# **WSAC Updates: August 2022**

## Coordinator Manual Updates: <https://gearup.wa.gov/grant-managers>

* New format – The Manual is now in smaller chunks making resources and guidance easier to find.
* Training presentations are now embedded in the relevant section.
* Consolidated all expenditure guidance into a single document: “Expenditure Guidance.”

## Expenditure Detail Form (EDF) Updates:

* New - Required GEAR UP Coordinator Signature Line is at the bottom of the form. The coordinator must review the EDF before it is submitted and sign the form. Unsigned forms will be returned.
* There is a new column on the EDF to write in the LINE NUMBER from your work plan/budget that the expense is budgeted.
* Remember, all backup documentation must be numbered, and that reference number filled in on the EDF.

## Portal:

* All college applications must be entered in the College Applications module of the portal. Instructions are in Section 5 of the Coordinator Manual.
* If you are not the person helping students with the applications, you will need to set up a system to collect this information.
* Once students receive an acceptance letter, mark the “Accepted” check box, whether they plan to attend that college or not.

## Year 6 Work Plan and Budget:

* Your Work Plan and Budget are a contractual agreement. All activities in your approved plan are required to remain in compliance with the contract.
* We will be less likely to delete/cancel activities this year; will require consultation with Dan and/or Marcie before approving.
* Will accept only three times this year – December, March, and June. Manage your plan quarterly to ensure you are submitting revisions only on these due dates.

## Field Trips:

* Field Trips Approval Form – No longer required.
* Field Trip Approval & FAQ has been updated with new instructions.
* Submit the “Field Trip Itinerary Form” to [kellyk@wsac.wa.gov](mailto:kellyk@wsac.wa.gov) at least 10 days prior to all field trips/college visits.

## WCHSC Fall Counselor Workshop:

* Please go. Virtual and In-Person options are available. Information here: <https://www.wa-council.org/2022/07/13/2022-fall-counselor-workshops/>
* Not in your plan? You can use GEAR UP workshop funds.

## Program Calendar Discussion:

* The FINAL version of the 22-23 calendar will be posted by the end of the month.

## Text Campaign & Otterbot Sign Up & Focus Training

* If you want Focus Training to come for a school event, or you want Annie to come for a Text Campaign/Otterbot Sign Up event, you MUST let Annie know by September 16.

## GEAR UP West:

* Remember to register by October 8, book flights on or after September 1, and that you will not be reimbursed for anything if you don’t go.