

WV GEAR UP WORKPLAN

GRANT YEAR 2: September 25, 2022 – September 24, 2023



SURVEY, RESEARCH & DATA

Borman Activity

September 2022

Target: 8th Grade Students

Student and Parent Surveys

Surveying 8th Grade Students, their Parents and Postsecondary Students

November 2022 - January 2023

Target: 80% Student | 50% Parent

Interviews and Focus Groups

March – April 2023

Target: Students (Select Schools)

Borman Post-Test

April – May 2023

Target: 8th Grade Students

School Personnel Surveys

Surveying 7th – 12th Grade Educators and Staff

May 2023

Target: 60% Response Rate



EVENT REGISTRATION

Required for all workplan activities. Regional PD's must approve all non-recurring events by email.

Event registration should be submitted two weeks in advance.



DATA COLLECTION

Activity Backup Documentation

All GEAR UP events and activities must be supported by backup documentation.

Due by the 15th of the following month



REQUIRED ADMINISTRATIVE MEETINGS

WV GEAR UP Grant Program Meetings

September 15, 2022 (Year 1 Workplan)

November 10, 2022 | January 12, 2023 | March 9, 2023 | April 27, 2023

WV Student Success Summit

July 2023 | Team of 4

Year 3 Budget Planning Meeting

August 1, 2023

Grant Administration Meetings

TBD



NATIONAL GEAR UP WEEK

Celebrate National GEAR UP Week

September 26-30, 2022



CLASSROOM ENHANCEMENTS

Technology Enhancements

Ordered by October 15th, Installed by December 1



WV GEAR UP WORKPLAN: CLASS OF 2027 & 2028 COHORTS

MINIMUM REQUIRED ACTIVITIES	COHORT(S)	CENTRAL OFFICE COORDINATION	HOSPITALITY	MATERIALS AND SUPPLIES	COMPLETION DEADLINE	COMMENTS AND WORKPLAN CLARIFICATION
WV GEAR UP Full School Launch Event (Funding from Year 1 Budget)	Cohort 1 Cohort 2		●	●	September 24, 2022	Host a full welcome to GEAR UP launch event for students, parents, and families. Event must include information about the federally funded GEAR UP grant and services for the 2022-23 academic year, as well as college planning resources. Site Coordinators are asked to utilize the WV GEAR UP launch toolkit developed by the central office. Resources in the form of informational hand-outs are also available.
Student Leadership Academy	Cohort 1 Cohort 2	●		●	September 2022	WV GEAR UP's central office team will coordinate the 2022 Student Leadership Academy held in Charleston, WV at the Clay Center for the Arts and Sciences (lunch provided). Site Coordinators are asked to register and bring 50 students. Students from cohort 1 and cohort 2 are eligible to attend, however, 50 is the maximum number. Schools will budget for one bus and substitutes from their county grant agreement.
College Application and Exploration Week	Cohort 1 Cohort 2		●	●	October 31 - November 4, 2022	Cohort activities MUST include computer lab time for students to explore colleges and careers, and college planning resources. Site coordinators must register their school as a participant in CAEW. Toolkits full of CAEW resources will be provided to staff. Site coordinators are encouraged to scale this event as part of a school-wide effort involving educators and other staff.
In-State College Campus Visit	Cohort 1 Cohort 2		●	●	May 1, 2023	Site coordinators are encouraged to plan an in-person college visit if possible. Cohort site coordinators are highly encouraged to couple this trip with other activities such as a job-site visit when possible. Additional college visits will be considered as funds allow. In unique circumstances due to geographical location, out-of-state college trips may be considered if they do not include overnight stays.
Faculty Senate Presentation				●	December 15, 2022	Site coordinators will present to faculty and staff to ensure they are aware of the goals and services of the WV GEAR UP grant. Additionally, faculty and staff will be made aware of opportunities available for them to assist and participate in WV GEAR UP events and activities as addressed during the annual personnel survey.
Parent/Guardian Initiatives	Cohort 1	●		●	November 2022	The WV GEAR UP grant includes the creation of the Parent Leadership team to build capacity for the mission of GEAR UP. In year 2 of the grant, site coordinators will identify parents from their respective school to participate in Parent/Guardian initiatives. The WV GEAR UP central office will coordinate the parent/guardian leadership initiatives. This effort will coincide with the parent engagement component of the grant.
Financial Literacy Program	Cohort 2		●	●	March 1, 2023	Provide financial literacy information to students and parents. Event may take place in coordination with other school events. Examples: host the Get a Life Program in conjunction with the WV Treasurer's Office (official WV GEAR UP partner), utilize the MakeCentsWV.org resources, or host an event with a guest speaker. Cohort 1 may be invited to participate with cohort 2.
CFWV Account Creation	Cohort 2			●	December 1, 2022	Site coordinators will work with students to create their account on CFWV.com, the state's one stop shop for planning, applying, and paying for college. During this in-class workshop, students should create their CFWV account and be provided information about the fundamentals of the site. Topics to be covered must include: an interest inventory, career pathways, and an introduction to financial aid and scholarships.
Student Success Society Programming	Cohort 1	●		●	TBD	In fall 2022 we will launch Student Success Society programming. In year 2 of the grant the Student Success Society members will be identified and selected to participate in SEL programming coordinated by the central office. A minimum of two programs for both the fall and spring terms will be coordinated. Site coordinators will coordinate the participation among SSS members in these events.
Transition to High School Family Event	Cohort 1		●	●	May 15, 2023	Site coordinators will work with the Coordinator of Transition and First Year Programs to develop one event focusing on educating students and parents about successful transition from middle to high school. Topics to be covered must include: the importance of grades and academic credits, goal setting, career pathways, and an introduction to financial aid and scholarships at minimum.
GEAR UP U Summer Academy	Cohort 1 Cohort 2	●	●	●	June 21-24, 2023	Hosted by Southwestern Region Program Director at Marshall University. The GEAR UP U Application process will launch during the staff meeting in January 2023. The GUU application deadline will be announced at that time. Additional information about number of participants per school, the registration/enrollment process, transportation, and much more will be provided.
Academic Enrichment: See Below						
STEM/Pre-Algebra Support Program	Cohort 1			●	October 2022 - May 2023	Funding has made it possible for WV GEAR UP to work with one of our official partners, Texas Instruments, to purchase technology bundles for grade 8 math classrooms. Math teachers who received TI professional development will utilize the equipment in their respective classroom. Tracking the usage of classroom-wide activities is required. A minimum of 4 class periods dedicated to the equipment each term is required.
Academic Enrichment: Online Tutoring 24/7 Access to Support	Cohort 1 Cohort 2	●		●	Ongoing	WV GEAR UP will provide 24/7 online tutoring access through a third party vendor. Students will have access to utilize the tutoring during school, after school, and on the weekends. Site coordinators will encourage the usage of the tutoring services for those in need of additional support. A minimum target of 10% of GEAR UP cohort students utilizing the services is required. GEAR UP central office will track on the back-end.

Note: All non-recurring (academic enrichment) events/activities are required to be approved by the regional program director through the event notification form. No event may take place unless it has been approved by the RPD. Event notifications should be submitted two weeks in advance when possible.

Note: Food expenditures not to exceed \$10/head for school-level events.

Approved by: Federal Program Officer, ,U.S. Department of Education on June 2022.



WV GEAR UP WORKPLAN: CLASS OF 2023 PRIORITY GROUP

MINIMUM REQUIRED ACTIVITIES	GROUP	CENTRAL OFFICE COORDINATION	HOSPITALITY	MATERIALS AND SUPPLIES	COMPLETION DEADLINE	COMMENTS AND WORKPLAN CLARIFICATION
WV GEAR UP Full School Launch Event (Funding from Year 1 Budget)	Priority		●	●	September 24, 2022	Host a full welcome to GEAR UP launch event for students, parents, and families. Event must include information about the federally funded GEAR UP grant and services for the 2022-23 academic year, as well as college planning resources. Site Coordinators are asked to utilize the WV GEAR UP launch toolkit developed by the central office. Resources in the form of informational hand-outs are also available.
CFWV Txt 4 Success Opt-In (Target 75% of Senior Class)	Priority	●		●	September 2022	WV GEAR UP and College for WV provides college access and success counseling via text message. Provide all priority students and parents the opportunity to sign up for text messages through an organized in-school event/activity where students have access to a computer. Each school's goal is a minimum of 75% of senior class enrollment.
College Application and Exploration Week	Priority		●	●	October 31 - November 4, 2022	Priority group activities MUST include computer lab time for students to submit college applications. Site coordinators must register their school as a participant in CAEW and encouraged to scale this event as part of a school-wide effort involving other staff. All students are encouraged to participate and 60% of seniors are required to submit at least 2 college applications.
In-State College Campus Visit	Priority		●	●	December 15, 2022	Site coordinators are encouraged to plan an in-person college visit if possible. Priority group site coordinators are highly encouraged to couple this trip with other activities such as a job-site visit when possible. Additional college visits will be considered as funds allow. In unique circumstances due to geographical location, out-of-state college trips may be considered if they do not include overnight stays.
Faculty Senate Presentation				●	December 15, 2022	Site coordinators will present to faculty and staff to ensure they are aware of the goals and services of the WV GEAR UP grant. Additionally, faculty and staff will be made aware of opportunities available for them to assist and participate in WV GEAR UP events and activities as addressed during the annual personnel survey.
FAFSA Completion Workshops (Minimum of 2 Workshops)	Priority	●		●	March 1, 2023 April 15, 2023	Host a minimum of two separate FAFSA completion workshops designed to help students and parents complete the Free Application for Federal Student Aid. Efforts should be made to meet the statewide FAFSA completion goal. Events may NOT take place prior to October 1, 2022.
State Financial Aid and Scholarship Workshop	Priority		●	●	March 1, 2023	Coordinate a state financial aid and scholarship workshop designed to help students and parents apply for the PROMISE Scholarship, WV Invests Grant and other grants and scholarships. Events may NOT take place prior to October 1, 2022.
Transition and College Readiness Family Event	Priority		●	●	May 15, 2023	Site coordinators will work with the Coordinator of Transition and First Year Programs to develop one event focusing on educating students and parents about successful transition from high school to postsecondary. Event must be associated with an activity that addresses the transition to college and first-year experience topic to help prepare priority students for matriculation.
College Decision Day	Priority	●	●	●	June 1, 2023	Site coordinators will host one College Decision Day event focused on honoring students who plan to pursue postsecondary education and training. The event must provide transition and college readiness materials to families. Site coordinators must register for the College Decision Day event as it is part of a statewide initiative. Site coordinators are strongly encouraged to invite GEAR UP parents and other students to witness the event.
Academic Enrichment: See Below						
Dual Credit Courses	Priority				September 2022 - May 2023	GEAR UP funds may be used to cover the cost of Dual credit courses with a preference given to Math and English. Courses must be included on the 2022-23 General Studies and Course Equivalency Transfer Agreement to be covered by GEAR UP funds.
Academic Enrichment: Online Tutoring 24/7 Access to Support	Priority	●			Ongoing	WV GEAR UP will provide 24/7 online tutoring access through a third party vendor. Students will have access to utilize the tutoring during school, after school, and on the weekends. Site coordinators will encourage the usage of the tutoring services for those in need of additional support. The GEAR UP central office will track on the back-end.

Note: All non-recurring (academic enrichment) events/activities are required to be approved by the regional program director through the event notification form. No event may take place unless it has been approved by the RPD. Event notifications should be submitted two weeks in advance when possible.

Note: Food expenditures not to exceed \$10/head for school-level events.

Approved by: Federal Program Officer, _____, U.S. Department of Education on June 2022.