1. Meet with your school Principal about the school’s vision for GEAR UP and determine if the GEAR UP materials have been purchased.

2. Meet with the Chief County Fiscal Officer/Treasurer about the GEAR UP budget for your school and ask the following questions:

   a. What is the GEAR UP budget for your school?
      i. Tutoring?
      ii. Poster Contest?
      iii. Classroom supplies & Motivational materials?
      iv. Awards and Recognitions?
      v. Professional Development?
      vi. Other?

   b. What forms do you need to fill out and what is the process for:
      i. Ordering or providing food for an event?
      ii. Making a GEAR UP purchase?
      iii. Providing a vendor with Tax Exempt Forms (so that you do not pay taxes)
      iv. Making Gas Card or Gift Card or opportunity drawing purchases?
      v. Other purchasing issues?

   c. What is the process for hiring tutors and processing timesheets?

   d. What is the process for reserving rooms or facilities for a GEAR UP activity?

   e. How do I use a school bus for a college bus tour or contract out with a bus agency?

3. Meet with teachers and discuss options for providing before-during-or after-school tutoring. How will you identify those who need help? Although the natural instinct is to look at those doing poorly, don’t forget about those “C” and “B” students who could be doing better (there are many “A” students who graduate with great grades but don’t go on to college). Brainstorm ideas.

4. Meet with colleagues to plan a GEAR UP Kick-Off Dinner in January.
   - Such an event could be held in early evening and include a dinner (pizza, salad, bread, dessert, drink or spaghetti, salad, bread, dessert, drink – or any other reasonably priced meal)
• Create a program that includes:
  o An explanation of GEAR UP (we can be present if you would like us to provide an overview for you)
  o Create student and parent commitment forms and ask attendees to sign them, committing to support you and GEAR UP efforts
  o If need be, you can provide for opportunity drawings with Gas Cards or Gift Cards (Walmart, etc.) or if your families really have to travel far, you could give them all a $10-$15 gas card for attending. You have to make that call.

5. Meet with colleagues to discuss how you would go about implementing the GEAR UP T-Shirt contest. The purpose of this activity is to end up with a class t-shirt that depicts GEAR UP in art/photography. After students are told what GEAR UP means, they are to create what it means to them through art or photography. You have the principal and others judge the work and the winning selection is put on the class T-shirt. Funds are provided for the supplies and t-shirts (for students, teachers, counselors, principal and others who will support GU).

6. Look at the spring 2009 calendar and think about when you would do the following:
   a. Schedule a college bus tour – which college/s would you visit?
   b. Plan a Parent’s Financial Aid Planning Workshop (there are agencies who will come and present for you)
   c. Calendar the GEAR UP Year End Awards and Recognition Banquet (the Federal 21st Century Scholars Certificate is required to be handed out – we will provide)
   d. Have students write colleges to ask for college pennants and then wallpaper a hallway with what you collect
   e. Plan for career and college search internet activities
   f. Plan to identify students with final GPA’s of 3.0 or higher for inclusion in our GEAR UP Dean’s List (we will send out letters and award certificates)
   g. College and Career Fairs

7. Meet with 7th grade teachers/counselors/support staff to see what kind of professional development they might want. Keep in mind that the over-flow effect allows for all other teachers to attend so the whole school benefits.

If you get through this list by the Dec. 11 training, you have done well. We know you will have questions which we will address at the training.
WV GEAR UP
7th Grade Spring 2009
Activity & Program Guide Sheet

• Poster Contest
  o Calendar Date ______________________________

• Before, During, or After-school Tutoring / academic assistance
  o Begins on ________________________________
  o Schedule: ________________________________

• Mentoring
  o Begins on ________________________________
  o Schedule: ________________________________

• Academic & Career Planning
  o Calendar Date/s ______________________________

• College Visitation (1 in 1st year)
  o Date: ________________________________

• 21st Century Scholars / Awards & Recognition Event
  o Date ________________________________

• Governor’s & 1st Lady’s / GEAR UP Seniors Recognition Ceremony & Reception
  o Date: April 18, 2009 from 2pm-5pm, Charleston Civic Center
  o Deadline for submitting names to GEAR UP: March 20, 2009

• GEAR UP Dean’s List
  o Deadline to submit 3.0 GPA names to GEAR UP: July 1, 2009

• APR
  o Deadline to submit data to GEAR UP: April 1, 2009

• Mid-Year Status Report
  o Deadline to submit to GEAR UP: February 15, 2009

• Professional Development
  o Date/s: ________________________________

• Parent Activities
  o Kick-off Meeting Date: ________________________________
  o College and Financial Aid Planning Date: ________________________________
  o Newsletter/s Schedule: ________________________________