

July 22, 2025

WEST VIRGINIA GEAR UP
PROGRAM STAFF MEETING
AGENDA

- I. Welcome and Updates10:00 am**
Jason Luyster, Senior Director of Student Affairs
- II. Celebrating Year 4 Successes.....10:15 am**
Chelsea Stickelman, College Access and Success Program Director
- III. State Level Financial Aid Update.....10:30 am**
Brian Weingart, Senior Director of Financial Aid
- IV. GEAR UP Year 5 Overview and Workplans.....11:15 am**
Mallory Carpenter, Assistant Director of WV GEAR UP
- V. Communications Update.....11:35 am**
Emily Hammond, Assistant Director of Communications and Outreach
- VI. Data Collection Process and Timelines.....11:45 am**
Lesli Taylor, Assistant Director of Research and Evaluation
- VII. Year 5 Site Coordinator Contracts.....11:55 am**
Joanne Rutherford, Coordinator of Fiscal and Administrative Services
- VIII. Lunch12:00 pm**
- IX. FAFSA All-Stars Recognition.....12:40 pm**
Lesli Taylor, Assistant Director of Research and Evaluation
- X. Classroom Enhancement/Technology Bundle Showcase.....12:50 pm**
Texas Instruments, Vernier, ClassVR, and VEX Robotics
- XI. Mentor Summit and Student Success Societies.....2:00 pm**
Janine Coutu, College Access and Success Program Director
- XII. HEROs Workplan.....2:15 pm**
Chelsea Stickelman, College Access and Success Program Director
- XIII. Student Voice Forum.....2:30 pm**
Mallory Carpenter, Assistant Director of WV GEAR UP
- XIV. Regional Breakout – Year 5 Workplan Discussion.....2:45 pm**
College Access and Success Program Directors
- XV. Meeting Adjournment.....3:00 pm**



Save the Dates

West Virginia GEAR UP Program Staff Meetings

Thursday, September 11, 2025, 9:30 – 3:30pm, James C. Wilson University Union at West Virginia State University

Thursday, November 6, 2025, 9:30 - 3:30 pm, David Hendrickson Conference Center, South Charleston, WV

Thursday, January 8, 2026, 1:00 - 3:00 pm, Virtual Meeting via Teams

Tuesday, March 10, 2026, 9:30 - 3:30 pm, David Hendrickson Conference Center, South Charleston, WV

Thursday, May 7, 2026, 9:30 - 3:30 pm, David Hendrickson Conference Center, South Charleston, WV

July 2026 (Date TBD)

September 2026 (Date TBD)

West Virginia GEAR UP Events

WV GEAR UP Fiscal Year 5 Budget Webinar, Monday August 4, 2025 at 3:30 PM

National GEAR UP Week, September 22-26, 2025

Student Voice Forum, Tuesday, November 18 and Wednesday, November 19, 2025, Charleston Convention Center, Charleston, WV

Mentor Summit, Wednesday, October 1, 2025, David Hendrickson Conference Center, South Charleston, WV

Career Academy, Wednesday, April 29, 2026, Charleston Convention Center, Charleston, WV

GEAR UP U at Glenville State University, June 23 – 27, 2026, Glenville, WV (application will open in January 2026)

Student Success Summit, Dates TBD – July 2026, Charleston Convention Center, Charleston, WV



Other Important Dates

Promise Scholarship Application Opens, *October 1, 2025*

FAFSA Application Opens, *October 1, 2025*

College Application & Exploration Week, *October 27 – 31, 2025*

Celebrating First Generation Day, *November 8, 2025 (celebrations will be happening the entire week leading into it since it falls on Saturday)*



WV GEAR UP Program Meeting

Tuesday, July 22, 2025





Welcome and Program Updates

Jason Luyster, Senior Director of Student Services



Celebrating Year 4 Successes

Chelsea Stickelman, College Access and Success Program Director



Let's Celebrate!

- 15 out of 21 GEAR UP Schools are CFWV Champions of College Access and Success
- 12 out of 21 GEAR UP Schools exceed the 62% FAFSA completion goal this year
- GEAR UP has a 60.4% FAFSA completion for this year (6% higher than last year)
- 42 GEAR UP teachers were trained to use Texas Instrument equipment in their classrooms



State Level Financial Aid Update

Brian Weingart, Senior Director of Financial Aid



GEAR UP Year 5 Overview and Workplans

Mallory Carpenter, Assistant Director of WV GEAR UP

Reminders

- Data and timesheets must be submitted by the 15th of the following month
- GoAnywhere must be used for data submission; please attach an activity sign-in sheet
- Event Notifications must be filed at least 2 weeks before your event

WV GEAR UP WORKPLAN

GRANT YEAR 5: October 1, 2025 – September 30, 2026



SURVEY, RESEARCH & DATA

Student and Parent Surveys

Surveying 10th, 11th, and 12th Grade Students

Surveying 10th, 11th, and 12th Grade Parents

December 2025 - February 2026

Target: 80% Student | 50% Parent

HERO Interviews and Student Focus Groups

March – April 2026

Target: Cohort Students

School Personnel Surveys

Surveying 9th – 12th Grade Educators and Staff

April - May 2026

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 to the regional program director for entry and validation.



REQUIRED ADMINISTRATIVE MEETINGS

WV GEAR UP Grant Program Meetings

September 11, 2025 (Year 4 Workplan)

November 6, 2025 | January 8, 2026 (VIRTUAL) | March 10, 2026

May 7, 2026 | July 2026 (Date TBD) | September 2026 (Date TBD)

WV Student Success Summit

July 2026 | Team of 6

Year 6 Budget Planning Meeting

August 2026

Grant Administration Meetings

TBD



NATIONAL GEAR UP WEEK

Celebrate National GEAR UP Week

September 22-26, 2025 (Year 4 Workplan)



CLASSROOM ENHANCEMENTS

Technology Enhancements: 10th and 11th Grade Cohorts

Ordered by October 15th, Installed by December 1

Cumulative Classroom Enhancement Tracking Reports Due January 31, 2026



















































ADDITIONAL GRANT ACTIVITIES/SERVICES

Pending approval, additional activities, or services meeting GEAR UP goals and objectives may be provided during the academic year.









Requires WV GEAR UP administrative approval/coordination.

WV GEAR UP WORKPLAN: CLASS OF 2027 & 2028 COHORTS - 10TH/11TH GRADE

MINIMUM REQUIRED ACTIVITIES	 SITE LEVEL COORDINATION	 CENTRAL OFFICE COORDINATION	 HOSPITALITY	 MATERIALS AND SUPPLIES	 COMPLETION DEADLINE	 COMMENTS AND WORKPLAN CLARIFICATION
Welcome to GEAR UP Day					September 2025	Host a welcome to GEAR UP awareness day for students as part of National GEAR UP Week. The event must include information about the federally funded GEAR UP grant and services for the 2025-26 academic year 10th and 11th grade students. 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 Voice Forum					Nov. 18-19, 2025	WV GEAR UP's central office team will coordinate the 2025 Student Voice Forum held in Charleston, WV at the Charleston Coliseum and Convention Center (lunch provided). Site Coordinators are asked to register to bring 10th and 11th grade students on one of the two available days. Schools will budget for buses and substitutes from their county grant budget.
Mentor Summit					October 1, 2025	Student Success Society sponsors will attend the 2025 Mentor Summit in Charleston, WV. Mileage reimbursement and/or funding for a substitute teacher, while sponsors are out of the building, will be available through the GEAR UP county grant agreement. Sponsors will receive training and program details that will enable them to begin working with their SSS members beginning in October through May of the academic year.
College Application and Exploration Week					Oct. 27 - Oct 31, 2025	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.
Family Action Network					Ongoing	The WV GEAR UP grant includes the creation of the Family Action Network team to build capacity for the mission of GEAR UP. The WV GEAR UP central office will coordinate the FANs leadership initiatives. This effort will coincide with the parent engagement component of the grant.
Higher Education Readiness Officers					Ongoing	Implement and oversee school-level HEROs student leadership group. Implement HERO workplan/challenges. A minimum of 8 meetings with HERO students throughout the academic year is required. Additional details to be shared during GEAR UP staff meetings.
Student Success Society					Ongoing	WV GEAR UP will continue to implement the Student Success Society. Student Success Society members are identified and paired with a group mentor. Site coordinators will coordinate the participation among SSS members and identify SSS sponsors. SSS sponsors will attend the Mentor Summit in October 2025. Regional program directors will coordinate SSS sponsor contracts.
WV GEAR UP/Postsecondary Readiness Awareness Project					May 15, 2026	In collaboration with the WV GEAR UP central office, site coordinators will lead a GEAR UP/postsecondary awareness campaign allowing the distribution of important information/materials to be provided to staff school-wide. 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.
Career Academy					April 29, 2026	The WV GEAR UP central office will coordinate the GEAR UP Career Academy which will take place in Charleston, WV at the Charleston Coliseum and Convention Center. Schools will be responsible for bringing buses of students to the event, securing permission forms. Food will be provided by the central office, but school budgets will cover transportation costs.
1 In-State College Campus Visit 1 Career and Technical Center Visit Target: 50% Cohort Students					April 1, 2026	One in-person college visit for 10th/11th grade students at a WV college or university. One in-person career and technical center site visit for 10th/11th grade students. Site coordinators are highly encouraged to strategically target students so that a minimum of 50% of all GU cohort students attend at least one visit. Regional WV GEAR UP Days on college campuses in conjunction with the three partner institutions may be planned through the regional program director.
GEAR UP U Summer Academy					June 23-27, 2026	Hosted by the Central Regional Program Director at Glenville State University. The GEAR UP U Application process will launch during the staff meeting in January 2026. The GUU application deadline will be announced at that time. Additional information regarding the number of participants per school, the registration/enrollment process, transportation, and much more will be provided.
Academic Enrichment: See Below						
Program-Wide SAT Boot Camp Project					TBD	Coordinated and funded by the central GEAR UP office, two SAT Test Prep Boot Camp will be scheduled at each GEAR UP high school. Additional academic enrichment funds (county budgets) may be used for other SAT/ACT prep, credit recovery opportunities (not already funded through other existing sources), AP exams, and in some cases partial funding for programs like Early College Academy (with approval from WV GEAR UP administration).
Other Academic Enrichment					Ongoing	Academic enrichment funds may be used for additional academic support for the 10th/11th cohorts. WV GEAR UP central office will continue to provide 24/7 online tutoring access through Brainfuse. A minimum target of 10% of GEAR UP cohort 1 and 2 students must receive academic enrichment support. The central office will coordinate package choices for schools to streamline and enhance academic enrichment selection.

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 \$13/head for school-level events.

MINIMUM REQUIRED ACTIVITIES		 SITE LEVEL COORDINATION	 CENTRAL OFFICE COORDINATION	 HOSPITALITY	 MATERIALS AND SUPPLIES	 COMPLETION DEADLINE	COMMENTS AND WORKPLAN CLARIFICATION
Welcome to GEAR UP Day		●		●	●	September 2025	Host a welcome to GEAR UP awareness day for students as part of National GEAR UP Week. The event must include information about the federally funded GEAR UP grant and services for the 2025-26 academic year for 12th-grade students new to the GEAR UP program. Site Coordinators are asked to utilize the WV GEAR UP lunch 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)		●			●	October 2025	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. Activity is a component of the 21st Century Scholars Initiative.
College Application and Exploration Week Target: 75% Seniors		●	●	●	●	Oct. 27 - Oct. 31, 2025	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 are encouraged to scale this event as part of a school-wide effort involving other staff. All students are encouraged to participate and a minimum of 75% of seniors are required to submit at least 2 college or career/technical applications.
In-State College Campus Visits In-State Career and Technical Center Visits Target: 75% Seniors		●		●	●	December 15, 2025	Site coordinators will plan a minimum of one in-person college visit and one career and technical center. 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. Target: A minimum of 75% of seniors.
WV FAFSA Day		●	●	●	●	Spring 2026	West Virginia FAFSA Day stands as a collaborative effort spearheaded by the West Virginia Higher Education Policy Commission, the West Virginia Community and Technical College System, College for West Virginia (CFWV), West Virginia GEAR UP, and West Virginia TRIO Association. Site coordinators will support WV FAFSA Day within their GEAR UP schools and community to bring awareness to the importance of completing the FAFSA.
2 FAFSA Completion Workshops Target 65%		●		●	●	December 15, 2025 April 15, 2026	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 a GEAR UP goal of 65% FAFSA completions. Events may NOT take place prior to the opening of the FAFSA application. Activity is a component of the 21st Century Scholars Initiative.
State Financial Aid and Scholarship Workshop		●		●	●	March 1, 2026	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, 2025. Activity is a component of the 21st Century Scholars Initiative.
Transition and College Readiness Family Event		●		●	●	May 15, 2026	Site coordinators will host one event focusing on educating students and parents about the successful transition from high school to postsecondary. The 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		●	●	●	●	June 1, 2026	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		●				September 2025 - May 2026	Beginning in fall 2023, (under recent legislation) GEAR UP seniors may be eligible for the funding of dual credit courses identified through institutional partners for certain pathways. In the event that a course is not covered under the program's provision and a course is listed on the 2024-25 General Studies and Course Equivalency Transfer Agreement, GU funds may be used to cover the course. Reporting of student enrollment in all dual credit courses will be needed to be tracked for reporting purposes.
Program-wide SAT Test Prep Boot Camp/Other Academic Enrichment		●	●		●	TBD	Coordinated and funded by the central GEAR UP office, two SAT Test Prep Boot Camps will be scheduled at each GEAR UP high school. Additional academic enrichment funds (county budgets) may be used for other SAT/ACT prep, credit recovery opportunities (not already funded through other existing sources), AP exams, and in some cases partial funding for programs like Early College Academy (with approval from WV GEAR UP administration).

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 \$13/head for school-level events.



Communications Update

Emily Hammond, Assistant Director of Communications and Outreach

Important Upcoming Dates

#WhyApply Day

September 19, 2025

National GEAR UP Week

September 22-26, 2025

Theme: Planting Seeds, Growing a Nation

Partner Toolkit

- Available at wvgear.org under the resources tab
- Downloadable files and resources to use during GEAR UP and promote GEAR UP activities and services in your school community.
- Check regularly for new resources and updated file information

CFWV Social Press Kit

Sharing college and career resources is just one click away!

socialpresskit.com/cfwv



DON'T MISS OUT ON THOUSANDS OF DOLLARS FOR YOUR DEGREE

Don't Miss Out!
File the FAFSA and you can qualify for thousands of dollars in financial aid! Don't miss out on FREE money for college! File today at studentaid.gov/FAFSA!

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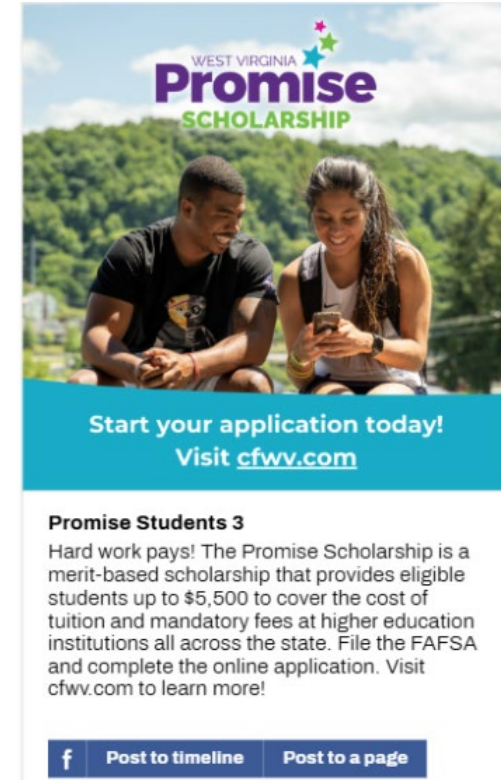


WEST VIRGINIA Invests

Apply for the WV Invests program today!
Visit cfwv.com

Invests 2
Start your career in West Virginia with tuition-free post-secondary training! Apply now for the WV Invests grant program by visiting cfwv.com.

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WEST VIRGINIA Promise SCHOLARSHIP

Start your application today!
Visit cfwv.com

Promise Students 3
Hard work pays! The Promise Scholarship is a merit-based scholarship that provides eligible students up to \$5,500 to cover the cost of tuition and mandatory fees at higher education institutions all across the state. File the FAFSA and complete the online application. Visit cfwv.com to learn more!

[f](#) [Post to timeline](#) [Post to a page](#)



Data Collection Process and Timelines

Lesli Taylor, Assistant Director of Research and Evaluation

Your Role

- Event Request – At least two weeks before your event
- Sign In Sheet
- After event – Upload sheet to GoAnywhere
 - Do not email

ACTIVITY SIGN-IN SHEET

County: Clay School: Clay County HS Site coordinator: _____ Site Coordinator(s) _____

Title of event/activity: Welcome to GEAR UP – 10th Grade Start time: 5PM End time: 7PM
Limit one activity per sign-in sheet

Date: 8/28/2025 How much time did each participant spend engaged in the activity? 2 hours and _____ minutes

Activity category: ☐ tutoring subject area: _____ ☐ rigorous academic curricula ☐ comprehensive mentoring ☐ financial aid counseling ☐ career exposure (job site visit/job shadowing)
☐ college exposure (college visit/college student shadowing) ☐ summer programs ☐ educational field trips ☐ workshops ☐ family/cultural events ☐ counseling/advising/academic planning/career counseling

Delivery type: ☐ in-person ☐ email ☐ phone ☐ text ☐ web-conferencing live ☐ web-conferencing recorded
Note: Please only include phone calls, texts and emails for which you had a two-way communication with the student/parent (for example a response to your email or a response to your text message).

WRITE NAME, GRADE AND **WVEIS (LUNCH) #** Only West Virginia GEAR UP students need to sign in. Students should indicate how many parents/guardians are attending with them.

Student name	Grade	WVEIS (lunch) #	# Parents/legal guardians <u>with you</u>		
Ex. <u>Sarah Ann Doe</u>	<u>12th</u>	<u>901111234</u>	<input type="radio"/> 0	<input checked="" type="radio"/> 1	<input type="radio"/> 2 or more
1. <u>John Doe</u>	<u>10th</u>	<u>78945123</u>	<input type="radio"/> 0	<input type="radio"/> 1	<input type="radio"/> 2 or more
2. _____	_____	_____	<input type="radio"/> 0	<input type="radio"/> 1	<input type="radio"/> 2 or more
3. _____	_____	_____	<input type="radio"/> 0	<input type="radio"/> 1	<input type="radio"/> 2 or more
4. _____	_____	_____	<input type="radio"/> 0	<input type="radio"/> 1	<input type="radio"/> 2 or more
5. _____	_____	_____	<input type="radio"/> 0	<input type="radio"/> 1	<input type="radio"/> 2 or more
6. _____	_____	_____	<input type="radio"/> 0	<input type="radio"/> 1	<input type="radio"/> 2 or more
7. _____	_____	_____	<input type="radio"/> 0	<input type="radio"/> 1	<input type="radio"/> 2 or more
8. _____	_____	_____	<input type="radio"/> 0	<input type="radio"/> 1	<input type="radio"/> 2 or more
9. _____	_____	_____	<input type="radio"/> 0	<input type="radio"/> 1	<input type="radio"/> 2 or more
10. _____	_____	_____	<input type="radio"/> 0	<input type="radio"/> 1	<input type="radio"/> 2 or more
11. _____	_____	_____	<input type="radio"/> 0	<input type="radio"/> 1	<input type="radio"/> 2 or more
12. _____	_____	_____	<input type="radio"/> 0	<input type="radio"/> 1	<input type="radio"/> 2 or more
13. _____	_____	_____	<input type="radio"/> 0	<input type="radio"/> 1	<input type="radio"/> 2 or more
14. _____	_____	_____	<input type="radio"/> 0	<input type="radio"/> 1	<input type="radio"/> 2 or more
15. _____	_____	_____	<input type="radio"/> 0	<input type="radio"/> 1	<input type="radio"/> 2 or more
16. _____	_____	_____	<input type="radio"/> 0	<input type="radio"/> 1	<input type="radio"/> 2 or more

SCRIBE data entry person: _____ SCRIBE data entry date: _____ Validated by initials: _____ Validated by date: _____

ACTIVITY SIGN-IN SHEET

County: Clay School: Clay County HS Site coordinator: _____ Site Coordinator(s) _____

Title of event/activity: Welcome to GEAR UP – 10th Grade Start time: 1PM End time: 3PM
Limit one activity per sign-in sheet

Date: 8/28/2025 How much time did each participant spend engaged in the activity? _____ hours and 5 minutes

Activity category: ☐ tutoring subject area: _____ ☐ rigorous academic curricula ☐ comprehensive mentoring ☐ financial aid counseling ☐ career exposure (job site visit/job shadowing)
☐ college exposure (college visit/college student shadowing) ☐ summer programs ☐ educational field trips ☐ workshops ☐ family/cultural events ☐ counseling/advising/academic planning/career counseling

Delivery type: ☐ in-person ☐ email ☐ phone ☐ text ☐ web-conferencing live ☐ web-conferencing recorded
Note: Please only include phone calls, texts and emails for which you had a two-way communication with the student/parent (for example a response to your email or a response to your text message).

WRITE NAME, GRADE AND **WVEIS (LUNCH) #** Only West Virginia GEAR UP students need to sign in. Students should indicate how many parents/guardians are attending with them.

Student name	Grade	WVEIS (lunch) #	# Parents/legal guardians <u>with you</u>		
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2. _____	_____	_____	<input type="radio"/> 0	<input type="radio"/> 1	<input type="radio"/> 2 or more
3. _____	_____	_____	<input type="radio"/> 0	<input type="radio"/> 1	<input type="radio"/> 2 or more
4. _____	_____	_____	<input type="radio"/> 0	<input type="radio"/> 1	<input type="radio"/> 2 or more
5. _____	_____	_____	<input type="radio"/> 0	<input type="radio"/> 1	<input type="radio"/> 2 or more
6. _____	_____	_____	<input type="radio"/> 0	<input type="radio"/> 1	<input type="radio"/> 2 or more
7. _____	_____	_____	<input type="radio"/> 0	<input type="radio"/> 1	<input type="radio"/> 2 or more
8. _____	_____	_____	<input type="radio"/> 0	<input type="radio"/> 1	<input type="radio"/> 2 or more
9. _____	_____	_____	<input type="radio"/> 0	<input type="radio"/> 1	<input type="radio"/> 2 or more
10. _____	_____	_____	<input type="radio"/> 0	<input type="radio"/> 1	<input type="radio"/> 2 or more
11. _____	_____	_____	<input type="radio"/> 0	<input type="radio"/> 1	<input type="radio"/> 2 or more
12. _____	_____	_____	<input type="radio"/> 0	<input type="radio"/> 1	<input type="radio"/> 2 or more
13. _____	_____	_____	<input type="radio"/> 0	<input type="radio"/> 1	<input type="radio"/> 2 or more
14. _____	_____	_____	<input type="radio"/> 0	<input type="radio"/> 1	<input type="radio"/> 2 or more
15. _____	_____	_____	<input type="radio"/> 0	<input type="radio"/> 1	<input type="radio"/> 2 or more
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SCRIBE data entry person: _____ SCRIBE data entry date: _____ Validated by initials: _____ Validated by date: _____

ACTIVITY SIGN-IN SHEET

County: Clay School: Clay County HS Site coordinator: Site Coordinator(s)

Title of event/activity: Welcome to GEAR UP – 10th Grade Start time: 1PM End time: 3PM

Limit one activity per sign-in sheet

Date: 8/28/2025 How much time did each participant spend engaged in the activity? _____ hours and 5 minutes

Activity category: ☐ tutoring subject area: _____ ☐ rigorous academic curricula ☐ comprehensive mentoring ☐ financial aid counseling ☐ career exposure (job site visit/job shadowing)
☐ college exposure (college visit/college student shadowing) ☐ summer programs ☐ educational field trips ☐ workshops ☐ family/cultural events ☐ counseling/advising/academic planning/career counseling

Delivery type: ☐ in-person ☐ email ☐ phone ☐ text ☐ web-conferencing live ☐ web-conferencing recorded

Note: Please only include phone calls, texts and emails for which you had a two-way communication with the student/parent (for example a response to your email or a response to your text message).

WRITE NAME, GRADE AND WVEIS (LUNCH) # Only West Virginia GEAR UP students need to sign in. Students should indicate how many parents/guardians are attending with them.

Student name	Grade	WVEIS (lunch) #	# Parents/legal guardians <u>with you</u>		
Ex. <u>Sarah Ann Doe</u>	<u>12th</u>	<u>901111234</u>	<input type="radio"/> 0	<input checked="" type="radio"/> 1	<input type="radio"/> 2 or more
1. <u>See attached list</u>			<input type="radio"/> 0	<input type="radio"/> 1	<input type="radio"/> 2 or more
2. _____			<input type="radio"/> 0	<input type="radio"/> 1	<input type="radio"/> 2 or more
3. _____			<input type="radio"/> 0	<input type="radio"/> 1	<input type="radio"/> 2 or more
4. _____			<input type="radio"/> 0	<input type="radio"/> 1	<input type="radio"/> 2 or more
5. _____			<input type="radio"/> 0	<input type="radio"/> 1	<input type="radio"/> 2 or more
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8. _____			<input type="radio"/> 0	<input type="radio"/> 1	<input type="radio"/> 2 or more
9. _____			<input type="radio"/> 0	<input type="radio"/> 1	<input type="radio"/> 2 or more
10. _____			<input type="radio"/> 0	<input type="radio"/> 1	<input type="radio"/> 2 or more
11. _____			<input type="radio"/> 0	<input type="radio"/> 1	<input type="radio"/> 2 or more
12. _____			<input type="radio"/> 0	<input type="radio"/> 1	<input type="radio"/> 2 or more
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16. _____			<input type="radio"/> 0	<input type="radio"/> 1	<input type="radio"/> 2 or more

SCRIBE data entry person: _____ SCRIBE data entry date: _____ Validated by initials: _____ Validated by date: _____

Roster – Field Trip

Super Mario	123546
Donkey Kong	321654
Princess Peach	987654



Year 5 Site Coordinator Contracts

Joanne Rutherford, Coordinator of Fiscal and Administrative Services

SITE COORDINATOR CONTRACT PACKET

Packets Include the following:

WV48 Agreement

Site Coordinator Contract that identifies Statement of Work and Responsibilities

Site Coordinator Schedule of Payment Dates

W-9 – To be completed if you have had any changes in your name, address or if you are a new Site Coordinator

Direct Deposit Form: This form is required for all vendors to receive payment

Please Note:

The Agreement has been pre-populated with your name, address, dates of service, rate of pay and “printed” signature and sign date.

Review for any mistakes and/or changes. If there are any, I will re-issue a corrected copy.

YOUR NAME MUST MATCH EXACTLY THROUGHOUT ALL DOCUMENTS. THAT MEANS YOUR FIRST NAME, MIDDLE INITIAL (IF YOU USE ONE) AND LAST MUST BE CONSISTENT AND MUST MATCH YOUR SIGNATURE.

Lunch



FAFSA All-Stars Recognition

Lesli Taylor, Assistant Director of Research and Evaluation



Classroom Enhancement/Technology Bundle Showcase



Mentor Summit and Student Success Societies

Janine Coutu, College Access and Success Program Director

Mentor Summit and Student Success Societies

- Wednesday, October 1, 2025
- David Hendrickson Conference Center
- 10:00 AM – 3:30 PM
- @40-45 total mentors (average of 2 per GU high school)
- \$1,000 payment in two installments (\$500 for 20 hours each term)
- Minimal paperwork involved (2 timesheets and sign-in sheet for each meeting)
- Will continue using the WhyTry platform



HEROs Workplan

Chelsea Stickelman, College Access and Success Program Director



Student Voice Forum

Mallory Carpenter, Assistant Director of WV GEAR UP

Student Voice Forum

- November 18th and 19th
- Choose ONE day to attend
- Charleston Coliseum and Convention Center
- Registration will open in September
- HEROs and SSS students only; no more than 30 students from each school
- Opening plenary, breakout session, large group shareout, and closing
- Lunch provided



Regional Breakouts

Meeting Adjourned