ -	\$ -	\$ -	
By June 30	Job Shadow	10th-12th grade students have the opportunity to do a minimum of a one day job shadow aligned with their career interests.		1:1	FORM_Field Trip Participation.	Job Shadow/Job Site Visit	Direct Service - In Person	Travel costs allowable, to include transportation, meals.	\$ -	\$ -	\$ -	\$ -	\$ -	
June - September	Transition Support	GEAR UP staff are available to support students through the summer who may need help with their transition planning.		1:1	FORM_Counseling & Advising - Student & Family Support	Counseling & Advising - College Counseling & Advising - Career	Direct Service - In Person Virtual - Synchronous		\$ -	\$ -	\$ -	\$ -	\$ -	
January to June	College Application Support	GEAR UP staff will provide support to ensure students complete college applications by deadlines.		Group and/or 1:1	FORM_Student Workshops & Financial Aid Presentations  FORM_Counseling & Advising - Student & Family Support.	Student Workshop - College (group) or Counseling/Advising - College (1:1)	Direct Service - In Person	GEAR UP Students qualify for Common Application Fee Waiver.	\$ -	\$ -	\$ -	\$ -	\$ -	
January to June	College Applications Completed	Enter into the portal all college applications submitted by students, and track who is accepted.		N/A	N/A	College Application Tab Entries <i>Instructions can be found in the College Application &amp; Acceptance Reporting section of the <a href="#">FAQs Portal</a> <a href="#">Documentation</a> <a href="#">Requirements &amp; Activity Types</a></i>	N/A	Completed by GU Staff, no funds required.	\$ -	\$ -	\$ -	\$ -	\$ -	

January to June	Career Planning	Student interested in entering the workforce will receive support to complete resumes, job applications, and do career search activities.		Group and/or 1:1	FORM_Student Workshops & Financial Aid Presentations  FORM_Counseling & Advising - Student & Family Support.	Student Workshop - Career (group) or Counseling/Advising - Career (1:1)	Direct Service - In Person		\$ -	\$ -	\$ -	\$ -	\$ -	
January to June	College & Career Knowledge Workshops	GEAR UP Advisors will provide College & Career Knowledge Project lessons. <a href="https://docs.google.com/document/d/1CHUMoXewdbROC_wuYitQC_0C3t9b20SVyM8KS4CCO/edit?tab=t.0">https://docs.google.com/document/d/1CHUMoXewdbROC_wuYitQC_0C3t9b20SVyM8KS4CCO/edit?tab=t.0</a>		Group	FORM_Student Workshops & Financial Aid Presentations	Student Workshop - Career (group)	Direct Service - In Person		\$ -	\$ -	\$ -	\$ -	\$ -	
January to June	Family Newsletters	GEAR UP Family Newsletter by grade level will be delivered to all families each quarter.		Group	N/A	One Way Outreach	Virtual Asynchronous	No funds required, distribute electronically.	\$ -	\$ -	\$ -	\$ -	\$ -	
January to June	Scholarship Workshops	GEAR UP Staff will provide students with a minimum of two workshops (at least 30 minutes) focused on scholarship resources and application tips.		Group		Financial Aid Counseling/Advising	Direct Service - In Person		\$ -	\$ -	\$ -	\$ -	\$ -	
January to June	1:1 Scholarship Support	GEAR UP Staff will provide ongoing support to students to identify and complete scholarship applications.		1:1	FORM_Counseling & Advising - Student & Family Support	Financial Aid Counseling/Advising	Direct Service - In Person	Provided by GEAR UP staff, no additional funds.	\$ -	\$ -	\$ -	\$ -	\$ -	
January to June	Financial Aid Applications & Support	GEAR UP staff will work with students to ensure they understand the financial aid process, complete FAFSA/WASFA applications, and understand award letter offers.		1:1	FORM_Counseling & Advising - Student & Family Support	Financial Aid Counseling/Advising	Direct Service - In Person		\$ -	\$ -	\$ -	\$ -	\$ -	

January to June	1:1 Family Contacts	GEAR UP staff will complete regular family contacts to support student academic, college/career planning, financial aid and scholarships, and social/emotional needs.		1:1	FORM_Counseling & Advising - Student & Family Support	Family - Financial Aid Counseling & Advising Family - Counseling & Advising (non F/A support)	Direct Service - In Person Virtual - Asynchronous/Synchronous	Provided by GEAR UP staff, no additional funds.	\$ -	\$ -	\$ -	\$ -	\$ -	
January to June	GEAR UP Team Meeting	GEAR UP Team Meetings: All GEAR UP staff, at least one building administrator, school counselor(s) and other key staff will meet at least monthly to review the work plan and implementation.		N/A	FORM_Professional Development Participation Log	Advisory/GU Team Meetings	Direct Service - In Person	No funds required.	\$ -	\$ -	\$ -	\$ -	\$ -	
January to June	7th/8th Grade Career Interest Inventory	7th & 8th graders complete a career interest inventory.		Group	FORM_Student Workshops & Financial Aid Presentations	Student Workshop - Career	Direct Service - In Person		\$ -	\$ -	\$ -	\$ -	\$ -	
January to June	7th/8th Grade Career Exploration	7th & 8th graders research at least three careers based on the results of their career interest inventory.		Group	FORM_Student Workshops & Financial Aid Presentations	Student Workshop - Career	Direct Service - In Person		\$ -	\$ -	\$ -	\$ -	\$ -	
January to June	9th/10th Grade Career Exploration	9th and 10th graders complete career research activities.		Group	FORM_Student Workshops & Financial Aid Presentations	Student Workshop - Career	Direct Service - In Person		\$ -	\$ -	\$ -	\$ -	\$ -	
January to June	9th/10th Grade Postsecondary Options	9th and 10th graders research postsecondary pathways options aligned with their HSBP.		Group	FORM_Student Workshops & Financial Aid Presentations	Student Workshop - College	Direct Service - In Person		\$ -	\$ -	\$ -	\$ -	\$ -	
January to June	Mentoring	GEAR UP staff have a caseload of students they meet with regularly and on an ongoing basis to provide mentoring support.		1:1	FORM_Counseling & Advising - Student & Family Support	Mentoring	Direct Service - In Person	Provided by GEAR UP staff, no additional funds.	\$ -	\$ -	\$ -	\$ -	\$ -	
January to June	1:1 Counseling/Advising	GEAR UP staff will provide individualized support based on student needs.		1:1	FORM_Counseling & Advising - Student & Family Support	Counseling & Advising - Careers Counseling & Advising - College Counseling & Advising - Academic Counseling & Advising - SEL Counseling & Advising - Other	Direct Service - In Person	Provided by GEAR UP staff, no additional funds.	\$ -	\$ -	\$ -	\$ -	\$ -	



Optional	Credit Recovery	Credit recovery course tuition or license fees to ensure all students have access.		N/A	N/A	No portal entry	Direct Service - In Person	Per student fee for course or site license if not already funded.	\$ -	\$ -	\$ -	\$ -	\$ -
Optional	AP Test Fees	AP Test fees may be covered if waivers are not available.		N/A	N/A	No portal entry	N/A	Allowable only for students with need and if a waiver is not available.	\$ -	\$ -	\$ -	\$ -	\$ -
Optional	Running Start Support	Funds may be used to pay for required fees if not otherwise covered by the institution or school district.		N/A	N/A	No portal entry	N/A	Allowable only if institution is not a participant in the WSAC Dual Enrollment Scholarship Pilot.	\$ -	\$ -	\$ -	\$ -	\$ -
Optional	Summer School	Summer school support for credit recovery/support graduating on time.		Group and/or 1:1	FORM_SummerSupport	Summer Program - Remedial (for GU staff support) Other Fee Only - for tuition or fee payment only	Direct Service - In Person	Staff time, supplies, fees, allowable.	\$ -	\$ -	\$ -	\$ -	\$ -
Optional	Teacher Mini-Grants	Up to \$500 per teacher to support curriculum enhancements.		N/A	N/A	TBD	TBD	Durable goods allowed.	\$ -	\$ -	\$ -	\$ -	\$ -
Optional	Other Activities	May propose additional activities that support grant goals and objectives.		TBD	TBD	TBD	TBD		\$ -	\$ -	\$ -	\$ -	\$ -
Optional	College/Career Fair	GEAR UP will either host a college/career fair or take students to a local event.		Group	FORM_Student Workshops & Financial Aid Presentations	Student Workshop - Other	Direct Service - In Person		\$ -	\$ -	\$ -	\$ -	\$ -
Optional	College Rep/Military Presentation	College Representative Visits: Students will have access to individualized or small group presentations by college admissions staff. Note: Only include this if GEAR UP staff are responsible for this activity.		Group and/or 1:1	FORM_Student Workshops & Financial Aid Presentations  FORM_Counseling & Advising - Student & Family Support.	Counseling & Advising - College (1:1) Student Workshop - College (group) Counseling & Advising - Career (1:1) Student Workshop - Career (group)	Direct Service - In Person	Provided by GEAR UP staff, no additional funds.	\$ -	\$ -	\$ -	\$ -	\$ -
Optional	Student Conferences	GEAR UP Staff are available for student conferences to meet with families and provide support. Will include information about gearup.wa.gov resources, and Otterbot sign up.		1:1	FORM_Counseling & Advising - Student & Family Support	Family - Counseling & Advising	Direct Service - In Person		\$ -	\$ -	\$ -	\$ -	\$ -

<b>Optional</b>	<b>Academic Support</b>	<i>Academic Support Activities to ensure all students graduate on time. May include tutoring, homework assistance, and academic interventions. May include core content area, credit recovery coursework, or other academic support to ensure graduation.</i>		Group and/or 1:1	FORM_Tutoring & Homework Assistance	TBD	Direct Service - In Person		\$ -	\$ -	\$ -	\$ -	\$ -	
<b>Optional</b>	<b>HSBP Support</b>	<i>High School and Beyond Plan Support - GEAR UP Staff may provide support to students 1:1 or in a classroom setting to ensure update and completion of the HSBP.</i>		Group and/or 1:1	FORM_Student Workshops & Financial Aid Presentations FORM_Counseling & Advising - Student & Family Support.	TBD	Direct Service - In Person		\$ -	\$ -	\$ -	\$ -	\$ -	
<b>Optional</b>	<b>Advisory Support</b>	<i>Advisory Support - GEAR UP staff may provide workshops in advisory classes, or serve as in-class support for lessons.</i>		Group	FORM_Student Workshops & Financial Aid Presentations	TBD	Direct Service - In Person		\$ -	\$ -	\$ -	\$ -	\$ -	
<b>Optional</b>	<b>PSAT SAT ACT Accuplacer Other College Placement Test</b>	<i>Schools may request funds to pay for pre-college assessments for students who cannot afford them if district does not normally cover those costs.</i>		N/A	N/A	No portal entry	N/A	Test fees for non-FRPL eligible students allowed. Healthy snacks allowed for school day testing, up to \$3 per student.	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>Program Expenditures</b>	<b>No portal entry</b>	<i>College Application fees may be paid for colleges that do not accept the Common Application when families do not have the resources available. Up to three application fees are allowed if funds are available.</i>		N/A	N/A	No portal entry	N/A	All GEAR UP students qualify for fee waivers when using Common Application.	\$ -	\$ -	\$ -	\$ -	\$ -	

Program Expenditures	National College Access Network Membership	School district will purchase NCAN Membership to support access to required onboarding training for GEAR UP paid staff.		N/A	N/A	No portal entry	N/A	NCAN membership fee. (\$300 for SD with less than 999 stu; \$695 for SD with 1000-2499 stu; \$1200 for SD with 2500+ stu)	\$ -	\$ -	\$ -	\$ -	\$ -	
Program Expenditures	National Student Clearinghouse License	School district will purchase high school license for National Student Clearinghouse to access college enrollment, persistence, and completion data.		N/A	N/A	No portal entry	N/A	National Student Clearinghouse license fee.	\$ -	\$ -	\$ -	\$ -	\$ -	
Program Expenditures	No portal entry	Adobe License. If school does not have an Adobe license, will be required for GEAR UP paid staff.		N/A	N/A	No portal entry	N/A	Adobe license fee.	\$ -	\$ -	\$ -	\$ -	\$ -	
Program Expenditures	No portal entry	Program Supplies: Consumable supplies for GEAR UP staff use. Not for durable goods such as games, books, etc.		N/A	N/A	No portal entry	N/A	Office supplies, printing, postage, and similar. May also include supplies for student activities, such as paint, paper, glue, etc.	\$ -	\$ -	\$ -	\$ -	\$ -	
Program Expenditures	No portal entry	Student School Supplies: Must be distributed directly to students and not used as program supplies. May include calculators required for classroom use.		N/A	N/A	No portal entry	N/A	Up to \$20 per student allowed.	\$ -	\$ -	\$ -	\$ -	\$ -	
Program Expenditures	No portal entry	Technology for GEAR UP staff use. Recommend that computer/laptop have a large screen. If laptop is purchased, recommend a larger (18" or larger) monitor to attach. Printer must have scanning/document feeder capacity.		N/A	N/A	No portal entry	N/A	Computers, printer/scanner, and required hardware for GEAR UP paid staff. May include warranty if school district typically purchases.	\$ -	\$ -	\$ -	\$ -	\$ -	
								<b>SUB-TOTAL</b>	\$ -	\$ -	\$ -	\$ -	\$ -	
								<b>INDIRECT</b>					\$ -	
								<b>GRAND TOTAL</b>					\$ -	
								<b>Total Award</b>					\$ -	

									<i>Over/under award: This line will be "0" if you are balanced.</i>	\$	-
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Sample