



GEAR UP ACTIVITY TYPE DEFINITIONS

Table of Contents

GEAR UP Student - Service Definitions:

- [GEAR UP Activity Type Definitions](#) – Page 2
- [General Reminders](#)– Page 3
- [Tutoring & Homework Assistance](#) – Page 4
- [Comprehensive Mentoring](#) – Page 5
- [Financial Aid Counseling/Advising](#) – Page 6
- [Counseling/Advising/Academic Planning/Career Counseling \(CAAPCC\)](#) – Page 7
- [College Visit/College Student Shadowing](#) – Page 8
- [Educational Fieldtrips](#) – Page 9
- [Job Site Visit/Job Shadowing](#) – Page 10
- [Student Workshops](#) – Page 11
- [Tests/Test Preparation](#) – Page 12
- [Summer Programs](#) – Page 14
- [Student Orientation](#) – Page 15
- ["Other" and "Other-Fee' Only"](#) – Page 17
- [Entering and Tracking College Applications in the Portal](#) – Page 18

GEAR UP Family Events - Service Definitions:

- [Family Events-College Visits](#) – Page 19
- [Family Events-Counseling & Advising](#) – Page 20
- [Family Events-Workshops-College Prep & Financial Aid](#) – Page 21
- [Family Events-Orientation or Celebratory](#) – Page 22

GEAR UP Activity Type Definitions

Use the GEAR UP Student Service Definitions to determine the Activity Type for GEAR UP services. It is imperative that you follow these guidelines; as they are aligned with GEAR UP reporting and evaluation requirements

If you have any questions, please contact Kelly Keeney at kellyk@wsac.wa.gov or 360-753-7838.

What is entered in the portal?

When determining what should be documented as a GEAR UP activity, the first question is always, "Is this happening because of GEAR UP, or would it occur anyway (absent GEAR UP funding or staff)?" Only activities that are directly tied to the GEAR UP work plan, budget, and staff are documented as GEAR UP activities.

All services or activities provided by GEAR UP are entered in the portal. These include:

- Direct services: GEAR UP paid staff time spent working with students (tutoring, mentoring, counseling, and providing workshops).
- Activities that are provided by GEAR UP: Field trips, assemblies, workshops, classes, and events that are planned, facilitated and/or supervised by GEAR UP staff.
- Activities that are paid for or required by GEAR UP: College placement testing, credit retrieval courses, summer school, etc.

What's not entered in the portal?

- When GEAR UP purchases materials for classroom use, but no direct service is provided by GEAR UP paid staff, this is not entered in the portal. Examples include robotics supplies, classroom calculators, WOIS subscriptions, etc.
- Activities that support GEAR UP goals, but are not part of your approved work plan and would exist on their own without GEAR UP are not entered in the portal. Examples include, EOC assessments, SBAC, Running Start, or other programs that have been supported in your school prior to GEAR UP.
- Student led conferences are not USUALLY a GEAR UP activity, if your school had them in place prior to GEAR UP. However, if there is an activity that you do as part of GEAR UP to enhance student led conferences, they may be entered in the portal.

➤ **Not sure? Check with Kelly, kellyk@wsac.wa.gov or 360-753-7838.**

General Reminders

- All GEAR UP activities must be documented with student/family sign-in sheets, attendance records, or the Individual Services Tracking Form. All forms can be found on the GEAR UP Website at: <http://www.gearup.wa.gov/grant-management>. This documentation must be retained by your program with all other GEAR UP records and are subject to audit at any time.
- Your GEAR UP Activity Portal entries will be reviewed by WSAC staff and you will be notified via email if there are questions about any of your entries.
- In general, activities that are at least 10 minutes in duration are entered in the portal. Activities less than 10 minutes in duration are not entered.
- If you have an activity that doesn't seem to meet any of the definitions provided in this manual, please contact Kelly Keeney (kellyk@wsac.wa.gov or 360-753-7838) before entering that activity.

Notes

**GEAR UP Student Service Definitions
Tutoring & Homework Assistance**

Tutoring/Homework Assistance - Tutoring and homework assistance services that 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 time, lunch breaks, or on weekends.

Services are provided by any of the following:

- GEAR UP Staff.
- GEAR UP Hired Tutors.
- Teachers (only when tutoring is provided outside of the contract day, or if teachers are paid by GEAR UP for tutoring).
- Trained Peers.
- Volunteers.

Tutoring should be recorded by these subject areas when tutoring is specific in content:

- Tutoring/HWA/Language Arts.
- Tutoring/HWA/Math.
- Tutoring/HWY/Science.
- Tutoring/HWA/Social Sciences.

Tutoring/HWA/General – when tutoring is not specific in content, such as in an afterschool program

Example Tutoring Activities include but are not limited to:

- Before/After school tutoring.
- After school book clubs.
- In-class assistance if provided by GU staff.
- Lunch homework help.
- Saturday school.

Virtual tutoring/homework assistance: Virtual tutoring services include services that are provided via remote access through the internet or other means.

Note: *If you provide virtual tutoring, please contact Kelly for clarification.*

Activity Notes: _____

**GEAR UP Student Service Definitions
Comprehensive Mentoring**

Comprehensive Mentoring - Comprehensive mentoring services are provided when GEAR UP staff, teachers, or other school staff identify 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 meeting are academic, social, organization, or life skills development.

Per the 2008 Higher Education Opportunity Act, 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.

Mentoring programs may include:

- Traditional mentoring programs that match one youth and one adult.
- Group mentoring that links one adult with a small group of young people.
- 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.
- Peer mentoring that connects caring youth with other adolescents.
- E-mentoring that functions via email and the internet.

Example Mentoring Activities include but are not limited to:

- Community member mentors.
- Check & Connect.
- Peer or near peer mentoring.
- Hero Programs.
- Link Crew.
- Individual student intervention.

Virtual comprehensive mentoring: Virtual comprehensive mentoring includes services that are provided via remote access through the internet or other means.

Note: *If you provide virtual mentoring, please contact Kelly for clarification.*

Activity Notes: _____

**GEAR UP Student Service Definitions
Financial Aid Counseling/Advising**

Financial Aid Counseling/Advising - Financial aid counseling/advising services assist students' understanding and navigating the complexities of financial aid.

Financial Aid counseling may include:

- Providing hands-on assistance with the FAFSA.
- Assistance with scholarship applications.
- Presentations on financial aid or literacy using financial aid or literacy curriculum.
- The benefits and information about enrollment in college savings plans.

Example Financial Aid Counseling & Advising Activities include but are not limited to:

- | | |
|---|---|
| <ul style="list-style-type: none">• 16 Summers curriculum.• The Vault curriculum.• FAFSA Forecaster activities.• Scholarship information and application events.• FAFSA information and completion support. | <ul style="list-style-type: none">• College Goal Washington events.• Thewashboard.org activities.• WSECU workshops.• Money Talks curriculum.• Dave Ramsey curriculum.• College Bound Scholarship presentations/sign-up events. |
|---|---|

Virtual financial aid counseling/advising: Virtual financial aid counseling/advising includes services that are provided via remote access through the internet or other means.

Note: *If you provide virtual financial aid counseling, please contact Kelly for clarification.*

Activity Notes:

GEAR UP Student Service Definitions
Counseling/Advising/Academic Planning/Career Counseling (CAAPCC)

Counseling/Advising/Academic Planning/Career Counseling (CAAPCC) –

Counseling, advising, academic planning and career counseling services span a spectrum of activities with individual students or small groups of students. Services are defined as follows:

- **Counseling** – Discussing personal growth issues such as decision making, problem solving, goal setting, attendance, behavior concerns, or family issues.
- **Advising** – Providing assistance on course selection (secondary or postsecondary), college and/or career choices, or college and/or career planning.
- **Academic Planning** – Providing assistance on coursework selection, course of study choices, college major selection, assessment advising or interpretation of scores, or assistance with placement tests.
- **Career Counseling** – Providing assistance about career choices, career planning, internships, or career interests.

In general, activities in this category are individualized conversations that are applicable specifically to the student(s) involved. Participants leave the session with individualized advice or direction based on the discussion about their unique, specific situation. Small group activities may be considered only when the information remains specific to the individuals participating. In most cases, the services are provided by GEAR UP staff and not others.

NOTE: If activities do not meet the “individualized” criteria, it is likely a [Student Workshop](#). Review that definition to determine the appropriate activity type. Some of the examples listed below, could be either CAAPCC or a Student Workshop depending on the content of the activity, (individualized vs. generic).

Example CAAPCC Activities include but are not limited to:

- | | |
|---|--|
| • Advisory activities. | • College research activities. |
| • GEAR UP staff providing individualized support to students that is not mentoring. | • Reviewing Aspire, PLAN, ACT, and SAT results. |
| • Career inventories. | • College & military rep visits. |
| | • College application week activities that are individualized. |

Virtual Counseling/Advising/Academic Planning/Career Counseling: Virtual counseling/advising/academic planning/career counseling includes services that are provided via remote access through the internet or other means.

Note: *If you provide virtual counseling, please contact Kelly for clarification.*

Activity Notes

**GEAR UP Student Service Definitions-
College Visit/College Student Shadowing**

College Visit/College Student Shadowing – College visit and college student shadowing activities are services that take place on a college campus.

College Visit: Is a physical visit to a college campus by a student and is facilitated/supervised/led by GEAR UP staff, teachers, college representatives, or other school staff. College visits should include:

1. A campus tour led by the college’s admission department, visitation program, or other on-campus entity that regularly provides this service.
2. Presentations by admissions, financial aid, academic departments, athletics, student affairs, residence life, multicultural affairs, student services or other college departments.
3. A classroom experience, or participation in a college level discussion. When this is not possible, time with a professor or graduate student instructor is acceptable.
4. College fairs and other visits to a college campus that do not include the criteria above, are NOT considered a college visit, and may be a ‘[Student Workshop](#)’ or ‘[Educational Field Trip](#)’ activity type. Review all definitions before making a determination.
5. College Planning Days are NOT considered a College Visit, they are a [Student Workshop](#).

College Student Shadowing: A one-on-one experience in which a middle or high school student spends a day on a college campus with an undergraduate student experiencing college life for a typical undergraduate.

Virtual College Visit: Virtual college visit 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 staff, teachers, or other school staff and include the same elements as a physical college visit.

Note: Data entry needs to indicate whether the 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.

Activity Notes

**GEAR UP Student Service Definitions-
Educational Fieldtrips**

Educational Field Trips– Educational field trips are services during which students leave their school and travel to another location, and also 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:

- Educational Field Trip – Language Arts.
- Educational Field Trip – Mathematics.
- Educational Field Trip – Other.
- Educational Field Trip – Science.
- Educational Field Trip – Social Science

Example Educational Field Trip Activities *include but are not limited to:*

- | | |
|---|--|
| <ul style="list-style-type: none">• College sponsored academic events like Math Days, Engineering Days, Health Sciences Fair.• Museums.• Theater performances.• Academic competitions like robotics, ProStart. | <ul style="list-style-type: none">• Capitol Campus ~ Olympia.• Cultural events on college campuses.• Activities that are directly tied to classroom curriculum (wind farm field trip as an extension of science class; water quality testing as an extension of marine biology). |
|---|--|

Activity Notes:

**GEAR UP Student Service Definitions-
Job Site Visit/Job Shadowing**

Job Site Visit/Job Shadowing –Job site visit/job shadowing services offer student exposure to the workplace in an occupational area of interest and reinforces the link between classroom learning, work requirements, and the need for post-secondary education. Students witness the work environment, employability, occupational skills in practice, the value of professional training, and potential career options.

- **A Job Site Visit** - Is a physical visit to a local business/work environment 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.
- **Job Shadowing** – A 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.
- **Virtual Job Site Visit** - Virtual job site visit 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.

Example Job Site Visit/Job Shadowing Activities *include but are not limited to:*

- Job shadow experiences.
- Field trip to a business, industry, or job site.
- Mock Interviews.
- Construction Career Day.
- Pizza, Pop, and Power Tools.
- Business Week (during the school year, not summer)

Note: *Data entry needs to indicate whether the job site visit services are “in-person” or “virtual.”*

Activity Notes:

GEAR UP Student Service Definitions- Student Workshops

Student Workshops - Student workshops are services that include interactive informational classroom-level, 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.

Student Workshops Generally -

- May be held on school campus or an off-campus venue.
- All students receive the same information during the workshop, it is not individualized.
- Are informational in nature and are not intended to provide direct counseling or guidance to individual or small groups of students. (Activities of this nature are [CAAPCC](#), as defined).
- Have a presenter or guest speaker.
- Have an agenda or lesson plan.
- May have visual aids and/or handouts.
- Start and end at a set time, and all students participate for that set time.
- Generally, participants leave the session with a better general understanding of the topic addressed.

Example Student Workshop Activities *include but are not limited to:*

- College fairs.
 - Career fairs.
 - Guest Speakers (not college recruiters).
 - College application activities that are general in nature.
 - First Aid/CPR.
 - Speed Jobbing.
 - College Planning Days.
 - Latina Youth Conference.
 - CISPUS Leadership Camp.
 - Ropes/Challenge course.
- **Virtual Student Workshops** - Virtual student workshops include services that are provided via remote access through the internet or other means.

Note: *Data entry needs to indicate whether the workshop services are "in-person" or "virtual."*

Activity Notes:

GEAR UP Student Service Definitions- Tests/Test Preparation

Tests/Test Preparation – College readiness assessments, or preparation activities for assessments.

- **Entering Student Assessments:** Enter assessment participation for the following assessments *whether GEAR UP pays for it or not*. This is the only method we have of tracking your compliance with this requirement.
 - Aspire (previously EXPLORE, PLAN).
 - ACT.
 - Compass.
 - ASVAB.
 - PSAT.
 - SAT.
 - Accuplacer.
- **Priority Schools:** You must enter all GEAR UP students who complete any of the listed assessments. You may opt to enter non-GEAR UP students, but it is not required.
- **Cohort Schools:** You must enter all GEAR UP students (Class of 2017). Do not enter other students.
- **Test Preparation:** Any test preparation, for any assessment that is provided by GEAR UP must be entered in the portal. This may include the required assessments above, and those we don't track, listed below. For example, we don't record End of Course Exams (EOC) as a GEAR UP activity in the portal because it does not qualify as a GEAR UP activity (it would happen without GEAR UP). However, if GEAR UP staff facilitate an EOC preparation activity, or GEAR UP pays for an EOC preparation class, then the preparation activity is entered in the portal (because that activity wouldn't happen without GEAR UP).
- **Assessments that are not Entered in the Portal:**
 - End of Course Exams (EOC).
 - MSP/HSPE/SBA.
 - MAPS.

Reporting Assessment Participation in the Portal:

- Enter assessments for each day they are offered for your students.
 - If the assessment is offered on multiple days, create a multi-day activity.
 - Enter the actual number of hours the test is offered, which is the standard time the test is expected to complete. The completion time does not have to be adjusted by student.
- **Test/Test Preparation continued on next page**

GEAR UP Student Service Definitions- Summer Programs

Summer Programs - Summer programs 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 summer camp, a local summer camp funded by GEAR UP, a residential GEAR UP program hosted by a college/university/community organization, or another camp attended by a GEAR UP student that supports the GEAR UP mission.

Summer Programs Activity Types Include:

- **Summer Programs - Academic Enrichment:** These are summer experiences that enhance a student's academic experience, increase their knowledge of college preparation and planning, or provide access to rigorous coursework. These may include:
 - **Summer School:** when facilitated or taught by GEAR UP paid staff and is rigorous or advanced in nature (not remedial or credit retrieval). GEAR UP staff must provide direct service to the students, and only the time providing direct service is documented. For example, the student is in class 4 hours per day and the class is taught by a non-GEAR UP paid staff. The GEAR UP staff provides assistance to the student for 20 minutes per day, or it may vary. Only the time spent directly with the student is recorded.
 - **GEAR UP Summer Camps:** These camp experiences are fully funded by GEAR UP, so the full time students spend in the program are documented in the portal: For example --
 - GEAR UP Summer Camp (GEAR UP, Get Ready!, GEAR UP Focus Camps).
 - GEAR UP Leadership Institute at UW.
 - NCCEP/GEAR UP Leadership Institute.
- **Summer Programs – Remedial Services:** These are summer experiences that help students make up credit deficiencies, or build academic skills where there are gaps. These may include:
 - Summer school when facilitated or taught by GEAR UP paid staff.
 - Credit recovery or retrieval taken in summer school that is facilitated or taught by GEAR UP paid staff.
 - GEAR UP staff must provide direct service to the students, and only the time providing direct service is documented.
 - For example, the student is in class 4 hours per day and the class is taught by a non-GEAR UP paid staff. The GEAR UP staff provides assistance to the student for 20 minutes per day, or it may vary. Only the time spent directly with the student is recorded.

➤ **Summer Programs continued on next page**

GEAR UP Student Service Definitions- "Other" and "Other-Fee Only"

Other– This category is only used when a GEAR UP activity does not fit into any other Activity Type.

Examples of 'Other' Activities Include, but are not Limited to:

- **National GEAR UP week activities:** Only those activities that provide a direct service are entered in the portal. You may do other, fabulous things, but they don't qualify for portal entry, such as, having your students wear college gear for a day. All NGU Week activities, both direct service and non-direct service, are reported to Katherine Kersten at the conclusion of NGUW so you will get credit for them in this way. Here are some examples of what should be entered in the portal for NGUW:
 - Student time spent decorating bulletin boards or classroom doors.
 - Daily announcements by GEAR UP staff – must be at least 10 minutes in duration.
 - GEAR UP Bingo, Jeopardy or other games.
 - College Knowledge Passports.
 - Community service activities.
- **Academic recognition events:** specific to GEAR UP program For example, "Pi Day" to celebrate GEAR UP students who have a 3.14 GPA or better is an "Other." A graduation celebration at the end of the year is not a GEAR UP activity, usually, since they would happen anyway.
- **Classes during the school day:** when GEAR UP is paying for the teacher's time. For example, if a teacher is paid with GEAR UP funds to provide a robotics class as part of the regular school day, all participation data is entered under 'Other'.

Other – 'Fee Only' Service Category Description – Use this Activity Type when GEAR UP pays a required fee on behalf of a student to participate in an activity, but no direct service is provided by GEAR UP staff or other staff paid by GEAR UP.

Examples may include:

- AP Test Fees/
- Accelerated/rigorous course tuition.
- College in the High School when fees are paid by GEAR UP.
- STAMP (language proficiency exam) when fees are paid by GEAR UP.
- Credit retrieval course tuition.

NOTE: *Summer activities, including summer school or camp, are not included in "Other-Fee Only." See section on Summer activities for detail.*

Activity Notes:

Entering and Tracking College Applications in the Portal

College Applications - College applications must be tracked by individual student on the 'Student Tab' in your GEAR UP Activity Portal. If there was direct service provided to the student or students, that activity would be entered separately under the corresponding Activity Type, 'Counseling and Advising', or, depending on the activity, 'Student Workshops'.

1. Login to the WSAC Portal.
2. Choose the GEAR UP Program from your program choices.
3. Click on the '*Students*' link.
4. From here you can search for your GEAR UP students either by SSID, First Name, or Last Name. (You will need to type the student's full first or last name out. Unlike adding the student to an activity, it will not self-populate). You can also search without filtering, which will give you all your students enrolled in your school.
5. Click on the student's SSID, this will take you to the individual student record.
6. Across the top of the page, **you** will see three tabs, '*Activities*,' '*College Apps*,' and '*Notes*'.
7. Below that are two tabs, '*Student Activities*' and '*Parent/Family Activities*'.
8. Click on the '*College Apps*' tab.
9. Click on the '*+ Add Application*' button.
10. Much like adding a College Visit Activity, you will add the college the student has applied to by starting to type the name of the college in the '*College*' drop-down box and then the date. Later, if the student is accepted to that college, you will put a check mark in the '*Accepted by College*' box.
11. Click on the '*Save*' button at the bottom right hand corner of the '*College Application*' box.
12. The college the student applied to will now show up on the student's '*College Apps*' tab.
13. Add all the colleges the student applies to using this method. Once you know a student has been accepted to a particular college, use the '*Edit*' feature to mark that application as '*Accepted*.'

Activity Notes:

GEAR UP Service Definitions
Family Events-College Visits

Family Events – College Visits – Family Events-College Visits are services that take place on a college campus by a parent/guardian, with or without the GEAR UP student. These are college visits that are facilitated, supervised, or led by GEAR UP paid staff, or college representatives. The primary objective of the event would be to conduct a college visit. This should include an official tour, presentation(s) by admissions, academic departments, athletics, student affairs, residence life, multicultural affairs, and other college departments.

Family Events - Virtual College Visits – Virtual parent/guardian college visits 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 staff, teachers, or other school staff and include the same elements as a physical college visit.

Activity Notes

GEAR UP Service Definitions
Family Events-Counseling & Advising

Family Events-Counseling & Advising – Family counseling and advising activities provide services that span a spectrum of activities. These activities can include one-on-one or small group advising for parents, guardians or adult family members. These activities are designed to meet the specific needs of the individuals engaged in the activity.

- **Counseling:** Meeting with parents/guardians to discuss student's personal growth issues such as decision making, goal setting, behavior concerns, family issues, home visits, etc.
- **Advising:** Providing individual assistance to parents/guardians on their student's college choices, college planning, financial aid planning, etc.

Family Counseling & Advising Example Activities –

- Academic planning and intervention.
- Individual in-person meetings, phone meetings with family (not robo-calls).
- Providing information about course requirements, registration, and transition to high school activities.
- Student Led Conferences.

Activity Notes

GEAR UP Service Definitions
Family Events-Workshops-College Prep & Financial Aid

Family Events - Workshops - College Prep and Financial Aid – College prep and financial aid family workshops include services that demonstrate how to assist their GEAR UP student with college preparation or financial aid information. These services focus on college entrance requirements and financial aid opportunities.

Example College Prep & Financial Aid Workshops for Parents:

- 16 Summers Family Presentations
- Scholarship Junkies Family Night
- ACT/SAT Test Results-Family Night
- College & Career Family Events
- College Application Activities
- Financial Aid Literacy Curriculum for Families
- College Goal Family Events
- FAFSA Completion-Family Events
- Financial Aid Awareness Nights-Family

Virtual Parent/Family Workshops: Virtual parent/family workshops include services that are provided via remote access through the internet or other means.

NOTE: Data entry needs to indicate whether workshops are "in-person" or "virtual."

Activity Notes
