



Implementation Guide: Year 2 2013-2014

Prepared by:





Dear GEAR UP TN Collaborative:

On behalf of the Tennessee Higher Education Commission (THEC) and the Office of P-16 Initiatives, we want to thank you for all of your incredible work in Year 1 of GEAR UP TN. After a successful first year of implementation, we look forward to continuing to work with you in Year 2 as we grow the college-going culture in your community.

THEC is squarely focused on increasing the number of Tennesseans who transition and succeed in higher education. GEAR UP TN is a significant component in our mission to expand a college-going culture in Tennessee. By recognizing the assets and needs of local communities, GEAR UP TN looks to shift the state's educational culture by providing comprehensive services to students, families and educators. We aim to develop long-term, successful partnerships to support students in reaching college and providing them with the resources to succeed in college.

Thank you for being a part of GEAR UP TN. Your work is making a lifelong difference for your students and your community.

Sincerely,

A handwritten signature in black ink that reads "Troy Grant". The signature is written in a cursive, flowing style.

Troy Grant
Director, Office of P-16 Initiatives and GEAR UP TN
Tennessee Higher Education Commission
(615) 532-0423
Troy.Grant@TN.gov



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Section 1: Program Information

IN THIS SECTION

- GEAR UP TN Contact Information
- National Program Overview
- GEAR UP TN Program Overview
- List of GEAR UP TN Counties
- GEAR UP TN and College-Going Facts

Program Contact Information

	Contact For:
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<p>Troy Grant Director 615.532.0423 troy.grant@tn.gov</p>	<ul style="list-style-type: none"> • Program oversight • Legislative issues
<p>Leigh Ann Bodie Assistant Director 615.532.0406 leighann.bodie@tn.gov</p>	<ul style="list-style-type: none"> • Program evaluation • Annual performance reporting • Data collection plan & local requirements
<p>Kate Derrick Communications Director 615.532.0428 kate.derrick@tn.gov</p>	<ul style="list-style-type: none"> • Logos and promotional items • Communications guidelines • Publications and quotes • Newsletter approvals
<p>Matt Freeman Program Analyst 615.532.0419 matt.freeman@tn.gov</p>	<ul style="list-style-type: none"> • GEAR UP TN data system • Annual U.S. Department of Education surveys • Survey or sign-in sheet customization
<p>Doug Cullum Fiscal Manager 615.532.0435 doug.cullum@tn.gov</p>	<ul style="list-style-type: none"> • Fiscal site visits and compliance monitoring • Invoice and reimbursement status
<p>Melinda Dunn Administrative Assistant 615.532.0402 melinda.dunn@tn.gov</p>	<ul style="list-style-type: none"> • Reimbursement submission • Match documentation • General questions

Tennessee Higher Education Commission
 404 James Robertson Parkway, Suite 1900
 Nashville, TN 37234
 615.741.3605 (THEC main)
 615.532.0402 (GEAR UP TN office main)
 615.253.8548 (GEAR UP TN fax number)



GEAR UP National Program Overview

Gaining Early Awareness and Readiness for Undergraduate Programs (GEAR UP) is a federally funded college access grant program. GEAR UP was authorized by Title IV of the 1998 Amendments to the Higher Education Act of 1965. The purpose of GEAR UP is to increase the number of low-income and first generation students who are prepared to enroll in and succeed in college.

To meet this goal, the legislation enables GEAR UP programs to provide:

- Financial assistance, academic support, additional counseling, mentoring, outreach, and supportive services to secondary school students to reduce the risk of students dropping out of school or the need for remedial education at the postsecondary level.
- Information to students and their families about the advantages of postsecondary education and information about college financing options.

The U.S. Department of Education provides six or seven year GEAR UP grants to states and partnerships to provide college access services at high-poverty middle and high schools. Partnerships consisting of one or more local education agencies and one or more higher education institutions and community organizations may apply for GEAR UP partnership grants. The governor of each state may designate only one agency to apply for and administer a GEAR UP state grant.

GEAR UP TN is a state grant that is administered by the Tennessee Higher Education Commission. GEAR UP TN follows a cohort or whole-grade model, meaning that services are provided to all students in the participating grade level, rather than a selected group of students. This grant provides college access and success services to all cohort students starting in the 7th grade and will continue to provide services through their first year of postsecondary education.

GEAR UP TN Program Overview

Tennessee was awarded \$29.5 million dollars in funding from the U.S. Department of Education in 2012 to implement GEAR UP TN through 2019. The grant provides Tennessee over \$4.2 million in resources annually to devote to college access and success services.

GEAR UP TN works with community-based Collaboratives in fifteen counties across the state in order to accomplish these goals. Through the Collaboratives, GEAR UP TN provides students with direct services, including mentoring, tutoring, college visits, and financial aid counseling. The program will serve 7,500 students in the Class of 2018, along with 5,000 graduating seniors each year through 2019. GEAR UP TN anticipates that it will serve 37,500 students over the seven years of the grant.

Mission of GEAR UP TN:

GEAR UP TN aims to expand the college-going culture in Tennessee. By using an empowerment model that recognizes the assets and needs of local communities, GEAR UP TN looks to shift the state's educational culture. We aim to develop long-term, successful partnerships to support students in reaching college and providing them with the resources to succeed in college.

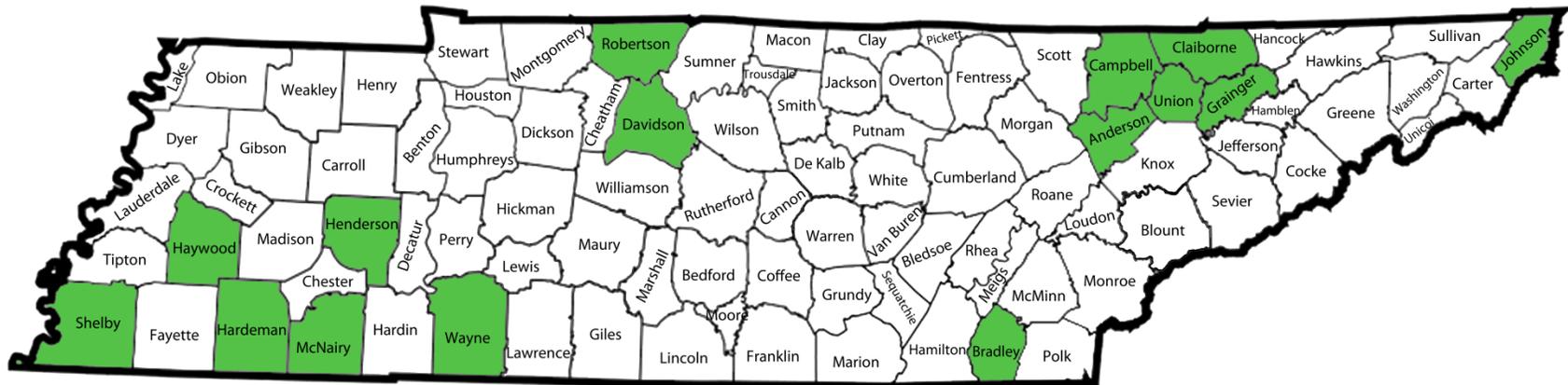
The goals of GEAR UP TN are to:

1. Increase the academic performance and preparation for postsecondary education for GEAR UP students.
2. Increase the rates of high school graduation and enrollment in postsecondary education for GEAR UP students.
3. Increase GEAR UP students' and their families' knowledge of postsecondary education options, preparation, and financing.

GEAR UP TN's programmatic objectives are to:

1. Increase student academic achievement and course completion.
2. Increase student performance on college entrance exams.
3. Increase student high school graduation.
4. Increase student postsecondary participation and success.
5. Increase student and family educational expectations.
6. Increase student and family knowledge of and access to financial assistance for postsecondary education.
7. Increase parent and community engagement in activities associated with student preparation for college.
8. Increase educator content-area knowledge and understanding.

GEAR UP TN Counties



- Anderson County • Bradley County • Campbell County
- Claiborne County • Grainger County • Hardeman County
- Haywood County • Henderson County • Johnson County
- McNairy County • Robertson County • Metro Nashville
- Shelby County • Union County • Wayne County

GEAR UP TN and College-Going Facts

2011 College Going Rates of High School Graduates

- GEAR UP TN Schools: 49.6%
- Tennessee Average: 57.1%
- USA Average: 66.8%
- GEAR UP TN West Tennessee Schools: 54.3%
- GEAR UP TN Middle Tennessee Schools: 48.8%
- GEAR UP TN East Tennessee Schools: 47.3%

2011 Average ACT Scores

- GEAR UP TN Schools: 17.4
- Tennessee Average: 19.5
- USA Average: 21.1
- GEAR UP TN West Tennessee Schools: 17.2
- GEAR UP TN Middle Tennessee Schools: 16.9
- GEAR UP TN East Tennessee Schools: 17.9

Advantages Of Going To College (from CollegeforTN.org)

- A college education gives you more options, therefore allowing you to control your future. Increased options and opportunities often lead to increased success and happiness.
- College not only gives you the chance to learn what fields of study interest you, but it also provides you with the opportunities to pursue careers in those fields.
- More education equals more money. In fact, college graduates earn about \$1 million more than high school graduates over their lifetimes.
- In general, people who have college educations have a much easier time finding a job, maintaining a job and getting promoted while on the job.
- Going to college exposes you to a variety of experiences and people. Class subjects and topics vary widely. You can take classes ranging from organic chemistry to criminal justice. Plus, you will have classes with people from many different backgrounds.

Section 2: Work Plan Process

IN THIS SECTION

- Work Plan Process
- Required Activities Chart

Work Plan Process

Work Plan Development Basics

GEAR UP TN Collaboratives that plan effectively tend to have the best outcomes. The annual work plan process is designed to assist Collaboratives in clearly articulating their plans to serve students and meet GEAR UP TN goals and objectives, and help anticipate administrative and statewide expectations set forth by the GEAR UP TN central office. The work plan outlines the services and activities, by program objective, that are planned for the upcoming year, in addition to the anticipated dates, number of students, costs, and budget line items impacted by the activity. GEAR UP TN goals, objectives and required services should guide work plan development as they outline what you must do and what you may do.

There are two primary work plan development documents:

1. GEAR UP TN Collaborative Work Plan and Budget – Collaboratives must complete one Collaborative work plan for their entire grant program.
2. GEAR UP TN School Work Plan – Collaboratives must complete one school work plan for each of their direct-service schools.

Each year, work plans will be submitted to regional coordinators by April 15th. Plans will be reviewed and, if needed, site coordinators will be contacted to make revisions. Completed work plans serve as the road map for Collaboratives' GEAR UP TN grant implementation.

The ideal work plan development team will include:

- Project director
- Site coordinator(s)
- School and district administrators
- Counselors, key teachers
- Collaborative partners
- Fiscal officer
- College Access Steering Committee members

Students Served

The grades of GEAR UP TN Collaborative students that will be served, by academic year, are:

Academic Year	Grades Served
2012-2013	7 th , 12 th
2013-2014	8 th , 12 th
2014-2015	9 th , 12 th
2015-2016	10 th , 12 th
2016-2017	11 th , 12 th
2017-2018	12 th
2018-2019	12 th , College Freshmen

Collaborative Work Plan and Budget

Collaboratives are required to complete one Collaborative work plan. The Collaborative work plan consists of 6 parts:

Section 1: Collaborative Contact Information – this section provides basic contact information for key grant and district personnel.

Section 2: Direct-Service School Contact Information – this section provides basic contact information for direct-service schools and school personnel.

Section 3: Adequacy of Facilities and Equipment – this section provides information about resources school districts are providing to local GEAR UP TN staff.

Section 4: Grant Implementation Activities – this section provides sites an opportunity to articulate their plans to fulfill the grant implementation activities outlined in the GEAR UP TN Required Activity Chart.

Section 5: Collaborative Budget – this section allows sites to outline a budget for implementation. Sites should use the state budget form provided. Approved budgets become the site's contract budget.

Section 6: Signature Page – certifying signatures by the GEAR UP TN project director and grantee director of schools.

School Work Plans

Use the GEAR UP TN school work plan form provided by the GEAR UP TN central office to create the work plan for each direct-service school. The school work plan is divided into two sections: (1) Proposed Student and Family GEAR UP TN Services and (2) Proposed Professional Development Activities. For each activity list on the work plan, sites are to indicate the number of individuals to be served, objectives met, and details regarding projected cost. The project director, direct-service school principal, and site coordinator responsible for the school are required to sign-off on work plans prior to submission for approval.

When developing school work plans, include activities that:

1. Are required in the Required Activity Chart.
2. Support the GEAR UP TN goals and objectives listed on page 4.
3. Support the GEAR UP TN performance measures.
4. Will be sponsored by the GEAR UP TN central office.
5. Will be used to satisfy GEAR UP TN matching requirements.

Activities may include the following (see Appendix B for a detailed description of services):

Student Services

- Tutoring/homework assistance
- Rigorous academic curricula
- Comprehensive mentoring
- Financial aid counseling/advising
- Counseling/advising/academic planning/career counseling
- College campus visits/college student shadowing
- Job site visit/job shadowing
- Summer programs
- Educational field trips
- Workshops supporting any of the GEAR UP TN objectives

Family Services

- Workshops on college preparation/financial aid
- Counseling/advising
- College visits
- Family events

Professional Development for Educators

- Conferences
- Workshops/trainings

Collaboration

GEAR UP TN site coordinators are expected to collaborate with school counselors, teachers, the local community, Collaborative partners, and the GEAR UP TN central office. GEAR UP TN site coordinators should leverage the expertise of others to ensure the most robust services are being provided to students in eligible grades at the identified GEAR UP TN schools.

In addition to partnerships already established in your GEAR UP TN Collaborative proposal, we encourage you to consider using the resources of additional partnerships through the following organizations. This list is not comprehensive, but can give you an idea of the types of services that statewide partners can provide.

Potential partnerships may include:

Tennessee College Access and Success Network (www.tncollegeaccess.org)

Wendy Blackmore, Senior Director of External Affairs

615-983-6909

wtabor@tncollegeaccess.org

Contact for help with:

- Professional development
- Connecting to mentors and tutors
- College access and success resources

Tennessee Student Assistance Corporation (www.tn.gov/collegepays)

Jason Seay, Director of Outreach and College Access

jason.seay@tn.gov

615-253-7459

Contact for help with:

- Financial aid counseling
- FAFSA completion
- Financial aid sections of CollegeforTN.org
- Assistance with state financial aid programs, including dual enrollment grant, HOPE, TSAA, etc.

Tennessee Department of Education Center for Dropout Prevention (www.tn.gov/education/safe_schls/dropout/)

Lori Paisley, Director of Special Projects

615-532-4774

Lori.Paisley@tn.gov

Contact for help with:

- Professional development on dropout prevention



Tennessee Department of Education Center for School Climate (www.tennessee.gov/education/safe_schls/climate/)

Kimberly Daubenspeck, Director of Safe and Supportive Schools Pilot
615-532-0469
kimberly.daubenspeck@tn.gov

Contact for help with:

- Professional development on social and academic readiness for college

College Mentor Corps Organizations

Contact for help with:

- Developing a mentor program
- Potential scholarship opportunities
- Community partnerships

The Ayers Foundation (www.theayersfoundation.org)

Belinda Reed, Co-Director, The Ayers Foundation Scholars Program
731-549-2373
Belinda.Reed@theayersfoundation.org
OR

Susan Rhodes, Co-Director, The Ayers Foundation Scholars Program
931-589-3660
Susan.Rhodes@theayersfoundation.org

Northeast State Community College (www.northeaststate.edu)

Erika Adams, Interim Director of College Access Programs
423-354-5517
emadams@northeaststate.edu

Oasis Center (www.oasiscenter.org)

Lee Gray, Coordinator, Oasis College Connection
615-327-4455
lgray@oasiscenter.org

Public Education Foundation (www.pefchattanooga.org)

Christa Payne, Director, Development and External Relations
423-648-4449
cpayne@pefchattanooga.org

Southwest Tennessee Development District, REDI (www.reditn.com)

Lisa Hankins, REDI Director
731-668-6450
lhankins@swtdd.org

tnAchieves (www.tnachieves.org)

Krissy DeAlejandro, Executive Director
865-621-9223
krissy@tnachieves.org



Required Activities Chart

Minimum GEAR UP TN Services- Year 2 (Per School)	8 th	12 th	Food		Incentives (Giveaways)		Completion Deadline Event Must be Completed By:	Comments and Clarifications
			Optional	Not to Exceed Per Meal	Optional	Not to Exceed Per Event		
Student and Family Services (these activities are listed in the school work plan)								
One Welcome Back to GEAR UP TN event - Cohort One GEAR UP TN Orientation event - 12 th Grade	x	x	x	\$8 per person	x	\$150	September 30, 2013	Provide a program orientation to all GEAR UP TN students to ensure they understand the GEAR UP TN program and the opportunities available to them. Sites have the option to provide separate events for parents or invite parents to the student event. Think about ways to maximize student participation. Best practices in Year 1 implementation indicate that an event during school hours results in greater student participation.
Academic tutoring	x						Ongoing	Tutoring may take place before and after-school and may be conducted one-on-one or with small groups. Allowable tutoring expenditures may include software or technology items, if approved by the GEAR UP TN central office. GEAR UP TN encourages the use of course grade and standardized test data to identify students in need of tutoring. If tutoring is already offered, think about ways GEAR UP funds can improve the quality of tutoring (i.e., resources to improve attendance, new curriculum, leveraging data to fine tune tutoring practice, etc.).
Student mentoring	x						Ongoing	Sites must implement a robust mentoring program involving college students, recent college graduates, or community leaders or in partnership with Collaborative partners (i.e., tnAchieves or College Mentor Corps organizations).
Two college visits to a regional college - Cohort One college visit to a regional college - 12 th Grade	x	x	x	\$8 per person			June 30, 2014	College visits should include an official tour, presentation(s) by admissions, academic departments, athletics, student affairs, residence life, multicultural affairs, or other college departments. For the cohort, focus on building aspiration among all students. For 12 th graders, organize college visits focused on students who have the academic credentials to move on to higher education (vocational schools, community colleges, universities, etc.) but not the aspiration - focus on students who may not go to college without an intervention.

Required Activities Chart (continued)

Minimum Site Coordinator Grant Activities (per school)	8 th	12 th	Food		Incentives (Giveaways)		Completion Deadline Event Must be Completed By:	Comments and Clarifications
			Optional	Not to Exceed Per Meal	Optional	Not to Exceed Per Event		
Student and Family Services (continued)								
One high school and college planning activity using CollegeforTN.org	x						June 30, 2014	Examples include: CollegeforTN.org account creation, career assessments, use of CollegeforTN.org lesson plans which tie to GEAR UP TN goals and objectives. Must be associated with an in-class learning activity. Services outlined in this section must be above and beyond any other service explicitly outlined in this document.
Four student events or services supporting GEAR UP TN goals and objectives - Cohort	x		x	\$8 per person	x	\$50	June 30, 2014	Events and services must focus on one or more of the following topics: academic enrichment, college aspiration building, career exploration, financial literacy, and “soft skill” development. Examples of services and activities may include: college/career fairs, study skill workshops, job shadowing, career counseling, etc. Services and events must be associated with an in-class learning activity. Note that services in this section are not limited to events but can include the creation of new programs and services aligned with GEAR UP TN goals and objectives. Services outlined in this section must be above and beyond any other service explicitly outlined in this document.
Two student events or services supporting GEAR UP TN goals and objectives - 12 th Grade		x	x	\$8 per person	x	\$50	June 30, 2014	At least one event or service must focus on college transition. Other events and services should focus on one or more of the following topics: increasing high school graduation rates, increasing the number of students completing a postsecondary admissions application, or college advising. Events may include: college/career fairs, job shadowing, career counseling, ACT/SAT preparation, etc. Must be associated with an in-class learning activity. Services outlined in this section must be above and beyond any other service explicitly outlined in this document.

Required Activities Chart (continued)

Minimum Site Coordinator Grant Activities (per school)	8 th	12 th	Food		Incentives (Giveaways)		Completion Deadline Event Must be Completed By:	Comments and Clarifications
			Optional	Not to Exceed Per Meal	Optional	Not to Exceed Per Event		
Student and Family Services (continued)								
College App Week	x	x			x	\$50	September 30- October 4, 2013	Each GEAR UP TN high school must be registered to participate in College App Week. College App Week is a statewide event designed to build excitement around the college application and college-going process. High schools participating in College App Week set aside time and space during the school day for seniors to complete at least one application for admission while receiving the encouragement and assistance of school, college and community volunteers. Middle schools participating in College App Week focus on building a school-wide college-going culture among their students through exploring higher education opportunities. Activities may include: college campus visits, workshops with college admissions personnel, college spirit days, college door decorating contest, etc.
Two parent/guardian/family events, services, or programs	x		x	\$8 per person	x	\$50	One by December 13, 2013 and one by March 15, 2014.	Events and services must focus on increasing GEAR UP students' and their families' knowledge of postsecondary education options, preparation, and financing. Sample event topics include: how to help your student study, financial aid awareness, admission standards, utilizing CollegeforTN.org (as a family), etc. NOTE: ONE event must include a focus on financial literacy and college planning. Services outlined in this section must be above and beyond any other service explicitly outlined in this document.
One parent/guardian/family events, services, or programs		x	x	\$8 per person	x	\$50	December 15, 2013	Events and services must focus on one or more of the following topics: increasing high school graduation rates, increasing the number of students completing a postsecondary admissions application, college advising/choice, or financial literacy. FAFSA completion must be an element to at least one parent/guardian/family event. This requirement may also be met by offering services and programs designed to engage parents. This includes home visits, counseling, and the development of a sustainable parent outreach or volunteer program. Services outlined in this section must be above and beyond any other service explicitly outlined in this document.

Required Activities Chart (continued)

Minimum Site Coordinator Grant Activities (per school)	8 th	12 th	Food		Incentives (Giveaways)		Completion Deadline Event Must be Completed By:	Comments and Clarifications
			Optional	Not to Exceed Per Meal	Optional	Not to Exceed Per Event		
Student and Family Services (continued)								
One in-state job site visit (see completion deadline)	x		x	\$8 per person			March 15, 2014	A job site visit is defined as a physical visit to a local business/work environment (i.e., employer, factory, hospital, etc.). Site visits should expose students to the workplace in an occupational area of interest and reinforce the link between classroom learning, work requirements, and the need for postsecondary education. Event may be combined with the college visit. GEAR UP TN recommends site visits focus on STEM occupations.
21 st Century Scholar certificate	x						June 30, 2014	Federal GEAR UP requirements dictate that all GEAR UP cohort students must receive a 21 st Century Scholars Certificate. The certificate, provided by the central GEAR UP TN office, will include a summary of how much Federal and State financial aid may be available to students. An 8 th grade graduation or student assembly may be an ideal time to give students 21 st Century Scholar Certificates.
One summer academic enrichment program	x				x	\$50	June 30, 2014	May include credit recovery and course bridge programs. Summer activities should encourage student enrollment in rigorous and challenging curricula and coursework with a focus on reducing the need for remedial coursework at the postsecondary level and may include educational field trips to prepare students for careers and college, academic camps, and college campus visits.
In conjunction with central office: One Statewide Summer Youth Summit (June 2014)	x		x	\$8 per person			Summer 2014	Sites should plan on bringing a team of students and chaperones to participate in a multi-day GEAR UP TN Youth Summit which will take place on a college campus in the summer 2014. Sites will be responsible for providing travel costs to the event. The number of student slots will be determined based on the size of the Collaborative cohort size.

Required Activities Chart (continued)

Minimum Site Coordinator Grant Activities (per school)	8 th	12 th	Food		Incentives (Giveaways)		Completion Deadline Event Must be Completed By:	Comments and Clarifications
			Optional	Not to Exceed Per Meal	Optional	Not to Exceed Per Event		
Student and Family Services (continued)								
Administer the ACT Engage to all Cohort Students	x						Fall 2013	In its GEAR UP application to the US Department of Education, Tennessee committed to administering the ACT Engage to all cohort students. The ACT Engage is an assessment designed to help educators evaluate students' self-reported psychosocial attributes, determine their levels of academic risk, and identify interventions to help them succeed. ACT Engage measures motivation, social engagement and self-regulation. GEAR UP TN strongly encourages schools to administer ACT Engage as early as possible in the fall; this will give sites time to use results and intervene with students during the school year. All costs associated with Engage administration are covered by the GEAR UP TN central office. The GEAR UP TN central office will host a webinar in May providing additional information about the ACT Engage and GEAR UP TN's administration of the assessment. For more information about the ACT Engage visit http://www.act.org/engage/6-9_features.html .
Conduct federally required surveys	x				x	\$100	January 30, 2014	Collect federally required GEAR UP surveys from GEAR UP cohort students (minimum of 80% response rate required) and GEAR UP Cohort Parents (minimum of 50% response rate required)
Newsletter	x						Once a semester (at minimum)	Newsletters may be formatted using the template provided by the GEAR UP TN central office. The newsletter must focus on building college aspiration among students. Additional topics may include: student success strategies; parent involvement and support; upcoming GEAR UP TN events; highlights of recent GEAR UP events or successes; information about a specific major, career area, or higher education or college; etc. By Sept. 1 and Jan. 1, the GEAR UP TN central office will provide one article for use in the newsletters. Newsletter drafts should be submitted for review to Kate Derrick by email at least one week before printing or finalizing.

Required Activities Chart (continued)

Minimum Site Coordinator Grant Activities (per school)	8 th	12 th	Food		Incentives (Giveaways)		Completion Deadline Event Must be Completed By:	Comments and Clarifications
			Optional	Not to Exceed Per Meal	Optional	Not to Exceed Per Event		
Educator Professional Development (these activities are listed in the school work plan)								
One GEAR UP TN educator orientation	x	x	x	\$8 per person			September 30, 2013	Provide a program orientation to all school staff to ensure that they understand the GEAR UP TN program and the opportunities available to both them and GEAR UP TN students.
Participation in the GEAR UP TN-sponsored Financial Literacy Professional Development	x		x	\$8 per person			June 30, 2014	Through a partnership between the Tennessee Department of Treasury and GEAR UP TN, the Tennessee Financial Literacy Commission is offering professional development to middle school educators on integrating financial literacy into the curriculum. Each cohort-serving school must send a team of four educators to participate in the professional development. There is no cost to the site to participate in the professional development. Sites are, however, responsible for travel to and from the training. More information regarding professional development dates and location will be released soon.
One pre-approved professional development activity for educators - Cohort	x		x	\$8 per person			June 30, 2014	PD focus preference: (1) Common Core Standards and/or PARCC assessment implementation and (2) using and understanding ACT ENGAGE results to improve instruction and student performance. Professional development must be aligned with GEAR UP TN goals and objectives.
One pre-approved professional development activity for educators - 12 th grade		x	x	\$8 per person			June 30, 2014	At least one PD must focus on Common Core Standards and/or PARCC assessment implementation.
Travel to the National Council for Education and Community Partnerships (NCCEP) Annual Conference (July 2013) and Capacity-Building Workshop (February 2014)	x	x	x	Follow district travel and per diem policies			July 2013 and February 2014	Include travel funds to attend the July 2013 Annual Conference and the February 2014 GEAR UP Capacity Building Workshop hosted by the National Council for Education and Community Partnerships. Each Collaborative should budget \$2,000 for each key grant personnel to attend the event. GEAR UP TN project directors and site coordinators are expected to attend both events. Other key grant personnel, such as directors of schools and principals, may also attend with prior approval.

Required Activities Chart (continued)

Minimum Site Coordinator Grant Activities (per school)	8 th	12 th	Food		Incentives (Giveaways)		Completion Deadline Event Must be Completed By:	Comments and Clarifications
			Optional	Not to Exceed Per Meal	Optional	Not to Exceed Per Event		
Grant Implementation Activities (these activities are listed in the Collaborative work plan)								
Monthly site coordinator meetings			x	\$8 per person			Ongoing	Central office staff will convene site coordinators on a monthly basis to share best practices, report on grant implementation, and discuss opportunities for collaboration among sites.
Completion of Monthly Activity Plan (MAP), Completed Activity Report (CAR), and Reimbursement Request.							15 th of each month	
Three College Access Steering Committee meetings			x	\$8 per person			September 30, 2013; February 28, 2014; and June 30, 2014	The College Access Steering Committee meetings should focus on developing project sustainability, resource development, building new partnerships, and creating a college-going culture in direct-service schools.
Update the College Access Steering Committee Roster							September 30, 2013	
Collaborative Annual Performance Report							February 28, 2014	Each GEAR UP TN Collaborative will complete a Collaborative Annual Performance Report. This report will provide a narrative update on GEAR UP TN grant implementation and will be a means of collecting information for Tennessee's statewide GEAR UP TN Annual Performance Report. Collaboratives will receive the Annual Performance Report template prior to the end of the Fall semester.
Travel to the mandatory GEAR UP TN kickoff meeting			x	Follow district travel and per diem policies			August 16-28, 2013	Project directors and site coordinators from each Collaborative are required to attend the kickoff meeting held in Nashville, TN. Topics covered will include college access professional development, data collection, and fiscal policies.

Required Activities Chart (continued)

Minimum Site Coordinator Grant Activities (per school)	8 th	12 th	Food		Incentives (Giveaways)		Completion Deadline Event Must be Completed By:	Comments and Clarifications
			Optional	Not to Exceed Per Meal	Optional	Not to Exceed Per Event		
Statewide Activities (these activities do not need to be part of your work plan)								
One programmatic site visit							Spring 2014	A site visit scheduled by the GEAR UP TN central office to discuss Year 2 implementation. Attendees should include Superintendent (or designee), Project Director, Site Coordinator(s), relevant GEAR UP staff, and others as needed.
One fiscal site visit							Spring 2014	A site visit scheduled by the GEAR UP TN fiscal manager to audit grant financial records.
Professional development offered by the GEAR UP TN central office							Ongoing	During Year 2, the GEAR UP TN central office plans to offer several professional development opportunities via webinar and in-person. Topics may include: how to effectively communicate a college-going message, Compass training, how to build students' self-regulatory skills, Financial Aid 101, using CollegeforTN.org to explore careers and colleges, effective practice in building a college-going culture, etc.

Section 3: Monthly Protocol

IN THIS SECTION

- Monthly Activity Plan (MAP)
- Sample MAP
- MAP Excel Instructions
- Completed Activity Report (CAR) and Data Entry
- Sample CAR
- CAR Excel Instructions
- Compass: CAR Services Summary Report Instructions
- Example of Monthly Submission Schedule

Monthly Activity Plan

The following subsections outline the monthly processes for pre-approval and documentation of services, as well as annual expectations and implementation policies.

Monthly Activity Plan (MAP)

As outlined in Section 2, each Collaborative will prepare an annual work plan designed to assist in clearly articulating your plans to serve GEAR UP TN students and meet GEAR UP TN goals and objectives. Each month, GEAR UP TN Collaboratives are expected to submit a Monthly Activity Plan (MAP) outlining programming plans for the upcoming month.

The MAP is submitted every month by the 15th, via e-mail to your regional coordinator, for review by the central office. The MAP should align with the approved work plan and budget. The MAP is intended as a means to seek pre-approval for project activity, with the goal of minimizing any delays or disallowed costs from the monthly claims for reimbursement. A copy of the MAP is available on the THEC website: http://www.tn.gov/thec/Divisions/GEARUP/pdf/sitecoord/aug2013/MAP_forWebsite.xlsx

GEAR UP TN Documentation Notebook & Sign-In Sheets

Each GEAR UP TN Collaborative is provided a GEAR UP TN Documentation Notebook annually to be used to document services provided to students and their families by month of service. Documentation includes, but is not limited to, original sign-in sheets, copies of vouchers, invoices, and agendas. The GEAR UP TN Documentation Notebook should be kept in a secure, locked filing cabinet and be transitioned to new staff members should a GEAR UP TN position be vacated. Additionally, the GEAR UP TN Documentation Notebooks serve as a guide for completing the monthly claim reimbursement form.

GEAR UP TN conducts regular site visits to partner school districts and will review the GEAR UP TN documentation process during those meetings. Each GEAR UP TN sponsored service requires a sign-in sheet. GEAR UP TN sign-in sheets are available in Section 8 and will be made available online. Sign-in sheets should be filed in the GEAR UP TN Documentation Notebook and should also be used as the source for entering data into the GEAR UP TN data system, Compass.

Sample Monthly Activity Plan (MAP)

Student and Family Activities*

*An Excel version of this spreadsheet will be provided to you

Monthly Activity Plan for activities in:			January 2013										
Proposed Activity (brief description- e.g. CSCC College visit)	Responsible Party (name and title)	Proposed Date of Activity (eg. 23 rd)	Proposed Number of Students Served (activity total)	Proposed Location of Activity (e.g., local library)	Total Es- timated Cost (activity total)	Targeted School(s) to be Served (all that apply)	GEAR UP TN Objective Impacted (all that apply)	Cost Breakdown Category		Funding Source		Additional Comments	
								Category	Amount	GEAR UP	Other		
Activity 1	College visit- MTSU	John Smith, Site Coordina- tor	23 rd	1000	MTSU cam- pus	\$500.00	4, 5	4.) Travel, etc.	\$300.00	x			
								3.) Supplies, etc.	\$200.00		x		
Activity 2													
Activity 3													

GEAR UP Objectives

1. Increase student academic achievement and course completion.
2. Increase student performance on college entrance exams.
3. Increase student high school graduation rates.
4. Increase student postsecondary participation and success.
5. Increase student and family educational expectations.
6. Increase student and family knowledge of and access to financial assistance for postsecondary education.
7. Increase parent and community engagement in activities associated with student preparation for college.
8. Increase educator knowledge and understanding of postsecondary access and success.

Budget Categories

1. Salaries, Benefits & Taxes
2. Professional Fee, Grant and Award
3. Supplies, Telephone, Postage & Shipping, Occupancy, Equipment Rental & Maintenance, Printing & Publications
4. Travel, Conferences & Meetings
5. Specific Assistance To Individuals
6. Other Non-Personnel
7. Capital Purchase



Sample Monthly Activity Plan (MAP) Professional Development Activities*

*An Excel version of this spreadsheet will be provided to you

Monthly Activity Plan for activities in:			January 2013									
Proposed Activity (brief description- e.g. STEM PD)	Responsible Party (name and title)	Proposed Date of Activity (eg. 23 rd)	Proposed Number of Educators Served (activity total)	Proposed Location of Activity (e.g., local library)	Total Estimated Cost (activity total)	Targeted School(s) to be Served (all that apply)	GEAR UP TN Objective Impacted (all that apply)	Cost Breakdown Category		Funding Source		Additional Comments
								Category	Amount	GEAR UP	Other	
Activity 1 Educator workshop on Common Core standards	John Smith, Site Coordinator	15 th	30	Board of Education building	\$150	Magnolia HS	1, 8	2.) Prof fee, Grant & Award	\$300.00	x		
						Maple MS		7.) Capital Purchase	\$200.00		x	
						Oak MS						
Activity 2												
Activity 3												

GEAR UP Objectives

1. Increase student academic achievement and course completion.
2. Increase student performance on college entrance exams.
3. Increase student high school graduation rates.
4. Increase student postsecondary participation and success.
5. Increase student and family educational expectations.
6. Increase student and family knowledge of and access to financial assistance for postsecondary education.
7. Increase parent and community engagement in activities associated with student preparation for college.
8. Increase educator knowledge and understanding of postsecondary access and success.

Budget Categories

1. Salaries, Benefits & Taxes
2. Professional Fee, Grant and Award
3. Supplies, Telephone, Postage & Shipping, Occupancy, Equipment Rental & Maintenance, Printing & Publications
4. Travel, Conferences & Meetings
5. Specific Assistance To Individuals
6. Other Non-Personnel
7. Capital Purchase

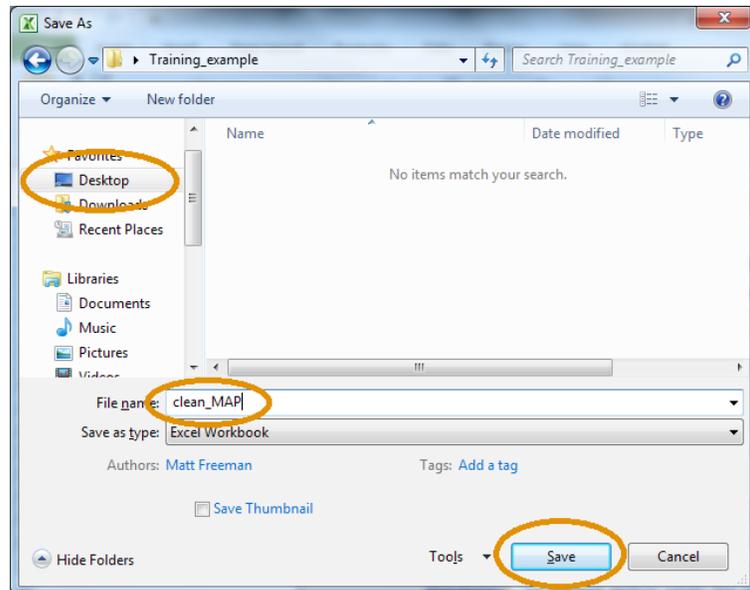
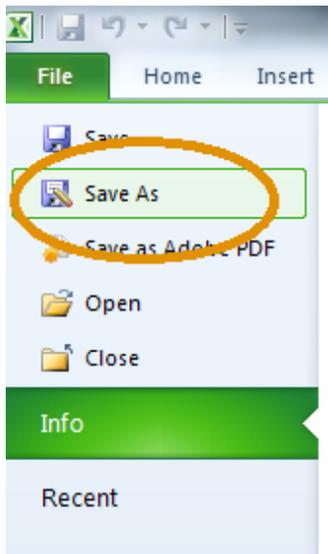


Monthly Activity Plan (MAP) Excel Instructions

These instructions are provided to assist GEAR UP TN Collaboratives with successful completion and submission of Monthly Activity Plans in Excel.

Before you get started, here are some hints we hope you find helpful:

- 1.) Be sure to save a “clean” version of this document somewhere you can easily access it. This will allow you to always have a clean template to use each month.
 - Click: File → Save As → choose your preferred location (e.g., Desktop or My Documents) → clean_MAP



- 2.) Repeat step 1, this time saving as “February_YourCollaborativeName_MAP”. Repeat this process each month. The name of the file should include the month in which activities will take place and your Collaborative name.

- I.e., February_McNairy_MAP should be submitted by January 15th and will outline activities scheduled between February 1st and 28th.

- 3.) Open the document, and plan your activities!

- Since your MAP document for the month is now saved, you can make additions/edits to your plans until it is turned in to your Regional Coordinator for approval by the 15th of each month.

Monthly Activity Plan (MAP) Excel Instructions (continued)

Once you have opened the correct and current document, you should see the Introduction sheet below (if this is not what you see, find the tab at the bottom labeled “Intro”).

The introduction sheet provides color-coded links to each of the forms contained in the MAP:

[Student and Family Activities](#)

Instructions outlined in this document.

[Professional Development Activities](#)

Instructions similar to Student and Family.

Monthly Activity Plan (MAP)	
Due by:	15th of the month
For services in:	The <i>following</i> month (1st - last day of month)
Purpose:	Pre-approval of planned activities
Should contain:	Only planned activities
Relevant Worksheets: (click to jump):	MAP--GEAR UP TN Student and Family Activities MAP--GEAR UP TN Prof. Development Activities GEAR UP TN Objectives & Budget Categories (for your reference, as needed)

* Please *exclude* ongoing activities such as tutoring and mentoring; we track those through data reporting and your annual work plan. If you have a question about whether an activity should be included, please contact your Regional Coordinator.

Notes:
- This file should be named for the month in which services will take place.
- The worksheets may not always fit perfectly on your screen, so scroll around as needed to ensure completion and accuracy.
- You will only be able to select cells you need to fill out, so don't be alarmed when clicking "protected" areas that
- We have done our best to provide instruction throughout; hints will appear when you click on certain cells.

If you have questions, issues, or otherwise require any assistance with this workbook, please contact:

Matt Freeman
Program Analyst
matt.freeman@tn.gov
(615)-532-0419

THANK YOU FOR YOUR HARD WORK!

Monthly Activity Plan (MAP) Excel Instructions (continued)

To begin entering planned activities:

- 1.) Select the month in which services will take place using the dropdown box.
- 2.) Starting with 'Activity 1' (see far left column), input your estimates for each piece of information requested.

Welcome to your MAP for upcoming GEAR UP TN Student and Family activities. Please note that some cells in this sheet have been protected to ensure uniform data entry. Instructions are also provided for some fields, and will display when you click cells in the first row of those columns. If you need to add rows, or otherwise alter the spreadsheet, please contact Matt Freeman at matt.freeman@tn.gov, or (615)-532-0419. Thank you for all of your hard work!

Student and Family		GEAR UP TN Collaborative Monthly Activity Plan							
Monthly Activity Plan for activities in:		Proposed Date of Activity	Proposed Number of Students Served	Proposed Location of Activity	Total Estimated Cost	Targeted School(s) to be Served	GEAR UP TN Obj. Impacted	Cost Breakdown	
(brief description - e.g., CSCC College Visit)		(e.g., 23rd)	(activity total)	(e.g., local library)	(activity total)	(all that apply)	(all that apply)	Category	
Activity 1	College Visit - UTK (this is an example)	Matt Freeman, Site Coordinator	17	UT Knoxville campus	\$ 390.00	Rutledge MS Beaver ES	5) C- Postsecondary access/success 3) S- HS Grad rates	4) Travel, etc. 6) Other Non-	
Activity 2									

There are **drop-down boxes** to choose your school(s), GEAR UP TN Objective(s), and Budget Category; the rest of the information is to be typed in.

GEAR UP TN Collaborative Monthly Activity Plan

Proposed Location of Activity	Total Estimated Cost	Targeted School(s) to be Served	GEAR UP TN Obj. Impacted	Cost Breakdown Category
(e.g., local library)	(activity total)	(all that apply)	(all that apply)	Category
UT Knoxville campus	\$ 390.00	Rutledge MS Beaver ES Selmer MS Shelwood MS Soldiers Memorial MS South Haven ES Springfield MS Stratford HS	5) C- Postsecondary access/success 3) S- HS Grad rates	4) Travel, etc. 6) Other Non-Perso

The drop-down boxes contain only shorthand versions of the GEAR UP TN Objectives and Budget Categories. However, the full language for each is available on the "GU Obj.'s & Budget Categories" sheet. All sheets are accessible via the introduction page, or by finding and clicking the correct tab at the bottom.

Relevant Worksheets (click to jump):	MAP--GEAR UP TN Student and Family Activities MAP--GEAR UP TN Prof. Development Activities GEAR UP TN Objectives & Budget Categories (for your reference)
--------------------------------------	---

* Please *exclude* ongoing activities such as tutoring and mentoring; we track those through data reporting and your annual work plan. If you have a question about whether an activity should be included, please contact your Regional Coordinator.

Monthly Activity Plan (MAP) Excel Instructions (continued)

To begin implementing planned activities:

- 1.) Submit the MAP via e-mail to your Regional Coordinator for approval.
- 2.) Once approved, the document will be returned, newly named February_YourCollaborativeName_CAR. As the activities you planned take place, you will use the CAR forms to inform the GEAR UP TN central office of the actual information from each activity you planned, once the activity has taken place.
- 3.) **DATA ENTRY INTO COMPASS** is critical to grant reporting requirements. Enter data at least weekly, including recurring activities, and pull your Collaborative's CAR report from Compass to check against the completed CAR each month. Inaccurate or incomplete data entry will cause delays in reimbursement processing. The central office will select several CAR forms each month for audit to ensure accurate and complete data entry into Compass.

Completed Activity Report (CAR) and Data Entry

Completed Activity Report

Collaboratives will submit a Completed Activity Report (CAR) by the 15th of each month to report on completed activities from the previous month's MAP, as well as successes from the prior month, which may then be communicated out to the statewide program and other stakeholders. CAR forms will be provided by Regional Coordinators monthly after the MAP is approved, and allow Site Coordinators to amend the expected information once activities take place. Reimbursement requests will not be paid until activity data for the month covered in the request has been entered into the Compass system. Prior to submitting the CAR, Collaboratives should pull the CAR report (located under Student Reports- Services Summary) from the GEAR UP TN database, Compass, to ensure data has been entered completely and correctly.

NOTE:

- The CAR will contain only the activities from the MAP, so recurring services such as tutoring and mentoring are omitted, but **are required to be entered into Compass**. If you are unsure whether a service should be included in the MAP, please contact your Regional Coordinator.

Data Entry

GEAR UP TN Collaboratives are required to enter student, family, and professional development service data into the GEAR UP TN data collection system, Compass. Weekly data entry is required at a minimum. CARs will be audited monthly by central office staff to ensure complete and accurate data entry into Compass. This means the Collaborative should pull their own data report and ensure congruence with the CAR before submission to avoid reimbursement delays.

Reimbursement Request

Subcontractors receive GEAR UP TN funds on a claim reimbursement basis. This means that the subcontractor must spend the funds on GEAR UP TN activities and then request reimbursement. All invoices and costs must be paid in advance of reimbursement. Claim reimbursements are submitted on a monthly basis unless other submittal arrangements have been approved. These requests are due by the 15th of the month following the expenditure. Reimbursement requests will not be paid until activity data for the month covered in the request has been entered into the Compass system. The central office will conduct regular audits comparing reimbursement requests, MAPs, CARs, and data entered into Compass. Refer to Section 5 for more information regarding the reimbursement process.

Sample Completed Activity Report (CAR)

Student and Family Activities*

*An Excel version of this spreadsheet will be provided to you

Completed Activity Report for activities in:		January 2013												
	Proposed Activity	Responsible Party	Date of Activity	Number of Students Served	Location of Activity	Total Cost	Targeted School(s) Served (all that apply)	GEAR UP TN Objective Impacted (all that apply)	Cost Breakdown Category		Funding Source		Entered in Compass?	
									Category	Amount	GEAR UP	Other		
Activity 1	Proposed	Proposed: College visit- MTSU	Proposed: John Smith, Site Coordinator	Proposed: 23 rd	Proposed: 1000	Proposed: MTSU campus	Proposed: \$500.00	Proposed: Maple ES Oak MS Magnolia HS	4, 5	Proposed:				Yes
								4.) Travel, etc.		\$300.00	x			
								3.) Supplies, etc.		\$200.00		x		
	Actual (if different):	Actual (if different):	Actual (if different):	Actual (if different): 875	Actual (if different):	Actual (if different): \$450	Actual (if different):		Actual (if different):					
									4.) Travel, etc.	\$250.00	x			
									3.) Supplies, etc.	\$200.00		x		
Activity 2	Proposed	Proposed:	Proposed:	Proposed:	Proposed:	Proposed:	Proposed:	Proposed:		Proposed:				
	Actual (if different):	Actual (if different):	Actual (if different):	Actual (if different):	Actual (if different):	Actual (if different):	Actual (if different):		Actual (if different):					

Sample Completed Activity Report (CAR)

Professional Development Activities*

*An Excel version of this spreadsheet will be provided to you

Completed Activity Report for activities in:		January 2013												
		Proposed Activity	Responsible Party	Date of Activity	Number of Educators Served	Location of Activity	Total Cost	Targeted School(s) Served (all that apply)	GEAR UP TN Objective Impacted (all that apply)	Cost Breakdown Category		Funding Source		Entered in Compass?
										Category	Amount	GEAR UP	Other	
Activity 1	Proposed	Proposed: Common Core workshop (this is an example)	Proposed: John Smith, Site Coordinator	Proposed: 8 th	Proposed: 35	Proposed: MTSU campus	Proposed: \$500.00	Proposed: Maple ES Oak MS Magnolia HS	4, 5	Proposed:				Yes
										4.) Travel, etc.	\$300.00	x		
										3.) Supplies, etc.	\$200.00		x	
Actual		Actual (if different): We were able to expand the workshop to include ACT prep as well	Actual (if different):	Actual (if different): 10 th	Actual (if different):	Actual (if different):	Actual (if different):	Actual (if different): Oak MS Magnolia HS Chestnut HS		Actual (if different):				
Activity 2	Proposed	Proposed:	Proposed:	Proposed:	Proposed:	Proposed:	Proposed:	Proposed:		Proposed:				
Actual		Actual (if different):	Actual (if different):	Actual (if different):	Actual (if different):	Actual (if different):	Actual (if different):	Actual (if different):		Actual (if different):				

Sample Completed Activity Report (CAR)

Success Stories and Best Practices*

*An Excel version of this spreadsheet will be provided to you

GEAR UP TN Success Story	<p>(This is an example)</p> <p>John Smith is a parent of one of our students, and based on some literature his daughter brought home from a GEAR UP event regarding how education level can increase earning potential, John has successfully completed the GED exam! When parents get involved, it only serves to improve the college-going culture of our community.</p>
GEAR UP TN Best Practice	<p>(This is an example)</p> <p>We gave out career interest inventories to our students during their most recent Homeroom meeting. This was a very eye-opening experience for many of our students who had never considered certain careers that they are well-suited for.</p>
Share Your Photos!	 

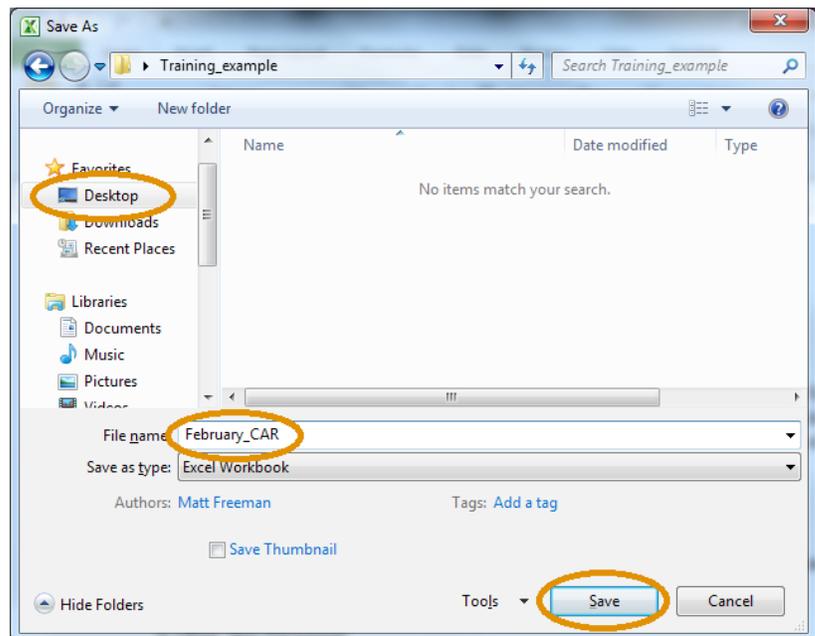
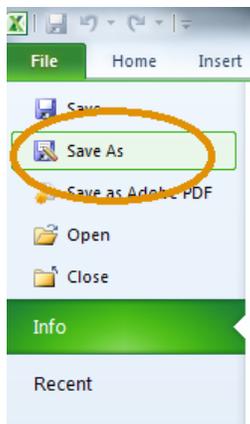
Completed Activity Report (CAR) Excel Instructions

These instructions are provided to assist GEAR UP TN Collaboratives with successful completion and submission of Completed Activity Reports (CARs). A new CAR file will be provided by Regional Coordinators to Site Coordinators each month (e.g., February_Claiborne_CAR), and is due to your GEAR UP TN Regional Coordinator by the 15th. The CAR is your opportunity to inform the central office of details from non-recurring GEAR UP TN activities from the previous month (e.g., 1st-31st).

The information in the CAR will then be checked against the CAR Services Summary report from Compass to ensure completed activities were reported and entered into Compass congruently. Once the CAR has been verified as matching the Compass report, reimbursement requests will be processed. To avoid delays in reimbursement processing, pull the report and check that data entered into Compass matches the CAR prior to submission.

Getting started

- 1.) Be sure to save the file you receive from your Regional Coordinator in a file location that is easy to remember. This will allow you to work on your CAR at your convenience.
 - Click: File → Save As → choose your preferred location (e.g., Desktop or My Documents) → NameOfMonth_YourCollaborativeName_CAR



- 2.) Open the document, and report your activities!

- Since your CAR document for the month is now saved, you can make additions/edits to your report until it is turned in, by the 15th of each month, to your Regional Coordinator for approval.

Completed Activity Report (CAR) Excel Instructions (continued)

The introduction sheet (below) provides color-coded links to each of the forms contained in the CAR:

[CAR–GEAR UP TN Student and Family Activities](#)

[CAR–GEAR UP TN Prof. Development Activities](#)

[CAR - Success Stories/Best Practices](#)

For this example, we will walk through Student and Family Activities. The process for Professional Development Activities is identical, except you will select the PD form instead.

Once you have the correct and current document opened, you should see the Introduction sheet below (if this is not what you see, find the tab at the bottom labeled “CAR-Intro”).

clean_MAP--CAR - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View New Tab Developer Acrobat

Tahoma 14 A A Wrap Text General

Clipboard Font Alignment Number Styles Cells Editing New Group

D21 CAR--GEAR UP TN Student and Family Activities

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47

GEARUP TENNESSEE

Welcome! Below are links to, and information about, the forms for your Completed Activity Report (CAR). The purpose of the CAR is to amend the estimations from your MAP, and ensure complete and accurate data entry.

Completed Activity Report (CAR)	
Due by:	15th of the month
For services in:	The <i>previous</i> month (1st - last day of month)
Purpose:	To amend and/or verify the MAP after activities take place
Should contain:	Only non-recurring activities
Relevant Worksheets (click to jump):	CAR--GEAR UP TN Student and Family Activities
	CAR--GEAR UP TN Prof. Development Activities
	CAR--Success Story & Best Practice Additional Photos
	GEAR UP TN Objectives & Budget Categories (for your reference, as needed)

* Please *exclude* ongoing activities such as tutoring and mentoring; we track those through data reporting and your annual work plan. If you have a question about whether an activity should be included, please contact your Regional Coordinator.

Notes:

- The CAR sheets will automatically contain the MAP information. You will only fill out the **orange** cells with the *actual* "measurables" from your activities.
- The worksheets may not always fit perfectly on your screen, so scroll around as needed to ensure completion and accuracy.
- You will only be able to select cells you need to fill out, so don't be alarmed when clicking "protected" areas that
- We have done our best to provide instruction throughout; hints will appear when you click on certain cells.
- Remember to check your data entry by pulling a Compass report prior to submitting the CAR to avoid delays in reimbursement.

If you have questions, issues, or otherwise require any assistance with this workbook, please contact:

Matt Freeman
Program Analyst
matt.freeman@tn.gov
(615)-532-0419

THANK YOU FOR YOUR HARD WORK!

Ready CAR--Intro CAR--Student and Family CAR--Prof. Development CAR--Success Story&BestPractice CAR--

Completed Activity Report (CAR) Excel Instructions (continued)

To begin entering completed activities:

- 1.) Click the link from the Intro sheet (above), or find and click the “CAR–Student and Family” tab at the bottom of the screen.
- 2.) Check that the month in which services took place is correct. Change if needed using the dropdown box.
- 3.) Starting with ‘Activity 1’ (see far left column), input the *actual* information next to the expected figures from the previous MAP. This form is large, please be sure to complete all of it.

Student and Family	
Completed Activity Report for activities in: January 2013	
Proposed Activity	January 2013 February 2013 March 2013 April 2013 May 2013 June 2013 July 2013 August 2013
Activity 1	College Visit - UTK (this is an example)

Activity	Total Estimated Cost	Actual Total Cost	Targeted School(s) to be Served	Actual School(s) Served (all that apply)	GEAR UP TN Obj. Impacted	Expected Budget Category
	\$ 390.00		Rutledge MS Beaver ES	John E. Paideia Magnet MS Johnson County HS Johnson County MS Kate Bond MS Kingsbury HS Kingsbury MS LaFollette MS Lake City MS	S- Posts (4) Travel (6) Other	

There are drop-down boxes to choose your school(s), GEAR UP TN Objective(s), and Budget Categories; the rest of the information is to be typed in.

The drop-down boxes contain only shorthand versions of the GEAR UP TN Objectives and Budget Categories. However, the full language for each is available on the “GU Obj.’s & Budget Categories” sheet. All sheets are accessible via the introduction page, or by finding and clicking the correct tab at the bottom.

Should contain:	Only non-recurring activities *
Relevant Worksheets (click to jump):	CAR--GEAR UP TN Student and Family Activities CAR--GEAR UP TN Prof. Development Activities CAR--Success Story & Best Practice Additional PI GEAR UP TN Objectives & Budget Categories for your refer

* Please *exclude* ongoing activities such as tutoring and mentoring; we track those through data reporting and your annual work plan. If you have a question about whether an activity should be included, please contact your Regional Coordinator.

Completed Activity Report (CAR) Excel Instructions (continued)

After you're done:

- 1.) Ensure that all activities in the CAR, along with the recurring activities that were not required to be in the MAP, have been accurately and completely entered into Compass by pulling the CAR Services Summary report. Inaccurate or incomplete data entry will cause delays in reimbursement processing.
- 2.) Submit via e-mail to your Regional Coordinator for approval.
- 3.) Once approved, the document will be archived, and your current MAP will become your next CAR.

Compass: CAR Services Summary Report Instructions

Compass provides a report that closely mimics your CAR files in Excel. By clicking “Students” under Reports and Analyses, followed by “Services Summary”, and then checking the “CAR” option, you will be able to verify that the services you report as completed in your submission to your Regional Coordinator have been entered into Compass. See the screen shots below:

The screenshot displays the Compass web application interface. At the top left is a compass logo with the word "COMPASS" below it. At the top right is a "Log Off" button. The main content area is titled "Student" and includes a "Hide Menu" button. Below the title are search and filter options: "Region: All", "View Students From: All", "Grade Level:", "Search by StateID:", "Search by Student Name:", and radio buttons for "Active", "Inactive", and "All". There is also a "Show 25 students per page" option and "Reset" and "New Student" buttons. A table lists students with columns for StateID, Student Name, Grade Level, and Current School. The table contains 17 rows of data. On the right side, there is a navigation menu with sections for "Students", "Parents", "Schools", "Instructors", and "Reports & Analyses". The "Students" link under "Reports & Analyses" is circled in orange.

StateID	Student Name	Grade Level	Current School
>		7	Lexington Middle School
>		7	Johnson County Middle School
>		7	Wright Middle
>		7	Apollo Middle
>		7	Lake Forest Middle School
>		7	Lake City Middle School
>		12	Antioch High School
>		12	Lexington High School
>		7	Wright Middle
>		7	J.F. Kennedy Middle
>		7	Margaret Allen Middle
>		7	Wright Middle
>		7	Bailey Middle
>		12	Glenclyff High School
>		7	Wright Middle
>		7	Wright Middle
>		7	Wright Middle
>		7	Wright Middle
>		7	Rutledge Middle School
>		12	Clinton High School
>		12	Manlywood High School

Compass: CAR Services Summary Report Instructions (continued)

[Log Off](#)



Student Reports

Student Lists

Region: District:

School:

Student Group:

School Year: Student Status: Grade:

AVID:

Enrollment Date From/To:

Start Date: End Date:

Display the following fields:

Default	Demographics	Contact Info	Educational	Other
<input checked="" type="checkbox"/> Grade	<input type="checkbox"/> Gender	<input type="checkbox"/> Phone	<input type="checkbox"/> LEP	<input type="checkbox"/> Permission Slip
<input checked="" type="checkbox"/> School Name	<input type="checkbox"/> Race	<input type="checkbox"/> Cell Phone	<input type="checkbox"/> IEP	<input type="checkbox"/> FAFSA
<input type="checkbox"/> Clear	<input type="checkbox"/> Age	<input type="checkbox"/> Address	<input type="checkbox"/> Enrollment Date	<input type="checkbox"/> Notes
	<input type="checkbox"/> Birthdate	<input type="checkbox"/> Email	<input type="checkbox"/> College Applied	<input type="checkbox"/> Free/Reduced Lunch
	<input type="checkbox"/> Ethnicity	<input type="checkbox"/> Username	<input type="checkbox"/> College Accepted	<input type="checkbox"/> Selected & Income Verified
		<input type="checkbox"/> Password	<input type="checkbox"/> College Enrolled	<input type="checkbox"/> Family Income
				<input type="checkbox"/> Media R.

Use Advanced Filters

- [Student Summary](#)
- [Tracking](#)
- [Labels](#)
- [Student Services](#)
- [Student Services Daily/Weekly/Monthly](#)
- [Services Summary](#)
- [Services Summary Crosstab](#)
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Students

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- [Batch Entry for Class Schedule](#)

Parents

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- [Service Search/Edit](#)
- [Parent Groups](#)

Schools

- [School Services](#)

Instructors

- [Add/View Instructors](#)
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Reports & Analyses

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- [Schools](#)
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- [FPR](#)
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Compass: CAR Services Summary Report Instructions (continued)



[Log Off](#)

Student Reports

- [Student Lists](#)
- [Student Summary](#)
- [Tracking](#)
- [Labels](#)
- [Student Services](#)
- [Student Services Daily/Weekly/Monthly](#)
- [Services Summary](#)

Services Summary Report

Region:

Collaborative: Grade:

School: School Year:

Student Group:

Mentor:

Race: Gender:

Service Dates (From/To):

Service Type:

APR Category:

CAR

- [Services Summary Crosstab](#)
- [List of Service Names](#)
- [Confirmed Attendance Tracking Sheet](#)
- [Scholarship/Fin Aid](#)

Students

- [Student Information \(Home\)](#)
- [Student Groups](#)
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Parents

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- [Parent Groups](#)

Schools

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Instructors

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Reports & Analyses

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- [Schools](#)
- [APR](#)
- [FPR](#)
- [Analyses](#)

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Compass: CAR Services Summary Report Instructions (continued)

School Year: Region: Collaborative: School:

Student Group:

Mentor: Race: Gender:

Date of Service - From/To: / Grade:

Service Type:

APR Category:

CAR

[Generate Report](#) [Reset](#)

Each "page" will show a different school.

1 of 2 ▶ Select a format Export

CAR



School Year: 2012 Race: _____
 Collaborative: Anderson County School District
 Gender: All School: All
 Begin Date: 7/1/2013 End Date: 7/31/2013

Clinton High School

Date	ServiceName	SubCategoryName	ServiceTypeName	No. Of Students	AverageHours
07/08/2013	Academic Planning		Counseling / advising / academic planning / career counseling	1	0.25
07/09/2013	Advising		Counseling / advising / academic planning / career counseling	4	0.25
07/08/2013	1	0.25

Example of Monthly Submission Schedule



Section 4: Data Collection and Reporting Procedures

IN THIS SECTION

- GEAR UP TN Research and Evaluation Overview
- GEAR UP TN Evaluation Plan
- Data Collection Plan
- Site Coordinator Data Collection Check List
- GEAR UP TN Database Entries

GEAR UP TN Research and Evaluation Overview

Role of the GEAR UP TN Central Office

The GEAR UP TN central office's data and evaluation team provide guidance and oversight to each GEAR UP TN school and Collaborative on data collection, analysis, and submission efforts. The state monitors data entry by district-based staff to ensure data entered in the GEAR UP TN data system, Compass, are complete, accurate, and non-duplicative. The central office reports annual progress on the project's performance to the U.S. Department of Education in an annual performance report (APR) due April 15th each year. The year-round diligent work at the district level to collect and submit data consistently is vital to the GEAR UP TN central office's ability to meet federal reporting requirements necessary for continued funding. In addition, the central office supports the implementation of data-driven decision making, ensuring that robust services and academic interventions are targeted to the individual students most in need of specific interventions. To assist schools and Collaboratives in the implementation of a data driven program, the central office has staff that will assist in reviewing service and outcomes data.

GEAR UP TN Data System

The central office partners with CoBro Consulting to maintain student-level demographic, service, and outcomes data required for federal performance reporting and continued funding using GEAR UP TN's comprehensive program assessment system, Compass. Compass is an online point-and-click database where GEAR UP TN Site Coordinators will enter student, family and educator activity data after sign-in sheets are collected.

Annual Performance Report

The GEAR UP TN central office is required to report annually to the U.S. Department of Education by April 15th. The APR is used to determine whether substantial progress has been made toward meeting objectives outlined by the project and determines continuation of funding at the state and local level. As required by the Government Performance and Results Act of 1993 (GPRA), the APR is also used to collect data on the performance of GEAR UP at the national level. Data elements may change annually

Collaborative Annual Performance Reports

Each Collaborative is required to submit a Collaborative annual performance report (APR) to the GEAR UP TN central office by February 28th each year. The following are examples of the types of questions that may be asked in the Collaborative APR:

- a brief description of the status of the project;
- an opportunity to describe new and improved partnerships that have developed as a result of the work; or
- a description of the Collaborative's accomplishments and challenges.

These highlights are an opportunity for each Collaborative to showcase their accomplishments during the reporting period and to highlight their success through data. The information obtained through the Collaborative APRs will be shared with the U.S. Department of Education in the federal APR completed by the GEAR UP TN central office. One component of the federal APR is a profile of each of the fifteen partner Collaboratives that outlines the schools served and number of students served by grade. In addition, the profile will include a narrative component, provided by the district-level staff in the Collaborative APR.

GEAR UP TN Evaluation Plan

The purpose of GEAR UP, nationally, is to support early college preparation and awareness activities for students in low-income schools. As defined by Congress in the Higher Education Act (HEA) and reauthorized Higher Education Opportunity Act (HEOA), the overall GEAR UP goal is to significantly increase the number of students who are prepared to enter and succeed in postsecondary education.

GEAR UP TN developed project objectives and performance measures that are designed around HEA/HEOA. *The project objectives and performance measures are listed on page 4 of this document.* GEAR UP TN's objectives drive the project at the state, Collaborative, and school level. An external evaluator will begin working with the central office and GEAR UP TN Collaboratives this fall to conduct a formal, seven-year evaluation of Tennessee's GEAR UP project. The external evaluator will conduct biennial student, parent and educator surveys and focus groups as well as provide annual formative evaluation reports to equip staff with data-based feedback about project implementation and student academic outcomes that allow for ongoing program improvement.

At the end of the project, the evaluator will conduct a summative, or final, evaluation that will assess the project's overall impact. The central office will submit the formative and summative evaluation reports to the U.S. Department of Education with the APR.

Activity Documentation

Data must be collected for all GEAR UP TN activities using activity sign-in sheets or logs provided by the central office. Site Coordinators must maintain all hard copy documentation in the GEAR UP TN Documentation Notebooks provided by the central office for the duration of the grant. Quarterly data audits will be performed to ensure hard copy documentation matches the service participation data entered into the data system. Data collection and reporting procedures are further explained in the following section.

Collaborative Service Documentation and Reporting Procedures

Through the data collection and reporting procedures outlined in this section, the GEAR UP TN central office verifies that data entered in the GEAR UP TN data system align with the activities provided and support the reimbursement requests submitted.

Data Collection Plan

The following table depicts GEAR UP TN’s data collection cycle and requirements from Collaboratives. These data elements are critical to GEAR UP TN meeting all program objectives and performance measures at the school, district, state, and national levels. The following table outlines the types of data items that must be either collected, entered into the Compass data system, and/or submitted to the central office; when the data must be provided and how often; and who is responsible for ensuring data are submitted.

Data Required from Local Education Agencies - Year 2					
Data Item	Population	Submission Timeline	Submit to:	Data Source	Responsible Party (Primary)
Student and family service participation data	Class of 2018 cohort; 12 th grade students; & GEAR UP family members	Ongoing	Compass	Sign-in sheets or participation rosters	Site coordinator
GEAR UP educator professional development service participation data	Educators of cohort & 12 th grade GEAR UP TN students	Ongoing	Compass	Sign-in sheets or participation rosters	Site coordinator
GEAR UP TN teacher and parent rosters	Educators of cohort & 12 th grade GEAR UP TN students	August - October	Central office	Local student information system	District data manager & site coordinator
Transcript data <i>Course name and subject area, completed course grades, overall GPA</i>	Class of 2018 cohort	January & June	Central office	Local student information system	District data manager & site coordinator
Collaborative APR	N/A	February 28	Central office	N/A	Project director, site coordinator, and district administration
Student, parent, and educator surveys	Class of 2018 cohort; educators of the Class of 2018 cohort; & family members of the class of 2018 Cohort	Winter	Evaluator	Survey data	Evaluator with assistance administering surveys from site coordinator
Student, parent, and educator focus groups	Class of 2018 cohort; educators of the Class of 2018 cohort; & family members of the class of 2018 Cohort	TBD	N/A	Interview data	Evaluator with assistance from Site Coordinator
Any additional data required for the GEAR UP Evaluation or APR					

Site Coordinator Data Collection Check List

Ongoing

- Maintain accurate and up-to-date documentation of GEAR UP TN student and parent service participation.
- Keep all activity sign-in sheets or logs in the GEAR UP TN Documentation Notebooks provided by the central office.
- Ensure sign-in sheets are used and collected at all GEAR UP TN student, parent, and educator professional development events, even if you are not present. Sign-in sheets must include name, date, and length of service.
- Provide names and demographic information for any new GEAR UP TN students.
- Monitor GEAR UP TN students' withdrawals from and returns to school; update in data system.

Weekly

- Enter all activities into the GEAR UP TN data system, Compass. Refer to the GEAR UP TN Student Service Definitions when assigning activities to categories in the data system.

Monthly by the 15th

- Print a CAR Report from Compass to check against CAR Excel document and sign-in sheets before submission.
- Submit your MAP and CAR to your regional coordinator for approval.
- Submit your reimbursement form for the previous month to GEAR UP TN central office.

Semester-End

- Submit semester-end transcript data, to the central office at the conclusion of each semester or by January 15/ June 1. You may work with district data managers to gather this information.
 - Transcript data must include student course enrollment information, course completion and associated course grades, and overall GPA if calculated by the district.

Annual

- Fall:
 - Participate in annual GEAR UP TN data system trainings.
- Winter or upon semester-end:
 - Submit fall end of term transcript data to GEAR UP TN central office upon request from THEC staff by January 15.
 - Assist the GEAR UP TN external evaluator in distributing surveys, scheduling focus groups, & identifying key stakeholders to interview.
 - Submit Collaborative Annual Performance Report (APR) due to the GEAR UP TN central office on February 28.
- Spring or upon semester-end:
 - Assist central office in obtaining any additional data items needed to complete the Annual Performance Report due to the U.S. Department of Education by April 15th.
 - Submit spring end of term transcript data upon request from THEC staff by June 1.

GEAR UP TN Database Entries

The GEAR UP TN database, Compass, is an online data tracking system designed to track and report on student participation, academic, and outcomes data. You should use the following GEAR UP TN Student Service Definitions when determining the category to assign a particular activity. It is imperative that you follow these guidelines when entering data to ensure that services are correctly categorized, non-duplicated, and accurate. These guidelines are not only used to evaluate Tennessee’s GEAR UP program, but also that of 15 other states.

GEAR UP Student Service Definitions

Tutoring/ homework assistance	<p>Tutoring/homework assistance services 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 or lunch breaks, or on weekends and can be provided by GEAR UP TN staff, hired tutors, teachers, trained peers, and/or volunteers. <i>Tutoring should be recorded by subject area (Mathematics, English/Reading, Science, Other).</i></p> <p>Virtual tutoring/homework assistance services include services that are provided via remote access through the internet or other means.</p> <p>NOTE: Data entry needs to indicate whether tutoring is “in-person” or “virtual.”</p>
Comprehensive mentoring	<p>Comprehensive mentoring services are provided when GEAR UP TN staff, teachers, or other school staff identifies 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 meetings include academic, social, organization or life skill development. Per the 2008 HEOA, 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.</p> <p>Virtual comprehensive mentoring includes services that are provided via remote access through the internet or other means.</p> <p>Mentoring Programs may include:</p> <ul style="list-style-type: none"> • 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 e-mail and the internet. <p>NOTE: Data entry needs to indicate whether mentoring is “in-person” or “virtual.”</p> <p>NOTE: Data entry needs to indicate whether mentoring is provided by a College Mentor Corps organization</p>

GEAR UP TN Database Entries (continued)

<p>Financial aid counseling/ advising</p>	<p>Financial aid counseling/ advising services assist students understanding and navigating the complexities of financial aid, including providing hands-on assistance with the FAFSA and scholarship applications, presentations on financial aid or literacy, using financial aid or literacy curriculum, and the benefits and how-tos of participation in college savings plans.</p> <p>Virtual financial aid/ counseling/ advising includes services that are provided via remote access through the internet or other means.</p> <p><i>NOTE: Data entry needs to indicate whether financial aid counseling/ advising is “in-person” or “virtual.”</i></p>
<p>Counseling/ advising/ academic planning/ career counseling</p>	<p>Counseling/ advising/ academic planning/ career counseling services span a spectrum of activities with individual students or small groups of students. Services are defined as follows:</p> <p>Counseling services discuss personal growth issues with students, such as decision making, problem solving, goal setting, attendance, behavior concerns, or family issues.</p> <p>Advising provides assistance on course selection (secondary or postsecondary), college and/or career choices, or college and/or career planning.</p> <p>Academic planning provides assistance on coursework selection, course of study choices, college major selection, assessment advising or interpretation of scores, or assistance with placement tests.</p> <p>Career counseling provides assistance about career choices, career planning, internships, or career interests.</p> <p>Virtual counseling/ advising/ academic planning/ career counseling includes services that are provided via remote access through the internet or other means.</p> <p><i>NOTE: Data entry needs to indicate whether counseling/ advising/ academic planning/ career counseling services are “in-person” or “virtual.”</i></p>
<p>College visit/ college student shadowing</p>	<p>College visit/ college student shadowing services take place on college campuses.</p> <p>College visit is a physical visit to a college campus by a student facilitated/ supervised/ led by GEAR UP TN staff, teachers, college representatives, or other school staff. College visits should include an official tour, presentation(s) by admissions, financial aid, academic departments, athletics, student affairs, residence life, multicultural affairs, or other college departments.</p> <p>College student shadowing is one-on-one experience in which a middle or high school student spends a day on a college campus with an undergraduate student seeing typical college life.</p> <p>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 TN staff, teachers, or other school staff and include the same elements as a physical college visit.</p> <p><i>NOTE: Data entry needs to indicate whether 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.</i></p> <p><i>NOTE: College fairs should be entered under the student workshop category.</i></p>

GEAR UP TN Database Entries (continued)

<p>Job site visit/job shadowing</p>	<p>Job site visit/job shadowing services offer students exposure to the workplace in an occupational area of interest and reinforces the link between classroom learning, work requirements, and the need for postsecondary education. Students witness the work environment, employability and occupational skills in practice, the value of professional training, and potential career options.</p> <p>Job site visit is a physical visit to a local business or work environment and 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.</p> <p>Job shadowing is 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.</p> <p>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.</p> <p>NOTE: Data entry needs to indicate whether job site visit services are “in-person” or “virtual.”</p>
<p>Summer programs NOTE: Summer programs can also include non-school year services for year-round schools</p>	<p>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 TN summer camp, a local summer camp funded by GEAR UP TN, or a residential GEAR UP TN program hosted by a college/university/community organization, or another camp attended by a GEAR UP TN student that supports the GEAR UP TN mission. These programs include academic enrichment, college preparatory programs/camp experience, credit recovery, and/or remediation programs.</p> <p>NOTE: Data entry needs to indicate whether summer programs are providing services for “academic enrichment” or “remedial services.” In addition, summer programs may include other services that should be recorded as such, i.e., college visit.</p>
<p>Educational field trips</p>	<p>Educational field trips are services during which students leave their school or travel to another location, and 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 (Mathematics, English/Reading, Science, Other).</p>
<p>Student workshops</p>	<p>Student Workshops are services that include interactive informational classroom-level or 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. Workshops are informational in nature and are not intended to provide direct counseling or guidance to individual or small groups of students. Workshops should be recorded by subject area. <i>College and career fairs should be recorded here.</i></p> <p>Virtual student workshops include services that are provided via remote access through the internet or other means.</p> <p>NOTE: Data entry needs to indicate whether workshops are “in-person” or “virtual.”</p> <p>NOTE: Report college and career fairs in this section</p>

GEAR UP TN Database Entries (continued)

GEAR UP Parent/Family Service Definitions

<p>Parent/family workshops of college prep/financial aid</p>	<p>Workshops of college prep/financial aid services include a parent/guardian or adult family member’s attendance with or without their child(ren) at a workshop that demonstrates how to assist their student with college preparation or financial aid information. These services include informational sessions for parents focusing on college entrance requirements and financial aid opportunities.</p> <p>Virtual parent/family workshops include services that are provided via remote access through the internet or other means.</p> <p><i>NOTE: Data entry needs to indicate whether workshops are “in-person” or “virtual.”</i></p>
<p>Parent/family counseling/advising</p>	<p>Counseling/advising services span a spectrum of activities that can include one-on-one or small group advising for parents/guardians/adult family members designed to meet the specific needs of the individuals engaged in the activity. These services include when a parent/guardian or adult family member meets with the GEAR UP school staff or counselor, with or without a student, to discuss student’s academic goals, college plans, school progress, etc.</p> <p>Counseling includes meeting with parents/guardians to discuss student’s personal growth issues such as decision making, goal setting, behavior concerns, family issues, home visits, etc.</p> <p>Advising provides individual assistance to parents/guardians on their student’s college choices, college planning, financial aid planning, etc.</p>
<p>Parent/family college visit</p>	<p>College visit services take place on college campuses. A physical visit to a college campus by a parent/guardian, with or without a student, facilitated/supervised/led by GEAR UP staff, teachers, college representatives, or other school staff. The primary objective of the event would be to conduct a college visit. Should include an official tour, presentation(s) by admissions, academic departments, athletics, student affairs, residence life, multicultural affairs, or other college departments.</p> <p>Virtual college visit services include 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.</p> <p><i>NOTE: Data entry needs to indicate whether 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.</i></p>
<p>Family events</p>	<p>Family events are services in which parents or families participate. These services involve GEAR UP TN students and their families/guardians or just their parents/guardians. Family events include GEAR UP TN activities that recognize the role of families in student success, and are not defined under a previous category.</p>

GEAR UP TN Database Entries (continued)

GEAR UP Instructor Professional Development Service Definitions

Conference	Conferences include conferences hosted by NCEP, NCAN, TCASN, GEAR UP or others that can be directly tied back to the three measures defined by the U.S. Department of Education that assist in meeting the goals and objectives set by GEAR UP TN.
Meeting	Meetings provide information about the GEAR UP TN program and implementation to teachers, counselors, or administrators. This includes meetings focused on planning and program development.
Trainings	Trainings deliver instruction to improve practice provided through GEAR UP TN. Trainings may include topics such as Common Core, the GEAR UP TN database (Compass), and financial literacy and can be directly tied back to the three measures defined by the USDOE that assist in obtaining the goals and objectives set by GEAR UP TN.
Other	Please contact Matt Freeman (matt.freeman@tn.gov) at the central office prior to selecting the "Other" category. This category will only be used in unique circumstances.

Section 5: Expenditures and Reimbursement Procedures

IN THIS SECTION

- GEAR UP TN Funding Regulations
- Allowable Costs
- Common GEAR UP Costs
- Specific Allowable Costs & Guidelines
- Guidelines for Reimbursement

GEAR UP TN Funding Regulations

The federal policies that govern GEAR UP are diverse and sometimes confusing. You may find inconsistencies that come from government and agency policies trying to accommodate many unique grant programs. In GEAR UP, you are subject to a number of regulatory sources. When you come across conflicts or inconsistencies between the sources, generally you should begin with the GEAR UP statute, and then move down the hierarchy for answers. The following list provides a brief description of each of the major policy sources.

Statute

A statute is the federal law that authorizes or governs a program. In the case of GEAR UP, the term statute refers to the program legislation found in Title IV of the 1998 Amendments to the Higher Education Act (HEA) of 1965 [P.L. 105-244]. The statute sits at the top of the hierarchy but affords the Secretary of Education the authority to set program-specific policies, which are commonly known as “program regulations.” The statute only broadly defines how the program should operate.

For more information: <http://www.ed.gov/policy/highered/leg/hea98/sec403.html>

Program Regulations

Program regulations provide additional guidance when the statute is silent or vague on an issue. They provide details that govern the application competition, dictate how programs will be implemented, and other administrative details. There are three types of regulations that you should become familiar with: EDGAR, GEAR UP program regulations, and OMB Circulars.

EDGAR

The Education Department General Administrative Regulations (EDGAR) set broad administrative policies that impact nearly all grant programs funded at the U.S. Department of Education (USDOE). The regulations are published in Title 34 of the Code of Federal Regulations (CFR). The pertinent sections of EDGAR to your grant administration are 34 CFR parts 74, 75, 77, 79, 80, 81, 82, 84, 85, 86, 97, 98, and 99.

For more information: <http://www.ed.gov/policy/fund/reg/edgarReg/edgar.html>

GEAR UP Program Regulations

Whereas EDGAR sets broad agency-wide policies, the GEAR UP program regulations address the very unique administrative matters associated with GEAR UP. GEAR UP program regulations are published in 34 CFR parts 694.

For more information: <http://www2.ed.gov/legislation/FedRegister/finrule/2010-4/102610a.pdf>

OMB Circulars

The circulars are developed by the Office of Management and Budget (OMB) and provide 26 federal agencies with instructions and guidance on a wide variety of administrative issues of interest to the executive branch. As guidance documents, they tend to be revised every few years. The OMB Circulars will affect your day-to-day decision-making because EDGAR cites specific OMB Circulars as regulation. Thus, many of the discussions in the grant administration world will revolve around the circulars, as they define cost principles, administrative requirements, and audits. Common circulars are organized by their purpose and audience, and are addressed by their circular number (e.g. OMB A-21).

Cost Principles

- A-21, Educational Institutions.
- A-87, State, Local Governments and Indian Tribe Governments (Includes School Districts).
- A-122, Non-Profit Organizations.

Administrative Requirements

- A-102, State and Local Governments.
- A-110, Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations.

Audit Requirements

- A-133, States, Local Governments, and Non-Profit Organizations.

Additional Resources:

OMB Circulars can be found at: http://www.whitehouse.gov/omb/circulars_default

In addition to understanding federal requirements, you are expected to follow the policies of the fiscal agent of the grant—The Tennessee Higher Education Commission (THEC). THEC has additional policies it must follow to comply with state and federal law. It is important to rely on GEAR UP staff when the federal regulations aren't clear on an issue. You also must follow GEAR UP reporting guidelines and budget categories.

Time and Effort

Develop a process for collecting time and effort sheets regularly and accurately. Federal regulations require that every GEAR UP staff whose salary is supported in full or in part need to document the time, effort and activities during any given pay period. When you use in-kind personnel contributions as match, they have to fulfill the same reporting obligations as if they were receiving federal funds.

Allowable Costs

Sound fiscal GEAR UP administration begins with understanding what types of expenses can be paid for with federal funds. Allowable costs are those expenses that are specifically permitted (or not explicitly prohibited) by the laws, regulations, principles and standards issued by the USDOE and other authoritative sources.

To help you decide if costs are allowable or not, ask if the expense is:

- **Reasonable and necessary:** reflecting an action that a prudent person would take and generally recognized as necessary for the organization to accomplish a work plan activity, guided by established institutional policies and practices.
- **Allocable:** applied in proportion to relative benefits, as approximated through reasonable methods.
- **Allowable:** connected to the required or permissible services of the federal program.
- **Consistent:** treating anything not allowed by the partner organization as not allowed by GEAR UP.
- **Compliant:** follows limitations and exclusions as stated in federal cost principles, these guidelines, and the annual subcontract/amendment.

Supplement but not Supplant

GEAR UP regulations require that GEAR UP funds supplement, not supplant, existing efforts. GEAR UP funds are intended to build the capacity of schools to create a college going culture. Therefore, GEAR UP funding may be used to enhance what is already in place or to create new activities. GEAR UP funds cannot be used to replace other federal, state, or local funding. Some examples:

- For the last five years, your school has paid for a career exploration software license. This year, the school needs new PE equipment so you have been asked to pay for the software license with GEAR UP funds to free up funding for PE equipment. This is supplanting - and is not allowed.
- For the last several years, your school has annually purchased \$500 of new library books. This year you have been asked to use GEAR UP funds to pay for the books. This is supplanting - and is not allowed.
- For the last two years, your school has been unable to purchase any curriculum enhancement materials for math classes, including an essential software package, because of budget cuts. You have been asked to purchase this software with GEAR UP funds this year. This is not supplanting - and is allowed - because without GEAR UP funding, your school would not be able to make this purchase.

Common GEAR UP Costs

(Sources: GEAR UP Statute, EDGAR, OMB Circular A-21, OMB Circular A-87)

The following list may help you determine whether your program expenses are allowable or not. It includes costs that are commonly incurred in GEAR UP, or are the subject of frequent questions or discussions about their permissibility.

Advertising and public relations costs: *Generally unallowable*

The OMB cost principles define advertising costs as the expenses associated with the costs of advertising media (magazines, newspapers, radio and television, direct mail, exhibits, electronic or computer communication) and associated administrative costs.

For GEAR UP, reasonable advertising costs are allowable when:

1. Recruiting and advertising for vacant GEAR UP staff positions in a manner that is acceptable and standard for the hiring entity.

The term public relations is defined as activities dedicated to maintaining the image of the institution/governmental agency or maintaining or promoting understanding and favorable relations with the community or public at large or any segment of the public.

For GEAR UP, public relations costs are potentially allowable when:

1. The activity is part of your approved application.
2. You are communicating with the public and press pertaining to specific activities or accomplishments which result from your grant performance (these costs are considered necessary as part of the outreach effort for the sponsored agreement).
3. You are conducting general liaison with news media and government public relations officers, to the extent that such activities are limited to communication and liaison necessary to keep the public informed on matters of public concern.

Advisory Councils: *Allowable*

Costs incurred by advisory councils or committees are allowable as a direct cost when authorized by the awarding agency, or as an indirect cost where allocable to the GEAR UP award.

Alcoholic beverages: *Unallowable*

Commencement and convocation costs: *Unallowable*

For education institutions, costs associated with commencement and convocations are disallowed, but costs associated with GEAR UP activities that take place during commencement events may be allowable under student activity costs if approved as part of your grant agreement.

Communication costs: *Allowable*

Costs incurred for telephone services, local and long distance telephone calls, telegrams, postage, messenger, electronic or computer transmittal services and the like are allowable. However, you will need to check if these expenses are captured in your indirect costs.

Compensation (Salaries, Wages & Fringe Benefits): Allowable

Personnel costs such as salaries, wages and fringe benefits are allowable to the extent that the total compensation to individual employees conforms to the established policies of the institution, consistently applied, and provided that the charges are for work performed directly on sponsored agreements.

Fringe benefit costs should be in line with institutional policies regarding: annual leave, sick leave, military leave, and employer contributions or expenses for social security, employee insurance, workers' compensation insurance, and tuition or remission of tuition for individual employees.

Consultants & Contracts: Allowable

EDGAR states that costs associated with consultants are allowable if there is a need in the project for the services and the grantee cannot meet that need by using an employee rather than a consultant.

Providing donations and contributions: Unallowable

Contributions or donations (including cash, property, and services) are unallowable costs.

This should be distinguished from the match. GEAR UP TN may receive donations, contributions, or services under the GEAR UP TN match guidelines.

Entertainment costs: Unallowable

Costs of entertainment, including amusement, diversion, and social activities and any costs directly associated with such activities (such as tickets to shows or sports events, recreational activities such as swimming, meals, lodging, rentals, transportation, and gratuities) are unallowable.

Be sure to distinguish these unallowable expenses from similarly worded and allowable student activities, meetings, and conferences that are approved as part of your grant agreement.

Equipment: Allowable

Equipment means an article of nonexpendable, tangible personal property having a useful life of more than one year, and, for GEAR UP accounting purposes, has a per-unit cost equal to or greater than \$5000. Grantees must obtain approval from the GEAR UP TN central office prior to purchasing any item or set of items costing \$1,000 or more.

The title (documented ownership) of the equipment vests in the grantee and may be used for other projects as long as that use does not interfere with the terms of the grant award.

Fines and penalties: Unallowable, with exceptions

Costs resulting from violations or failure of the fiscal agent to comply with federal, state, and local or foreign laws and regulations are unallowable, except when incurred as a result of compliance with specific provisions of the sponsored agreement, or instructions in writing from the authorized official of the sponsoring agency in advance of such payments.

Late fees, including late fees for registrations, and interest charges on credit cards are unallowable. Student fines are also unallowable.

Fund raising: Unallowable

Costs of organized fund raising are not allowed.

Goods or services for personal use: *Unallowable*

Costs of goods or services for personal use of the governmental unit's employees are unallowable regardless of whether the cost is reported as taxable income to the employees.

Lobbying: *Generally unallowable, with exceptions*

Federal funds cannot be used to:

- Influence the outcome of a referendum, initiative, or similar procedure, through in-kind or cash contributions, endorsements, publicity, or similar activity.
- Support a political party, campaign, or political action committee.
- Influence the introduction, enactment or modification of state or federal legislation through direct or grassroots lobbying.

However there are a few exceptions, including:

- Technical and factual presentations on topics directly related to the performance of a grant, contract, or other agreement.
- Efforts to influence state legislation in order to directly reduce the cost, or to avoid material impairment of the institution's authority to perform the grant, contract, or other agreement.
- Any activity specifically authorized by statute to be undertaken with funds from the grant, contract, or other agreement.

Memberships, subscriptions and professional activity costs: *Allowable, with exceptions*

Costs associated with memberships in business, technical, and professional organizations are allowable. In addition, subscriptions to business, professional, and technical periodicals are allowable.

Please note that the circulars make the following exceptions:

- State entities can use federal funds for membership in civic, community, and social organizations which are allowable as a direct cost with the approval of the USDOE.
- State entities cannot use federal funds for membership in organizations substantially engaged in lobbying.

Meetings and Conferences: *Allowable*

Costs of meetings and conferences, the primary purpose of which is the dissemination of technical information, are allowable. This includes costs of meals, transportation, rental of facilities, speakers' fees, and other items incidental to such meetings or conferences. Be aware of restrictions pertaining to entertainment costs.

Publications and printing: *Allowable*

Publication costs—including the costs of printing, distribution, promotion, mailing, and general handling—are allowable federal costs if they are allocable to project objectives. If not, any publications or printing should be paid for by institutional or indirect funds.

Rental cost of buildings and equipment: *Allowable*

With stipulations, rental costs are allowable to the extent that the rates are reasonable in light of such factors as: (1) rental costs of comparable property, if any; (2) market conditions in the area; (3) alternatives available; and, (4) the type, life expectancy, condition, and value of the property leased. Rental arrangements should be reviewed periodically to determine if circumstances have changed and other options are available.

Severance pay: *Allowable*

Costs of severance pay for personnel whose services have been terminated are allowable only to the extent that such payments are required by law, by employer-employee agreement, by established policy that constitutes in effect an implied agreement on the institution's part, or by circumstances of the particular employment.

Student activity costs: *Generally unallowable, with exceptions*

Costs incurred for intramural activities, student publications, student clubs, and other student activities, are unallowable, unless specifically provided for in the grant agreement or approved by the GEAR UP TN central office.

Supplies: *Allowable*

Costs incurred for supplies to carry out the grant are allowable. Supplies have a per-unit cost of less than \$5,000.

Travel costs: *Allowable*

Travel costs are the expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business of the institution. Travel outside of the United States requires prior approval.

Travel costs also may be incurred in relation to local events for students, parents or professionals participating in programs authorized by the GEAR UP statute. Tennessee Higher Education Commission rules and policies regarding to travel apply.

NOTE: Just because a cost is interpreted as being allowable under the OMB cost principles, it is not guaranteed that you will be able to make that expenditure. The Tennessee Higher Education Commission is the primary entity that determines if an allowable cost is acceptable. This may happen when, for example, a cost identified as allowable under the circular may be disallowed in program regulations or statute, or fail to pass the USDOE's judgment that it is justified, allowable, or reasonable.

Specific Allowable Costs & Guidelines

The rate tables outlined below are subject to approval from the U.S. Department of Education.

Site Coordinator Salary

The salary and benefits (total compensation) for any one GEAR UP TN Site Coordinator may not exceed \$65,000 using GEAR UP funds. Any amount in excess must be paid from a non-GEAR UP source. These additional expenditures may be reported as match if this source is non-federal.

Allowable Incentives

Description	Amount	Purpose
Drawing item: Grocery store gift card OR gas gift card OR restaurant gift card OR food gift basket	One item per meeting valued at up to \$50	Attendance incentive for family events
Clothing: <ul style="list-style-type: none"> • Items w/GEAR UP TN or college message • Any printing/setup charges must be included 	Up to \$15 each	Students, staff, chaperones to wear for field trips, school events, special programs, community service and other events to promote GEAR UP TN, teamwork, and safety. *All designs must be submitted using the t-shirt approval form.
Pencils/pens	Up to \$1 each	Student reward or incentive
Stickers	Up to \$0.25 each	Student reward or incentive
Backpacks	Up to \$20 each	Student reward or incentive
Coffee Mugs	Up to \$5 each	Appreciation tokens for volunteers
School Supplies (binders, folders, paper, bookmarks, highlighters, lanyards, markers, calculators, and other school supplies)	Up to \$20 per student per year	Student reward or incentive
Hats, scarves, bags w/GEAR UP TN or college message	Up to \$8 each	Student reward or incentive
Career or educational books	Up to \$20 each	Student reward or incentive
Educational CD's	Up to \$20 each	Student reward or incentive
Educational DVD's	Up to \$20 each	Student reward or incentive
Decorations for events (flowers, centerpieces, balloons)	Up to \$25 per event	For GEAR UP TN events only
Candy	Up to \$1 each	Student reward or incentive
Educational Games	Up to \$20 each	Student reward or incentive
Flash Drives	Up to \$10 each	Student reward or incentive

(Purchases of music, for example, iTunes gift cards, are considered entertainment and therefore not allowed.)

NOTE: The reward/incentive budget shall be no more than 2% of contractor's total budget each contract year.

NOTE: All GEAR UP TN t-shirt designs must be submitted to kate.derrick@tn.gov. Please use the t-shirt approval form; the link to the form is on page 99.

Meal, Beverage, and Snack Allowance

Food and beverages may be offered to participants only in conjunction with GEAR UP TN training, workshops, and structured activities where the participants are receiving GEAR UP TN information. Use the following guidelines when planning to provide food for a GEAR UP TN event.

Description	Amount	Purpose
Meals	Up to \$8 per student, parent, or staff	Family/Parent Night Event
Meals	Up to \$8 per student per meal Note: We will pay up to \$10 for meals at college campus cafeterias when there is no lower option.	Field trips, college visits, test taking
Healthy and nutritious snacks (e.g. granola bars, string cheese, fruit, popcorn, trail mix, pretzels, crackers, milk, juice, yogurt, bagels, muffins)	Up to \$1 per day per student	Field trips, college visits, after school programs
Coffee and light refreshments or light meals (e.g. fruit, bagels, donuts, muffins, cookies, or crackers and cheese)	Up to \$5 per person per event	Advisory meetings, volunteer meetings, chaperone meetings

Student Classes, Camps, College Credit

GEAR UP TN allows expenses related to dual credit options, credit recovery, student camps and placement tests. Use the following guidelines when planning for these expenses.

Description	Amount	Purpose
College classes, online classes for credit retrieval, AP test costs or similar expenses	Allowable	Academic support or enrichment
Individual student camps, on a college campus	Request pre-approval	Field trips, college visits or test taking
SAT or ACT tests	Published amount and allowable only if student is not eligible for a waiver	Pre-College Tests
College Placement Tests (Compass, etc.)	Published amount when no waiver is available	Placement Tests

Indirect Costs

Consistent with section 76.563 – 76.569 of EDGAR, all grant recipients are limited to a maximum indirect cost rate of eight percent of a modified total direct cost base or the amount permitted by its negotiated restricted indirect cost rate agreement, whichever is less. This rule applies to grantees under programs with a statutory requirement prohibiting the use of Federal funds to supplant non-Federal funds, and to the subgrantees under these programs. GEAR UP legislation contains a requirement prohibiting the use of GEAR UP funds for supplanting. As outlined in section 76.564 of EDGAR, therefore, Collaboratives must use the restricted indirect cost rate when developing their budget.

Restricted Indirect Cost Rate for GEAR UP TN Funded Collaboratives

School System	Restricted Rate
Anderson County	2.21
Bradley County	1.70
Campbell County	1.04
Claiborne County	0.18
Davidson County	3.82
Grainger County	0.17
Hardeman County	2.28
Haywood County	2.37
Henderson County	2.19
Johnson County	1.18
McNairy County	0.82
Shelby County	3.30
Robertson County	1.42
Union County	2.14
Wayne County	0.38

Guidelines for Reimbursement

Reimbursement Overview

Subcontractors receive GEAR UP funds on a claim reimbursement basis. This means that the subcontractor must spend local funds on GEAR UP activities and then request reimbursement. All invoices and costs must be paid in advance of requesting reimbursement. Claim reimbursements are submitted on a monthly basis unless other arrangements have been approved. These requests are due by the 15th of the month following the expenditure. Once a reimbursement claim has been submitted and approved, the THEC accounting office processes the claim through the state's accounting system (Edison). When the claim has processed through Edison, an electronic transfer to the subcontractor is made.

\$1,000 or Above Purchase Request

Any purchase of \$1,000 or above, including any invoice, event, or activity over \$1000 (but excluding budgeted salaries), requires pre-approval from the Project Director. Invoices must not be split into separate invoices to avoid reaching the \$1,000 threshold. \$1,000 or Above Purchase Request forms must be submitted with the corresponding Monthly Activity Report (MAP). (See page 99 for a link to the \$1000 or Above Purchase Request form.)

\$5,000 or Above Purchase Request

Any purchase of \$5,000 or above, excluding budgeted salaries, not only necessitates the submission of the \$1,000 or Above Purchase Request, as outlined above, but also requires a detailed memo outlining the following:

1. a brief explanation of how the purchase will assist the Collaborative in meeting GEAR UP TN goals and objectives,
2. a detailed narrative of how any programs or items purchased will be implemented (i.e., how are students being targeted to use equipment purchased, how are teachers integrating software into their instruction, etc.),
3. a brief narrative of how the purchase will be maintained or sustained over time.

\$5,000 or Above Purchase Requests and supporting materials must be submitted with the corresponding Monthly Activity Report (MAP).

GEAR UP TN Reimbursement Process

There are three parts required for monthly GEAR UP TN reimbursements: the Reimbursement Request, the Expenditure Detail Form, and the required backup documentation. (A link to this form is on page 99.)

If you have questions, or would like assistance, please contact Doug Cullum at doug.cullum@tn.gov, or 615-532-0435.

Step 1 - Filling out the Expenditure Detail Form:

Salaries, Benefits, and Taxes Section of the Expenditure Detail Form:

1. In the "Vendor Name - Who Was Paid?" column, type the names of the staff that were paid - each staff member gets their own line.

2. In the “Purpose or Reason for Expenditure” column, type why that staff member is getting paid with GEAR UP funds.
 - a. Regular GEAR UP TN staff, including tutors: In the space provided, type the person’s GEAR UP TN title.
 - b. Substitutes: In the space provided, type who that person subbed for, what day(s) they subbed, and what event occurred that required a substitute.
 - c. Other: In the space provided, type what that staff person did, what event occurred that required their work, what day(s) they worked for GEAR UP TN.
3. You do not need to submit timesheets, however, they must be kept on file in accordance with Federal Time And Effort Requirements and your district practices.

All Other Expenses (Travel, Materials, etc.):

1. Gather all invoices and detailed receipts for the month, including any additional backup documentation that may be needed (staff travel forms, transportation logs, student field trip meal allowance form, etc.).
2. Make one copy of the invoice or receipt and additional required backup documentation. (Your district keeps originals.)
3. Organize the invoices and backup documentation according to the section they belong in on the Expenditure Detail Form then fill out the detail in the space provided:
 - a. “Vendor Name – Who Was Paid?” - Type the name that appears on the invoice or receipt. This is who the district paid.
 - b. “Purpose or Reason for Expenditure” – Type why your district made this GEAR UP TN purchase. What was it for? Who was it for?
 - i. Food: What event/activity was food purchased for? How many GEAR UP TN students, family members, etc. was food purchased for? If the food was paid for by multiple funding sources, for example, if you included non-GEAR UP TN students/families, then that would be documented on the Expenditure Detail Form.
 - c. “Receipt or Billing #” - You need to MANUALLY write a number on each invoice or receipt as well as its backup (do not duplicate numbers). Take the number you assigned to the invoice/receipt and in the “Receipt or Billing Number” column, type in the number you assigned to it. These should be consecutive numbers, starting with 1.
 - d. “Invoice Date” – In the space provided, type the date that appears on the invoice or receipt (not the date it was paid for by the district).
 - e. “Receipt Amount” – Type in the space provided the amount that appears on the invoice or receipt.
 - i. If you are asking GEAR UP TN to pay a different amount than what is shown: Type in the amount that GEAR UP TN is supposed to pay (GEAR UP TN can pay less, but cannot pay more than the amount shown on any invoice/receipt) and EXPLAIN WHY either in the Purpose or Reason for Expenditure column or by including additional documentation.

Direct Costs: This line on the Expenditure Detail Form automatically adds up all the category sub-totals.

Indirect Costs: If your district is claiming indirect costs (refer to your contract) then you need to enter your district's indirect rate under "Rate" and the template will calculate what your district may claim.

Total Reimbursement Requested: This line calculates the sum of your direct and indirect totals.

Step 2 - Filling out the Reimbursement Request Form:

1. In the same Excel spreadsheet as the Expenditure Detail Form, switch to the second sheet of the file, labeled "Request for Reimbursement."
2. Fill out all required fields.
 - a. In the "Description" column: There are several categories already typed in. These categories match the categories on the Expenditure Detail Form – DO NOT change these and do not add your own.
 - b. The amount fields should automatically populate from the "Expenditure Detail" sheet.
3. Print the Reimbursement Request, sign and date it.

Step 3 – Submission:

Reimbursement requests, along with the Match Summary and backup documentation, must be submitted by the 15th of each month. Collaboratives must email a scanned copy of documents to Melinda.Dunn@tn.gov, copying their regional coordinator. When emailing reimbursement and match materials, ensure requests comply with instructions outlined in Steps 1 and 2 above. All documents must be contained in one email.

Budget Balance Spreadsheet

On a monthly basis, school districts receive a budget balance spreadsheet from the GEAR UP TN central office that outlines approved expenditures to date and remaining GEAR UP TN funds.

Monthly Reimbursement / Completed Activity Report Audits

On a monthly basis, GEAR UP TN central office personnel will audit reimbursement requests of four GEAR UP TN Collaboratives to ensure expenditures listed on reimbursement requests align with monthly Completed Activity Reports and data entered in the Compass system.

Budget Revisions

Throughout the academic year, school districts may identify priorities and activities aligned with GEAR UP TN goals and objectives not originally included in the annual GEAR UP TN work plan and/or budget. In addition, some planned activities may come in under cost, making funds available for additional activities related to GEAR UP TN program goals and objectives. If the need to revise the Collaborative budget is identified, the school district must submit a formal request to the GEAR UP TN central office by completing the GEAR UP TN Budget Revision Form. Forms must be sent to regional coordinators for approval. Regional coordinators will then forward revision requests to the GEAR UP TN office in Nashville. Budget transfer requests are reviewed by the GEAR UP TN central office on a case-by-case basis. If approved, the GEAR UP TN central office will sign the GEAR UP TN Budget Revision form and return the approved request via e-mail. A link to the budget revision form can be found on page 99.)

Records Retention

In accordance with federal regulations, as stated in EDGAR, relevant GEAR UP TN records must be retained at least three years after the end of the seven-year grant period. Therefore, school districts must retain at least (but not limited to) the following GEAR UP TN supporting documentation:

- An auditable transaction record of both revenue received and expenses incurred during the reporting period for GEAR UP TN related financial activity.
- A payroll register that conforms to generally accepted accounting principles, as documentation for salaries, wages, and benefits of school personnel costs (for either reimbursement or cost-share).
- Copies of signed time and effort forms for each staff member whose personnel costs are being requested for reimbursement or reported as cost-share in a given month.
- Payroll registers, receipts, invoices, purchase orders, calculation sheets, cost-share contribution forms, transaction reports, accounting reports, e-mail correspondence, and other types of documentation in support of expenses requested for reimbursement and cost-share reported to GEAR UP TN.
- All other supporting expenditure documentation, as backup for reimbursement and cost sharing related to operating, program, and summer program costs (for donated items and waived/discounted fees, written documentation from the contributor must indicate the actual cost or current fair market value).

Audits

THEC and subcontractors are subject to OMB Circular A-133 “Audits of States, Local Governments and Non-Profit Organizations.” This circular contains guidance for obtaining consistency and uniformity among federal agencies for the audit of states, local governments and non-profit organizations expending federal funds. The circular also codifies the requirements for states, local governments and non-profit organizations that expend greater than \$500,000 per year in federal funds to have a “single audit” conducted in accordance with Section 500 of the circular.

This circular is especially important for GEAR UP recipients since it provides guidance regarding grantees’ responsibilities. These responsibilities include maintaining adequate internal controls for the expenditure of federal funds, expectations for financial reports and reporting systems, as well as requirements for documentation and records management.

Sub-contractor responsibilities:

- Identification of federal awards received and expended in its accounts
- Maintenance of adequate internal controls over federal programs
- Compliance with applicable laws, regulations and provisions of grant programs
- Preparation of appropriate financial statements, including schedule of expenditures from federal awards
- Ensure audits are properly performed and reports submitted when due
- Follow up and corrective action on audit findings

THEC responsibilities:

- Ensure sub-recipient monitoring complies with State of Tennessee, “Department of Finance and Administration” Policy 22 – Sub-recipient Contract Monitoring to ensure federal funds are used for authorized purposes and in accordance with laws/regulations/grant agreements
- Advise sub-recipients of applicable laws, regulations and provisions of grant agreements
- Monitor sub-recipient activities to ensure sub-recipients subject to OMB Circular A-133 have met audit requirements
- Issue a management decision on audit findings within six months
- Determine whether a sub-recipients audit necessitates adjustments to its own records
- Require sub-recipients to grant THEC and auditors necessary access to records and financial records

Recent areas of focus for federal audit:

- Time and effort reporting
- Financial and technical reporting
- Sub-recipient monitoring
- Cost sharing/matching documentation

Grant recipients need to ensure compliance with federal regulations, laws and grant requirements. THEC is constantly monitoring its systems and internal controls and encourages grant recipients to do the same. We recommend you:

- Review your time and effort reporting systems and strengthen as needed
- Review your written policies and procedures to ensure they are accurate and up-to-date
- Review your cost sharing commitments and methods for tracking
- Review your financial and programmatic reporting systems and work with agencies to establish reasonable deadlines

Sub-recipient Monitoring

Department of Finance Administration’s Policy 22 establishes sub-recipient contract monitoring requirements for the State of Tennessee. The policy statement requires the monitoring of contracts awarded to sub-recipients that include state and/or federal funds from state departments, agencies and commissions. This is done to ensure financial records are being reported and maintained in a manner consistent with federal reporting requirements. The monitoring process includes the following areas:

- Review of approval documentation for program activities and expenditures
- Review for compliance with the monetary services outlined in the grant contract
- Review of audit procedures and prior audit results
- Personnel cost documentation and allocation methodology
- Fiscal record reconciliation and documentation
- Data reporting system usage and data retention

Section 6: In-Kind Match Documentation and Reporting Procedures

IN THIS SECTION

- Understanding Match
- How to Meet Required Match
- Match Documentation Process

Understanding Match

GEAR UP grants require a dollar-for-dollar match, meaning that for every dollar of federal grant money spent on the project, the grantee must find an equal dollar amount of match in the form of state, local, or donated funds. It is the grantee's job to generate and document this match with the same care and attention to accuracy, accountability, and timeliness as documenting the use of federal grant funds. If a grantee does not meet the match requirement, they could have their federal funds reduced, or their award could be terminated.

GEAR UP TN Collaboratives are required to collect 20% of their annual contract amount in match starting in Grant Year 2. The matching requirement increases by 20% each grant year until the matching requirement reaches 100% in Grant Years 06 and 07.

Definition of Match

"Match" is a general term that refers to items donated to the project, regardless of who paid for them. In the case of GEAR UP grants, it means the non-federal share of program costs. If your organization purchased the goods or services but did not request reimbursement from the grant, then the generic term "match" applies. If another person or organization donated the goods or services, then both the generic term "match" and the more specific term "in-kind" apply.

Definition of In-Kind

"In-Kind" refers to non-cash contributions of goods or services made by third party individuals or organizations to GEAR UP projects. Examples of in-kind include work done by unpaid volunteers in support of GEAR UP, fee waivers, and donations of supplies, facilities, or equipment. Qualifying in-kind contributions must be necessary to accomplish program activities, verifiable, and only allowable if the grantee could legitimately pay for them. In-kind match follows the same rules as the money you spend on GEAR UP. Your in-kind match must be allocable, allowable, and reasonable.

The Collaborative's match requirement must be met during the contract period. You cannot "catch up" later. Match can be audited at any time, just the same as any other expenditure in your grant.

How to Meet the Required Match

Collecting and documenting match on an ongoing basis is wise, efficient, and much less stressful than attempting to catch up or go back and document it. When collected as part of the day-to-day program, it is easier to record accurately and monitor regularly. Breaking down a grant's match requirement on a monthly or quarterly basis makes it manageable and attainable. Grantees may choose to assign a staff person or team to coordinate the match. Some find it helpful to create match binders or folders for staff to keep with them as they do their GEAR UP TN work. Having the information and forms on hand makes it easier to collect match documentation as it occurs.

When considering whether or not goods or services qualify as allowed match, refer to the Common GEAR UP Costs section starting on page 55. If it is an allowable expenditure, it is also an allowable match item. Generally, to determine if a good or service qualifies as match, you should ask yourself, the following questions:

- When considering match, could I pay for this (item or service) using my federal GEAR UP funds?
- Is it legal and ethical?
- Does it pass the "headline test"? (Would you feel comfortable seeing this expenditure in a news headline?)

Remember that if a cost is unallowable, it is not allowable match.

Other Federal Funds

Match cannot be claimed from other sources/programs that are federally funded. In other words, if you receive other federal grants, it cannot be used as match to the GEAR UP TN program.

Match Can Be Counted Only Once

If you have one or more federal grants, you can only count a match contribution once. Additionally, if you partner with another federal program, and provide goods or services jointly, and both programs are collecting match, you must determine which programs get the match – you may split it out and share it, or one program may use it. If you have more than one grant that requires match, you cannot move match from one project to another. Each must be documented separately and the match must be used for the grant to which it was contributed.

Donations and Discounts As Match

Discounts cannot be counted towards match. For example, if you order pizza for a parent meeting and the pizza restaurant gives you the pizzas at 25% off, you cannot count the 25% discount as match. However, if you purchase six pizzas and they give you two free, you can count the two free pizzas' value as match.

Volunteer Services

When members of the community, families, or students volunteer to support GEAR UP TN students and activities, GEAR UP TN recommends using the standard volunteer value set by www.independentsector.org. Per the website, the current rate for Tennessee is \$19.21 per hour, which includes benefits. This would include guest speakers, parent chaperones, cross age tutors, and others.

College Campus Staff and Recruiters

College campus staff, when working with GEAR UP TN students, should document their actual salary with benefits for match purposes. They are assisting you in accordance with their regular job duties, so their normal rate applies.

School Staff Time

- Teacher time outside of their day may be counted as match, when they are engaged in GEAR UP TN activities. This includes planning time for GEAR UP TN activities, including prep time for subs when a teacher is going to be on a field trip.
- Administration (building and district) and classified staff time in support of GEAR UP TN activities always counts as match.
- School Counselor time may be counted as match when engaged in GEAR UP activities, if they are categorized by your district as an administrator, and not as a certificated staff member.
- Substitute pay may count as match, if it is being paid by a non-GEAR UP TN source.

School District Physical Space and Equipment

Use depreciation and cost allowance to value space and equipment. Please refer to the Depreciation and Cost Allowance section from OMB Circular A-87 for additional guidance.

Match Documentation Process

Each month, Collaboratives must submit documentation of their effort to meet the GEAR UP TN matching requirement. Matching documentation must be mailed along with the Reimbursement Request by the 15th of each month. Matching documentation includes three forms: Monthly Match Summary Form, In-Kind Match Form – Goods and Services, In-Kind Match Form – School Staff. A description of each form is provided below:

Monthly Match Summary Form

This form provides an overview of the match for the reporting month. Each line should be supported with an In-Kind Match Form. (See page 99 for a link to the form.)

In-Kind Match Form – Goods and Services

This form should be filled out by any partner or donor providing goods and services as match to a Collaborative's GEAR UP TN grant. The form must be completed and signed. Most matching sources will be documented using this form. (See page 99 for a link to the form.)

In-Kind Match Form – School Staff

This form should be completed by school district staff members who contribute time to the GEAR UP TN project. Please refer to matching guidelines for qualified activities. (See page 99 for a link to the form.)

Section 7:

Communications Guidelines

IN THIS SECTION

- GEAR UP TN Messaging Guidelines
- Style Guide
- Logo Usage Guidelines
- Media Outreach Tools
- Sample Press Release
- Sample Media Advisory
- Kickoff Event Overview
- Newsletter Process and Template

GEAR UP TN Messaging Guidelines

Boilerplate Language

GEAR UP TN provides Tennessee students with a clear path to college. Funded through a seven-year grant from the U.S. Department of Education and administered by the Tennessee Higher Education Commission, GEAR UP TN works with community-based Collaboratives in 15 counties across the state to promote college readiness and success.

Tagline

Higher education: Put your mind to it.

Benefits of GEAR UP TN

GEAR UP TN provides value to Tennessee communities through:

- Academic interventions and focused direct services to students who may not otherwise attend college.
- Recognition of the importance of community support in promoting college access.
- Navigation of the college preparation and application process with students and their families.
- Research to support and identify the most effective college-success services.
- A long-term commitment to sustaining the GEAR UP TN model in local communities.

Messages to Specific Audiences

Parents/Families

- You play a huge role in getting your student to college.
- Attending college is a major investment, but one that will pay off in the long term.
- The college process is complex, but with support, your student can find the right fit.
- GEAR UP TN is here to help you, not just your student, in getting him or her to college.

Policymakers and Community Leaders

- GEAR UP TN is powered by the resources and support in your community.
- Visible community support from leaders is critical to growing the college-going culture in your area.
- The GEAR UP TN model will allow services to continue long after the life of the grant.

General Public

- GEAR UP TN will increase the number of college-bound students in your community.
- Developing a college-going culture requires support from the larger community, not just parents and schools.

Brief Description of GEAR UP TN

GEAR UP TN is a movement in local communities to expand the college-going culture in Tennessee and empower students to succeed.

GEAR UP TN Personality

- Informative
- Approachable
- Invested
- Community-based
- Empowering
- Responsive
- Personable
- Dedicated
- Transparent
- Determined

Students

- College is a real and reachable goal.
- Having a college degree is important for your long-term goals and will pay off.
- Postsecondary education isn't just a bachelor's degree at a four-year institution; community colleges and technical programs provide strong opportunities.
- GEAR UP TN will support you as you navigate the process and help you to make decisions.

School Personnel/Community Partners

- GEAR UP TN relies on your knowledge and expertise to encourage students to attend college.
- College is a realistic goal for every student.
- Four year colleges aren't the only choice; community colleges and technical centers are strong postsecondary options.

GEAR UP TN Style Guide

CollegeforTN.org

CollegeforTN.org is a web-based career and educational planning system with information specific to Tennessee high school students and Tennessee higher education institutions. Refer to CollegeforTN.org. Incorrect: CollegeforTN, CollegeforTennessee, College for TN.

GEAR UP

Use “GEAR UP” in all uppercase letters, omitting “TN” when referring to the Department of Education’s nationwide GEAR UP program or GEAR UP activities that are not specific to Tennessee. “GEAR UP” is entirely in uppercase letters.

GEAR UP TN

Use “GEAR UP TN” when referring to funding for your Collaborative or the GEAR UP program specifically in Tennessee. For example, a Collaborative is a GEAR UP TN Collaborative and you provide services through GEAR UP TN. You may use the term “GEAR UP TN” or you may refer to “Tennessee’s GEAR UP program”. “GEAR UP TN” is entirely in uppercase letters.

GEAR UP TN Central Office

Use “GEAR UP TN central office” when referring to the state-level GEAR UP TN office based out of the Tennessee Higher Education Commission. “Central office” may be used after the first reference. GEAR UP TN is entirely in uppercase letters, while “central office” is not capitalized. Alternately, the central office can be referred to as THEC’s Office of P-16 Initiatives, which would be capitalized, as it is the formal name of the division.

GEAR UP TN Collaborative

A GEAR UP TN Collaborative refers to the collective partnerships within a county that are implementing the local GEAR UP TN program. The first time you refer to the Collaborative in a written document, you should reference a “GEAR UP TN Collaborative” or “[County/District/School] GEAR UP TN Collaborative”. On subsequent references, “Collaborative” is acceptable. “Collaborative” should always be capitalized.

Regional Coordinator

When referring to a specific regional coordinator, his or her title should be listed as “East GEAR UP TN Regional Coordinator” or “West GEAR UP TN Regional Coordinator”. The title should be capitalized when immediately preceding or following the regional coordinator’s full name. Capitalization in other contexts is at your discretion, as long as it is consistent.

Site Coordinator

When referring to a specific site coordinator, his or her title should be listed as “Claiborne County GEAR UP TN Site Coordinator” or “Memphis GEAR UP TN Site Coordinator”. The title should be capitalized when immediately preceding or following the site coordinator’s full name. Capitalization in other contexts is at your discretion, as long as it is consistent.

Tennessee Board of Regents

The Tennessee Board of Regents oversees the state's community colleges, technology centers, and public universities, other than the University of Tennessee. When referring to Tennessee Board of Regents institutions, on first use, use the full name of the institution. For example, Roane State Community College, Tennessee Technology Center at Jackson, or Austin Peay State University. On second use, a commonly used abbreviation or shortened name may be used.

Tennessee Higher Education Commission

The Tennessee Higher Education Commission (THEC) is the state recipient for Tennessee's GEAR UP funds and administers GEAR UP TN. The Tennessee Higher Education Commission is the coordinating board for the Tennessee Board of Regents and the Board of Trustees of the University of Tennessee.

In formal writing, please always use the term "Tennessee Higher Education Commission" or "the Commission" on second reference. "THEC" is acceptable on second reference in conversational writing or informal documents.

University of Tennessee

The University of Tennessee refers to the institution that includes all entities in the UT system. The governing body of the University of Tennessee is the Board of Trustees of the University of Tennessee. When referring to specific institutions, use one of the following: University of Tennessee, Knoxville; the University of Tennessee Health Science Center; the University of Tennessee Space Institute; the University of Tennessee Institute of Agriculture; the University of Tennessee Institute for Public Service; the University of Tennessee at Chattanooga, or the University of Tennessee at Martin.

Acceptable abbreviations include, as appropriate: UT, UT system, UTHSC, UT Knoxville, UTSI, UTIA, UTM, UTC, IPS.

Logo Usage Guidelines



Adopted in December 2012, the new logo for GEAR UP TN is a bolder, cleaner, more modern version of the previous GEAR UP TN logo. The graduation cap with tassel is still the main graphic element, representing scholastic achievement. The arrow at the top corner of the cap represents a positive direction for the future. For purposes of continuity, the same color palette has been retained from the previous version of the logo.



Surrounding Space



The GEAR UP TN logo should always be surrounded by a minimum amount of space. This area ensures that nothing interferes with the graphic interpretation of the logo.

The area of space required is represented above by the pink squares. This area is equivalent to the height of the curved semi-circle of the “P” in GEAR UP.

This area of separation is a minimum and should be increased where possible to create extra space around the logo.

Color Guidelines



The color palette for the GEAR UP TN logo is comprised of three colors and should be used in this way wherever possible. The color breakdown is as follows:

Pantone colors	CMYK	RGB
Green = Pantone 360	Green = 58/0/80/0	Green = 115/193/103
Orange = Pantone 144	Orange = 0/48/100/0	Orange = 248/152/29
Blue = Pantone 287	Blue = 100/68/0/12	Blue = 0/83/155



For black and white applications, the above usages are preferred. Solid black on a white background or solid white when used on a black surface.



For one color applications, the above usages are preferred. Any of the three primary Pantone colors used in the original version of the logo are acceptable on a white background.



Size Restrictions



The smallest recommended usage size for the GEAR UP TN logo is 1.75 inches in width, from the left edge of the “G” to the right edge of the cap. This ensures readability of all type.

Exceptions can be made for printing on small items, such as thumb drives, but please contact the GEAR UP TN central office for assistance in shrinking the logo.

How NOT to Use the Logo



The logo should never be manipulated, stretched, or cropped in any way.



The colors should never be alternated or changed from the original palette.



Take care when placing the logo over an image. It should never obscure the focus of the picture. Make sure that the entire logo can be distinguished very clearly.



The logo should never have drop shadows or other graphic effects added.



Individual Logo Guidelines



The same guidelines outlined for the main GEAR UP TN logo also apply to usage of the individual county logos.

The only difference is in the minimum size. Due to the county name being in a lighter weight typeface, the preferred minimum size is 2 inches in width.

Exceptions can be made for printing on small items, such as thumb drives, but please contact the GEAR UP TN central office for assistance in shrinking the logo.



Media Outreach Toolkit

Reaching out to local media is a wonderful way to increase community awareness of and involvement in your GEAR UP TN Collaborative. GEAR UP TN events are a positive reflection of work happening in your community and inviting the media will shine a spotlight on the work you're doing through the program.

Steps for Reaching out to the Media

1. **Write a press release or media advisory:** Write a brief press release or media advisory for your event or news. Typically, a press release is used for a news story where there isn't a specific event for the media to attend (but many people also use press releases for events). For example, you may want to write a press release about an innovative new partnership that has been established as a result of your GEAR UP TN Collaborative.

In each press release or media advisory, be sure to include contact information, including a name, telephone number, and email address, for your designated media contact. In the body of the press release, make sure you cover the basic questions (when applicable) of: Who? What? Where? When? Why? How? Please see page 83 for a sample press release for College App Week.

A media advisory should be used for a specific event, such as a kickoff. The media advisory will highlight the date, time, and location of the event, as well as providing some background information. Please see page 84 for a sample media advisory for a GEAR UP TN kickoff event.

2. **Distribute the press release:** When you are ready to announce your news event, send out the press release or advisory to the local media. When inviting media to an event, you should try to send the advisory out approximately two weeks prior to the event.

If you email a copy of the press release or advisory, include the text in the body of your email rather than as an attachment. This will help your email avoid spam filters. If you can, send the email from an address linked to a person's name (rather than a general organizational mailbox). An email from kate.derrick@tn.gov is more likely to be read than an email from CollegeforTN@tn.gov.

Tip: If you or someone involved with your Collaborative has a relationship with the media or a specific reporter, have that person reach out and/or follow up. Also try reaching out to reporters who have covered your school(s) previously.

3. **Follow up once you send the advisory:** Once you have sent the press release or advisory, follow up by phone to make sure the newsroom received the advisory. Prepare a small script ahead of time with the most important information. Prepare to be brief on the phone- newsrooms and reporters are usually busy and being prepared when you speak to them will help you keep their attention.
4. **Designate a media point of contact:** Choose someone closely involved with your Collaborative, such as the site coordinator or project director, to be the point person for any members of the media who may want more information about the news release or event.

If you are hosting an event, the media point-of-contact should be prepared to greet anyone from the media who attends the event and direct them to students, faculty, or anyone else willing to be interviewed for a news piece.

5. Follow up the day before any big events: The day before any big events (or the Friday before if you have a Monday event), follow up with your media targets by phone or email to remind them of the event and/or confirm their attendance, and give them contact information for your designated media point of contact.

6. The day of your news release or event: Ensure that your media point of contact is prepared to answer basic questions about your news release, including pertinent information about your GEAR UP TN program, such as the number of students being served, the amount of funding your program received, current college-going rates in your schools and/or district.

If you are hosting an event, make sure parking is available for any media and that your school's front office is aware that media may be arriving.

Make sure you have contact information for any journalists with whom you speak so you have their contact information for future events/announcements and to send a follow-up thank you.

7. Send a thank you: Send thank you notes to members of the media that cover your story and/or attend your event. This will help to maintain a good relationship with your local media outlets.

Sample Press Release

Include your local Collaborative logo.



Note when the release can be made public (typically, it will be for immediate release).

FOR IMMEDIATE RELEASE

For more information, please contact:

Name,

Phone,

E-mail Address

ALWAYS include a press contact.

Your headline should reflect the content and be in capital letters or in bold.

SCHOOL NAME HOSTS COLLEGE APP WEEK

Include a city/state and the date of the release.

CITY, TN (DATE) - In an effort to promote college awareness and access, **Name of Your High School** will participate in College App Week, a statewide initiative sponsored by the Tennessee Higher Education Commission and CollegeforTN.org, on September 30 - October 4.

Your first paragraph should be only one sentence and be both summative and draw the reader into the rest of the release.

The goal of Tennessee College App Week is to provide all Tennessee seniors the opportunity to complete and file college applications with the support of their school. While much of the focus of College App Week is geared toward first-generation college students and students who may not otherwise apply to college, **Name of Your High School** will also offer college-focused activities for freshmen, sophomores, juniors, and seniors who have already applied to college. This is the sixth annual College App Week in Tennessee and the **Insert Number** time it has been held at **Name of Your High School**.

Name of Site Coordinator, College App Week event Site Coordinator for **Name of Your High School**, is expecting more than **Insert Number** seniors to participate with the help of **Insert Number** volunteers from **Insert names of School Faculty/Administration/College/Community Resources that will help**. "College App Week gives our students the opportunity to complete and submit their college applications, all with the support of the local community. The event is a unique opportunity to create a college going culture in **Name of Your County/City/or District**," said **Last Name of Site Coordinator**.

For more information about the **Name of Your High School** College App Week event, please contact **Name of Site Coordinator and contact information**.

Tennessee College Application Week is a statewide event organized by the Tennessee Higher Education Commission and sponsored by CollegeforTN.org, Tennessee's college and career planning web portal. The goal of College App Week is build excitement around the college application process and provide every graduating Tennessee high school senior the opportunity to apply. More information about 2013 College App Week can be found at 2013collegeappweek.eventbrite.com.

At the end of each press release, it is a good idea to include "boilerplate language" or a standard description of your GEAR UP TN Collaborative. You can adapt the GEAR UP TN boilerplate language on page 73 of this guide.

###

This mark lets readers know that this is the end of the press release.

- The body of the release should address the who, what, where, when, why, and how of the news, including a brief explanation of GEAR UP TN.
- Try to include at least one quote from someone who plays a leadership role in the news (for example, a director of schools or the mayor).
- The release should total between 4 and 7 paragraphs and no more than 2 pages.



Sample Media Advisory

Include notice that the document is a media advisory, the title of the event, and the date of the event.

Include your local Collaborative logo.

MEDIA ADVISORY FOR:

[Collaborative Name] GEAR UP TN KICKOFF EVENT
[Date of event]



Give a brief summary in the title of the media advisory

Always include main point of contact.

For more information contact:

[Name, phone number, email address]

[County, city, or district name] 7th Graders and Seniors Celebrate College Access and Success with Local GEAR UP TN Kickoff

[County, city, or district name] will kick off its \$[grant amount] grant to promote college enrollment and graduation through the GEAR UP TN program on [date of event].

Include just 1 - 3 introductory sentences to give context to your event and GEAR UP TN.

[Collaborative name] will serve [number of students] over the next seven years, including the Class of 2018, currently in the 7th grade, and seniors at participating schools in the district. [Include details about your specific event, such as activities. "7th graders from x schools will recite a pledge to attend college and seniors will wear college sweatshirts."]

Using bullet points or a list, include the Who, What, Where, and When of the event.

WHO: [7th graders at [middle schools] and seniors at [high schools]]

WHAT: [Collaborative Name] GEAR UP TN Kickoff Celebration

WHERE: [Location]

WHEN: [Date]

The purpose of GEAR UP TN is to expand the college-going culture in Tennessee and increase the number of students attending and succeeding in postsecondary education. Across Tennessee, GEAR UP TN will serve 7,500 students in the class of 2018 and 5,000 high school seniors each year through 2019.

###

At the end of each media advisory, include "boilerplate language" or a standard description of your GEAR UP TN Collaborative. You can adapt the GEAR UP TN boilerplate language on page 73 of this guide.

This mark lets readers know that this is the end of the press release.

Kickoff Event Overview

Your GEAR UP TN kickoff event is a great way to set the tone for the college-going culture in your local community. For the students, their families, and the educators working on GEAR UP TN, the kickoff event will provide a perfect opportunity to create energy and excitement around the grant program.

In planning your event, we encourage you to do what would work best for your students and your community. Work with your Collaborative team to determine the best time and place for your event and activities that will be most likely to engage your GEAR UP TN students. This kickoff kit will provide you with ideas to help you plan and promote your event, but ultimately, it is an event for your community. The event should reflect your Collaborative's personality and, most importantly, your students.

Scheduling Your Event

Your kickoff event should happen between August and October, in the early months of school year. Determine the best day and time for your event. During Year 1 of GEAR UP TN implementation, sites that held kickoffs during the school day found they had higher student attendance and, in some cases, increased student engagement. You can also choose to schedule a separate evening or weekend event for family members or the larger community.

Finding a Location

When choosing a location, consider a space that will be able to accommodate your GEAR UP TN students and any invited guests. Try to choose a location that will be easy for students to find, includes ample parking for visitors, such as invited guests and members of the media, and that will allow visitors to easily check into the event. This could be a school auditorium or a donated event space at a local business or organization.

Who to Invite

Your GEAR UP TN students, particularly the Class of 2018 cohort, should be in attendance at the event. GEAR UP TN Collaborative partners, including the site coordinator, the project director, principals, and representatives from partner higher education institutions should also plan to attend.

Other guests to invite:

- Families of GEAR UP TN students
- Admissions representatives from local higher education institutions
- Local board of education members
- City council members
- County commissioners
- Tennessee State House Representatives and State Senators representing your Collaborative area*
- United States House of Representative members representing your Collaborative area*
- Local mayor(s)
- Local chamber of commerce
- Local community organizations, such as businesses, nonprofits, and religious organizations
- Former GEAR UP TN students currently in college
- Members of the local media [see page 81 for information on reaching out to the media; see page 84 for a sample media advisory to send to media]

*To get contact information for local state representatives, please contact Kate Derrick at the GEAR UP TN central office at kate.derrick@tn.gov.

Kickoff Event Invitations

When sending your invitations, choose a method that will suit both you and your guests. This may mean emailing invitations, mailing them, or a combination of both. If there are guests that you would particularly like to have attend your event, send a personal follow-up or note with the invitation. This will be a particularly important gesture for elected officials, who receive many invitations and have busy schedules.

If you need help with putting together an electronic invitation, the GEAR UP TN central office can provide you with guidance.

Event Invitation Template



You are invited to attend:

The [Collaborative Name] GEAR UP TN Kickoff

Celebrate the launch of the GEAR UP TN program in our community as we prepare [county/city/community name] students to attend and succeed in college.

[Date]

[Time, including end time]

[Location]

Hosted by the [Collaborative Name] GEAR UP TN Collaborative:

[Partner Names]

Please contact [name, phone number, email] with any questions.



Kickoff Event Activity Ideas

Choose a structure for your kickoff event that will work best for you, your students, and the guests you invite. We ask that you do include a brief explanation of GEAR UP TN and the services that will be offered to students.

Other activity ideas for your GEAR UP TN kickoff:

- Invite a speaker, such as a motivational speaker or an alumnus of the school or GEAR UP TN program to speak at the event.
- Play Governor Haslam's video (accessible here: <https://vimeo.com/53420457>)*
- Ask communications students at your high school or at a local university to make a short video about going to college or about GEAR UP TN in your community. For an example, check out this video from the Robertson County GEAR UP TN kickoff: <https://vimeo.com/52246630>
- Have the cohort students write and perform a song about GEAR UP TN or going to college.
- Have GEAR UP TN partners, including the site coordinator, the project director, principals, school counselors, community partners, and more, introduce themselves and announce where they went to college.
- Ask faculty members and other guests to wear college gear from the schools from which they graduated.
- Prior to the event, have the cohort students write brief essays about what college means to them. Choose one or a few students to read their essays at the kickoff.
- Write a GEAR UP TN college pledge for your students to recite at the event.

*To get a copy of Governor Haslam's video in another format, please contact Kate Derrick at kate.derrick@tn.gov.



Anderson County Year 1 Kickoff



Memphis Year 1 Kickoff



Grainger County Year 1 Kickoff



Bradley County Year 1 Kickoff

GEAR UP TN Newsletter Process and Template

Purpose

The purpose of the newsletter is to reach each of your GEAR UP TN students with news and helpful information about the program and your local events/activities. The newsletter should supplement other services provided by your GEAR UP TN Collaborative.

The newsletter counts as a service provided to students and should be marked as a service in Compass.

Audience

The newsletter should be aimed at your GEAR UP TN cohort and seniors and/or their families. We encourage you to create separate newsletters for your cohort and your seniors, as tips and events will likely differ for the two audiences; however, this is not a requirement in Year 2.

Content

The newsletter should be 1-2 pages in length. Content should focus on building college aspiration among GEAR UP TN students. Additional topics may include student success strategies; parent involvement and support; upcoming GEAR UP TN events and dates; highlights of recent events or successes; information about a specific major, career area, or higher education institution; or other relevant college-going topics.

The GEAR UP TN central office will provide at least one article for use in the newsletters by September 1 and January 1.

Distribution

You can either mail, email, or pass out hard copies of newsletters, however newsletters given or emailed to students will only count as a student service, not a student and parent service. Newsletters emailed to parent's email addresses can be counted as a parent service. Newsletters mailed home (i.e., sent with report cards) can be counted as both a student and parent service. We highly encourage you to consider mailing the newsletters home to increase the services available to both students and parents.

Frequency

The newsletters should be sent at least once per semester, totaling at least two newsletters for Year 2.

Template

The GEAR UP TN central office has developed a newsletter template using Microsoft Publisher that you are encouraged to use for your newsletter. The template may be found here:

http://state.tn.us/thec/Divisions/GEARUP/pdf/sitecoord/aug2013/GearUpTN_REV.pub

Approval Process

Please send a copy of your newsletter to your regional coordinator and to Kate Derrick (kate.derrick@tn.gov) at least one week prior to printing or finalizing.

If you need any help with the newsletter design or suggestions for content, please do not hesitate to contact your regional coordinator or Kate Derrick (kate.derrick@tn.gov).

Section 8:

Additional Forms and Resources

IN THIS SECTION

- Promising Professional Practices from GEAR UP TN Year 1
- 3 Step Reporting Process
- Activity Sign-in Sheets
- Activity Evaluation Sheets
- All Additional GEAR UP TN Forms
- Summary of GEAR UP TN Forms

Promising Professional Practices from GEAR UP TN Year 1

“Show up early. Really early. Nothing impresses a middle school principal more than to see the site coordinator on the sidewalk talking to kids before the doors of the school have been opened for the day.”
Hoppy Merryman, Anderson County

“My best practice occurred during the all-day College For TN workshop. I successfully got 100% of the 2018 Cohort on the website to create their account. In order to make it easier on myself and the students to remember their username, they each had a uniform style name that included their initials, county name, and their year of graduation (for example: jcsas18). Doing the usernames like this will make it easier to remember in the long run, and students will have less troubles accessing the website.” **Stephanie Shores, Johnson County**

“The LHS Counselors, administrators, Ayers Foundation, and GEAR UP staff worked together to create several ‘Google Docs’ spreadsheets that can be shared and immediately updated by all who are given access to them. This allows for previous conversations with students/parents to be reviewed and noted by others in the office who may also be speaking with that student or parent. Additionally, it allows administrators to view activity of the offices in their school(s) and make feedback on progress, changes, etc.” **Jason Rushing, Henderson County**

“The financial aid workshop was awesome! I put it in the paper the Wednesday before the event and students and PARENTS came. I had lots of help from the Ayers CACG Mentor and the high school counselor.” **Mary Lauren Garner, Wayne County**

“Each senior was given a packet with a list of needed documentation and all the important information concerning the FAFSA event. Our principal, Dr. Grimes, made an automated call reminding all parents of the event. Even though this was our first ever, we felt it was successful and parents were appreciative.”
Rebecca Roberson, Robertson County

“For the first time, Haywood Co. Schools had its first ESL Parent Night on April 9. The attendance was good overall for grades k-12, but I see that GEAR UP must put out flyers for the next ESL night to raise attendance of cohort students and parents. We had two volunteers who translated for the parents, teachers, GEAR UP, and REDI.” **Jackie Whitten, Haywood County**

To share more of your best practices and successes with the GEAR UP TN central office, continue to submit your success stories in your monthly CAR.

3 STEP REPORTING PROCESS

3 Step Reporting Process

STEP 1: PLANNING & NOTIFICATION →

Due: Monthly by the 15th

Notification on activities taking place from the 1st through the last day of the following month

You are required to inform the central office of next month's activities occurring in your Collaborative's schools, outside of recurring activities such as tutoring, mentoring, and academic enrichment. Here's how:

A) Finalize your GEAR UP TN event calendar for the following month. Iron out the details of your events, such as the cost, including any transportation and meal costs, and identify the individual responsible for coordinating the event. Think through the logistics, including the event's time, location, presentations, speakers, and target audience.

B) **Complete the Monthly Activity Report (MAP) by the 15th** for activities in the following month. For example, a report due October 15th will include the services occurring November 1-30.

MAP: a monthly planning tool that informs the central office of upcoming activities and serves as an update to your annual work plan. Complete this form for any non-recurring student, family, educator, or community event that you have planned in the following month.

C) Submit your MAP, using survey monkey, for review and approval by your regional coordinator.

If you wish to hold an event and the deadline to submit the MAP has passed. Complete an Event Approval Form and submit to your Regional Coordinator for approval. The central office will determine whether or not to approve the event.

REMEMBER: Keep your sign-in sheets. Be sure to keep your hard copy documentation to back up services entered in the data system. This not only keeps your grant audit-ready, but can help you log the exact time students participated in recurring services, such as tutoring, when students tend to stay for differing lengths of time.

STEP 2: DATA COLLECTION →

Always collect data at GEAR UP TN Activities, including log-ins for tutoring.

The Site Coordinator is responsible for ensuring data is collected for all GEAR UP TN activities, including recurring services, such as tutoring, even if he/she is not present. Here's how to collect all the data needed to meet federal requirements:

A) Decide which data collection forms to use for your event. At a minimum, you are required to document attendance, date, and duration of every service. You can provide documentation by using one or more of the available Activity Sign-In Sheets:

Student & Parent Activity Sign-In

Use this form for any event or activity at which only students, or students + parents/guardians are present.

OR

Parent Activity Sign-In

Use this only at events or activities where parents/guardians are present, but students are NOT.

OR

Professional Development Sign-In

Use this to document participation during Educator Professional Development programs or services.

OR

Tutoring/Mentoring Log

Use this form to document participation in recurring services.

B) Decide if you would like to administer an event survey. Surveys are not required, but suggested for college visits and professional development.

C) If the activity sign-in sheets provided are not conducive to collecting data for a specific event, such as a large assembly, please call the central office and we will develop a custom Sign-In for your event.

STEP 3: DATA SUBMISSION →

Always collect data at GEAR UP TN Activities, including log-ins for tutoring.

Due: Monthly by the 15th

Reporting on activities taking place from the 1st through the last day of the prior month

A) GEAR UP TN service participation data must be entered into the data system every week. The more often you enter services the less overwhelming it will feel. Keep all hard copy documentation in your GEAR UP TN Documentation Notebook to keep your grant as period checks will be performed.

B) The Site Coordinator is required to enter all data from the previous month and print the **Completed Activity Report (CAR) by the 15th** from the Compass data system. For example, a report due October 15th will cover services provided September 1-30.

CAR: a report pulled from the data system detailing activities from the previous month. The CAR allows the central office to verify that activities planned in the MAP were entered in the data system and align with reimbursement requests.

C) Send the report to the GEAR UP TN central office by the 15th for review and signature.

D) Your Collaborative will be reimbursed by the central office after the central office has verified the accuracy and completeness of data entry by ensuring the alignment between completed activities according to the previously submitted MAP.

The CAR allows the central office to verify that the previous month's activities were entered in the data system and align with the funds requested for reimbursement.

GEAR UP TN Student and Parent Activity Sign-in Sheets

Instructions

Use this sheet to record activity details and participation. Please note: there are several different sign-in sheets. Be sure to choose the correct sign-in form based on the type of activity and the type of participants. Check the notations located at the top of each form to be sure you are using the correct sign-in form for each activity. For example, some forms are designed for activities where only parents are present. Others are designed for only educators. Some are designed for both parents and students (etc.).

Use one sheet indicating total hours per day if you are hosting a non-recurring activity (such as a welcome back event) and ALL of your information (participants, time, and activity) remains consistent through that day.

Use a new sheet if you host different activities or if different students attend a recurring event each day.

Please attach any supporting material to this sheet, including: lesson plan; agenda; promotional materials; student activity evaluations; parent/guardian activity evaluations; and the activity report from Compass.

Definitions/Notes

GEAR UP TN “Students” include:

All GEAR UP TN cohort students or all 12th grade students at participating GEAR UP TN schools.

GEAR UP TN “Guardians” include:

Parents/Guardians of all students in the cohort or 12th grade at participating GEAR UP TN schools.

Non-GEAR UP TN participants should NOT sign in.

Non-GEAR UP TN participants include: students, family members, and guardians who are not participants or affiliates of the GEAR UP TN cohort, but receive or participate in GEAR UP TN services and activities.

NOTE:

These sign-in sheets are also available in Excel form here, under the “For Site Coordinators” tab:
<http://state.tn.us/thec/Divisions/GEARUP/GEARUP.html>

Activity Sign-in Sheet

GEAR UP TN funding source Other funding source

Collaborative: _____ School: _____ Activity: _____ <i>Limit one activity per sign-in sheet</i> Provider of Service: _____ Student Service Category: _____ Parent Service Category: _____	Start Time: _____ End Time: _____ Total # of Activity Hours: _____ <i>(per participant)</i> Date: _____
--	---

WRITE FULL NAME AND GRADE *GEAR UP TN students AND parents need to sign in. If multiple parents/guardians are present, please include all names.*

	Parent/Guardian Name	Student Name	Student Grade
Ex.	Sarah Ann Doe	Michael Doe	12th
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____
10.	_____	_____	_____
11.	_____	_____	_____
12.	_____	_____	_____
13.	_____	_____	_____
14.	_____	_____	_____
15.	_____	_____	_____

Site Coordinator: _____ Compass Data Entry Date: _____

Regional Coord. Initials: _____ Reg. Coord. Review Date: _____



GEAR UP TN Student Activity Sign-in Sheet

USE AT EVENTS FOR: STUDENTS ONLY

GEAR UP TN funding source Other funding source

Collaborative: _____
School: _____
Activity: _____
Limit one activity per sign-in sheet
Provider of Service: _____
Compass Service Category: _____

Start Time: _____
End Time: _____
Total # of Activity Hours: _____
(per participant)
Date: _____

WRITE FULL NAME AND GRADE *Only GEAR UP TN students need to sign in.*

Student Name	Grade
Ex. Sarah Ann Doe	11th
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____
11. _____	_____
12. _____	_____
13. _____	_____
14. _____	_____
15. _____	_____

Site Coordinator: _____ Compass Data Entry Date: _____

Regional Coord. Initials: _____ Reg. Coord. Review Date: _____



GEAR UP TN Parent/Guardian Activity Sign-in Sheet

USE AT EVENTS FOR: PARENT/GUARDIANS ONLY

GEAR UP TN funding source Other funding source

Collaborative: _____
School: _____
Activity: _____
Limit one activity per sign-in sheet
Provider of Service: _____
Compass Service Category: _____

Start Time: _____
End Time: _____
Total # of Activity Hours: _____
(per participant)
Date: _____

WRITE YOUR NAME AND YOUR GEAR UP TN STUDENT'S NAME AND GRADE LEVEL. *Only parents GEAR UP TN students need to sign in.*

Name	I am the parent/legal guardian of	My student's grade is:
Ex. Sarah Doe	James Doe	12th
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____
11. _____	_____	_____
12. _____	_____	_____
13. _____	_____	_____
14. _____	_____	_____
15. _____	_____	_____

Site Coordinator: _____ Compass Data Entry Date: _____

Regional Coord. Initials: _____ Reg. Coord. Review Date: _____

Design courtesy of West Virginia GEAR UP



GEAR UP TN Sponsored Professional Development

USE AT EVENTS FOR: EDUCATORS

Activity Sign-in Sheet

GEAR UP TN funding source Other funding source
Complete this form EVERY DAY of a professional development service.

Name of PD: _____
Location: _____
Provider of Service: _____
Presenter: _____
and description if necessary
PD Service Category: _____

PD Start Time: _____
End Time: _____
Total # of Activity Hours (per participant): _____
Date: _____

PRINT NAME, SCHOOL NAME, POSITION/GRADE YOU TEACH, AND EMPLOYEE ID #

Name	School Name	Position/Grade	Employee ID #
Ex. Sarah Ann Doe	Tennessee High School	English 12th	901-42-302
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			

Site Coordinator: _____ Compass Data Entry Date: _____

Regional Coord. Initials: _____ Reg. Coord. Review Date: _____

Student Activity Evaluation

Purpose: The Federal Government requires us to survey students in the GEAR UP program on a regular basis to help us understand how the program is working, and to help us improve our efforts. Please answer the following questions, so we may better serve our GEAR UP TN students and families.

Event: _____

Date: _____ **Location:** _____

Circle one: I have / I have NOT completed the survey before

Type of event: (Circle all that apply)

Mentoring Counseling/Advising College Visit Job Site Visit Field Trip Family Activities/Events

College Planning/Financial Aid Workshop Cultural Activities Other _____

How would you rate this event? (Circle one)

Very helpful Somewhat helpful Average Barely helpful Not at all helpful

Comments: _____

Please answer ALL of the following questions:

1. What is your current grade level? (Circle one.)

- Grade 6 Grade 10
- Grade 7 Grade 11
- Grade 8 Grade 12
- Grade 9 Other

4. What is the highest level of education that you expect to obtain? (Circle one.)

- High school or less
- Some college but less than a 4-year degree
- 4-year college degree or higher

2. Has anyone from your school or GEAR UP TN ever spoken with you about college entrance requirements? (Circle one.)

Yes No

5. Do you think you could afford to attend a public 4-year college using financial aid, scholarships, and your family's resources? (Circle one.)

- Definitely Probably Not
- Probably Definitely Not
- Not Sure

3. Has anyone from your school or GEAR UP TN ever spoken with you about the availability of financial aid to help you pay for college? (Circle one.)

Yes No

Parent/Guardian Activity Evaluation

Purpose: The Federal Government requires us to survey students in the GEAR UP program on a regular basis to help us understand how the program is working, and to help us improve our efforts. Please answer the following questions, so we may better serve our GEAR UP TN students and families.

Event: _____

Date: _____ **Location:** _____

Type of event: (Circle all that apply)

Counseling/Advising College Visit Job Site Visit Field Trip Family Activities/Events

College Planning/Financial Aid Workshop Other _____

Circle one: I have / I have NOT completed the survey before

How would you rate this event? (Circle one)

Very helpful Somewhat helpful Average Barely helpful Not at all helpful

Comments: _____

Please answer ALL of the following questions:

1. Has anyone from your student's school or GEAR UP TN ever spoken with you about college entrance requirements? (Circle one.)

Yes No

2. Has anyone from your student's school or GEAR UP TN ever spoken with you about the availability of financial aid to help your student pay for college? (Circle one.)

Yes No

3. Have you talked with your child about attending college? (Circle one.)

Yes No

4. What is the highest level of education that you think your child will achieve? (Circle one.)

High school or less

Some college but less than a 4-year degree

4-year college degree or higher

5. Do you think your student could afford to attend a public 4-year college using financial aid, scholarships, and your family's resources? (Circle one.)

Definitely Probably Not

Probably Definitely Not

Not Sure

All Additional GEAR UP TN Forms

To ensure that forms are up to date and in an easily usable format, all forms are now available online. Please visit the following URLs to directly download Excel files.

You can link to each individual file below or access them all on the THEC website, under the “For GEAR UP TN Site Coordinators” tab: <http://state.tn.us/thec/Divisions/GEARUP/GEARUP.html>

Request for Reimbursement/Expenditure Detail Form

<http://state.tn.us/thec/Divisions/GEARUP/pdf/sitecoord/aug2013/ExpenditureDetail-ReimbursementRequestForm.xlsx>

\$1,000 or Above Purchase Request

http://state.tn.us/thec/Divisions/GEARUP/pdf/sitecoord/aug2013/1000orAbovePurchaseRequest_+5000.xlsx

Monthly Match Summary Form

<http://state.tn.us/thec/Divisions/GEARUP/pdf/sitecoord/aug2013/MonthlyMatchSummary.xlsx>

In-Kind Match Form: Goods and Services

<http://state.tn.us/thec/Divisions/GEARUP/pdf/sitecoord/aug2013/InKindMatch-GoodsServices.xlsx>

In-Kind Match Form: School Staff

<http://state.tn.us/thec/Divisions/GEARUP/pdf/sitecoord/aug2013/InKindMatch-Staff.xlsx>

T-Shirt Approval

<http://state.tn.us/thec/Divisions/GEARUP/pdf/sitecoord/aug2013/T-ShirtApproval.xlsx>

Media Release for Students

<http://state.tn.us/thec/Divisions/GEARUP/pdf/sitecoord/aug2013/MediaUseForm.xlsx>

Budget Revision Form

<http://state.tn.us/thec/Divisions/GEARUP/pdf/sitecoord/aug2013/BudgetRevisionForm.xlsx>

GEAR UP TN Forms Summary

Form	Purpose	Submit to	How to Submit It	How often	More info
Request for Reimbursement	To detail all expenditures and request reimbursements	Melinda Dunn (melinda.dunn@tn.gov) and your regional coordinator	Via email; all documents, including supporting documentation, must be included in one email	By the 15th of each month	p. 62
\$1000 or Above Purchase Request	To gain prior approval for any purchase, invoice, event, or activity that will cost \$1000 or above	Your regional coordinator	Via email, with your MAP	With your MAP by the 15th of each month	p. 62
Monthly Match Summary	To document your total monthly match in one place	Melinda Dunn (melinda.dunn@tn.gov) and your regional coordinator	Via email, with your reimbursement request	By the 15th of each month	p. 71
In-Kind Match - Goods and Services	To provide documentation of in-kind donations and services that count as match	Melinda Dunn (melinda.dunn@tn.gov) and your regional coordinator	Via email, with your monthly match summary and your reimbursement request	By the 15th of each month	p. 71
In-Kind Match-Staff	To provide documentation of in-kind donation of staff time	Melinda Dunn (melinda.dunn@tn.gov) and your regional coordinator	Via email, with your monthly match summary and your reimbursement request	By the 15th of each month	p. 71
T-Shirt Approval Form	For all design and spending approval on t-shirts with the GEAR UP TN logo and using GEAR UP funds	Kate Derrick (kate.derrick@tn.gov) and your regional coordinator	Via email (Typically, this will also involve a \$1000 or above purchase request.)	As needed	n/a
Media Use Permission Form	To ensure parents and students provide permission for student images to be used on GEAR UP TN publications, online communications, and other communications materials	Keep in your files	If requested, via email	As needed	n/a
Budget Revision Form	To make any changes to the budget submitted with your annual work plan	Your regional coordinator	Via email	As needed	p. 64
Activity Sign-In Sheet(s)	To track attendance at events and activities for data collection	Keep in your files	Enter the data into Compass	Activities must be entered into Compass prior to submission of the CAR	p. 43 p. 91 p. 92
Monthly Activity Plan	To plan the events and activities of the upcoming month and ensure you are meeting the plans set out in your annual work plan	Your regional coordinator	Via email	By the 15th of the month prior	p. 21
Completed Activity Report	To track the work completed in the preceding month, as laid out in your MAP, and to ensure all data is entered into Compass	Your regional coordinator	Via email and through Compass data entry	By the 15th of the following month	p. 28