



# **GEARUP** **TENNESSEE**

**IMPLEMENTATION GUIDE**

**2023 - 2024**

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# GEARUP

## TENNESSEE



## PROGRAM INFORMATION

Program Contact Information  
GEAR UP TN Site Coordinators  
The College Access Landscape in Tennessee  
GEAR UP National Program Overview  
GEAR UP TN Overview & County Map  
College-Going Culture and Research



# GEAR UP TN LEADERSHIP TEAM



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Establish program goals and priorities  
Program oversight  
Manage program Implementation



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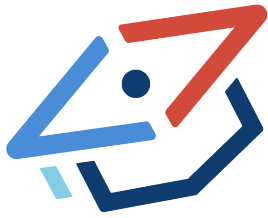
Regional oversight, expenditure allowability  
Match guidelines, documentation  
Annual work plan and budget  
Monthly Activity Plans (MAPs) and Completed Activity Reports (CARs)



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Regional oversight, expenditure allowability  
Match guidelines, documentation  
Annual work plan and budget  
Monthly Activity Plans (MAPs) and Completed Activity Reports (CARs)

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Site Coordinator



**Eric Snider**  
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Anderson County Schools  
Chief Academic Officer  
and Director of Secondary  
Schools



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Senior College &  
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### BRADLEY CENTRAL HIGH SCHOOL



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CAMPBELL COUNTY

CAMPBELL COUNTY HIGH SCHOOL



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Director of Schools



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Schools Secondary  
Supervisor

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Director of Schools



**Dr. Jason Horne**  
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Supervisor

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FAYETTE-WARE HIGH SCHOOL



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**Dr. Towanda  
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HAYWOOD HIGH SCHOOL



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**Chris Davis**  
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HENRY COUNTY

HENRY COUNTY HIGH SCHOOL



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JACKSON COUNTY

JACKSON COUNTY HIGH SCHOOL



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JOHNSON COUNTY

JOHNSON COUNTY HIGH SCHOOL



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MEIGS COUNTY HIGH SCHOOL



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POLK COUNTY

COPPER BASIN HIGH SCHOOL



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Site Coordinator



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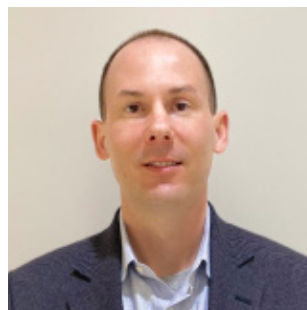


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CTE and Human  
Resources Director

POLK COUNTY HIGH SCHOOL



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POLK COUNTY HIGH SCHOOL



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SPRINGFIELD HIGH SCHOOL



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KINGSBURY HIGH SCHOOL



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**Shenar Miller**  
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Assistant Principal

# THE COLLEGE ACCESS LANDSCAPE IN TENNESSEE

## The Drive to 55

The Drive to 55 aims to equip 55 percent of Tennesseans with a college degree or certificate by the year 2025. It's not just a mission for higher education, but a mission for Tennessee's future workforce and economic development. By 2025, 55% of the jobs in Tennessee will require some form of postsecondary education.

## Tennessee Promise

Initiated with the graduating class of 2015, the Tennessee Promise is a last-dollar scholarship that covers tuition and mandatory fees at state community colleges and colleges of applied technology for all Tennessee high school graduates. To be eligible for the program and receive tuition-free postsecondary education, students must submit an application, attend two mentoring meetings, file the FAFSA, and complete eight hours of community service. The program has no academic requirement.

Since its launch, the program has shown positive results. 56% of Tennessee Promise students who entered college in the program's first year, had graduated, transferred to a four-year university or remained in school two years later compared to only 39% of recent high school graduates who did not participate in the TN Promise program . However, there is still work to be done for the 44% of TN Promise students who did not earn a degree, as well as for the students who did not apply or complete the eligibility requirements for the program.

Carnevale, A. P., Smith, N., & Strohl, J. (2013). *Recovery: Job Growth and Education Requirements Through 2020*. Washington DC: Center on Education and the Workforce at Georgetown University.

Tamburin, Adam (2017, Sept. 22). Tennessee Promise students more likely to succeed in college, less likely to drop out, new data shows. *The Tennessean*. Retrieved from: <https://www.tennessean.com/story/news/education/2017/09/21/tennessee-promise-students-more-likely-succeed-college-less-likely-drop-out-new-data-shows/690091001/>

[1] State Collaborative on Reforming Education (2016). *ACT Update: Indicators of College and Career Readiness in Tennessee*. SCORE. Retrieved from <http://bit.ly/2mIzBe9>

# 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.

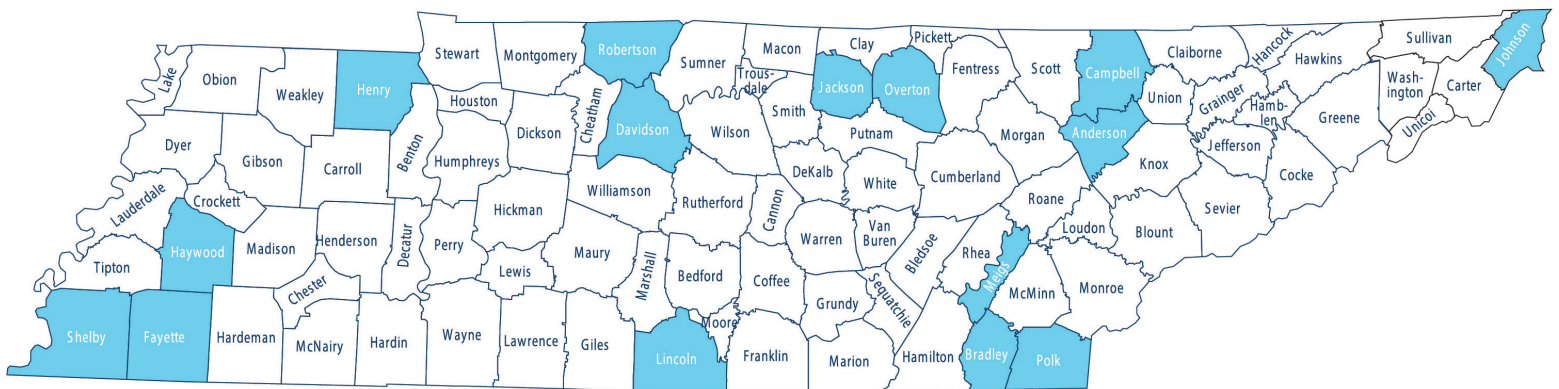
Partnerships consisting of one or more local education agencies and one or more higher education institutions and community organizations may apply for GEAR UP partnership grants. The governor of each state may designate only one agency to apply for and administer a GEAR UP state grant.

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 OVERVIEW

GEAR UP TN works with community-based sites in fifteen counties across the state in order to accomplish these goals. Through the sites, GEAR UP TN provides students with direct services, including mentoring, tutoring, college visits, and financial aid counseling. The program will serve 3,500 students in the Class of 2023, along with 3,250 graduating seniors each year through 2024. GEAR UP TN anticipates that it will serve 23,000 students over the seven years of the grant.

For the seniors, GEAR UP TN services will primarily focus on helping them meet college-going milestones such as the completion of TN Promise applications, college applications, and the FAFSA. However, the GEAR UP model focuses on the work with the cohort students because this is the group of students that the program follows for the entire grant. The cohort group is also used to develop the college-going culture at each GEAR UP school and to develop partnerships and strategies that will lead to sustaining the outcomes and services of GEAR UP once the grant ends. For those reasons, a majority of each site's time, funds, and resources should be focused on the cohort group each year. As a guide, about 60 percent of a site's time, effort, and resources should be spent on the cohort and about 40 percent on the seniors.



## 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.

## GOALS OF GEAR UP TN

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:

- Increase student academic achievement and course completion.
- Increase student performance on college entrance exams.
- Increase student high school graduation.
- Increase student postsecondary participation and success.
- Increase student and family educational expectations.

## GEAR UP TN's programmatic objectives (continued):

- Increase student and family knowledge of and access to financial assistance for postsecondary education.
- Increase parent and community engagement in activities associated with student preparation for college.
- Increase educator content-area knowledge and understanding.

## Outcomes:

In the first GEAR UP TN grant (2005 – 2011), there was an average of a 10.7 percentage point increase in the college-going rate in high schools served by GEAR UP.

The 2012 – 2019 GEAR UP TN grant saw a 10-percentage point increase in college-going rates over the baseline, FAFSA filing increased 17 percentage points over the pre-program baseline, and postsecondary retention increased 8 percentage points over the preceding class with a 70 percent retention rate. This grant provided direct services to almost 52,000 GEAR UP students and over 300,000 students statewide through College Application and Exploration Week, FAFSA Frenzy, and CollegeforTN.org.

# GEAR UP TN TERMS

## GEAR UP

"Gaining Early Awareness and Readiness for Undergraduate Programs (GEAR UP)." GEAR UP is a U.S. Department of Education grant program designed to increase the number of low-income students who are prepared to enter and succeed in postsecondary education. You should use the term "GEAR UP" 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

GEAR UP TN is Tennessee's GEAR UP program. GEAR UP TN is a GEAR UP state grant (not a GEAR UP partnership grant) and the state recipient is the Tennessee Higher Education Commission. You should use "GEAR UP TN" when referring to funding for your site or the GEAR UP program specifically in Tennessee. For example, your site is a GEAR UP TN site 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.

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

## College

When we use the word college in our printed materials and outreach, we are referring to any training and certification after high school graduation. This can include certificates and diplomas through a TCAT or technical school, an associate degree from a community college, or a bachelor's degree at a university.

We at GEAR UP TN regard every student as college-bound, an important mindset that will help Tennessee reach the Drive to 55.

# COLLEGE-GOING CULTURE AND RESEARCH

Within the GEAR UP Framework, the Tennessee Higher Education Commission defines a college-going culture as existing in a school when the “6Rs” are present. Built upon current college access and success research, experience implementing GEAR UP grants, and replication of effective practices, the “6R” framework consists of following focus areas:

**Rigor** - All students are academically prepared for postsecondary education through a rigorous curriculum and academic support.

**Reach Higher** - School and community environments are characterized by expectations, policies, and initiatives that support all students’ pursuit of postsecondary education.

**Relevance** - Career aspirations and skills are connected to students’ educational goals.

**Relationships** - Connections are fostered that strengthen students’ postsecondary success.

**Raise Awareness** - The school and community promote awareness of the steps necessary to prepare, apply, pay for, and succeed in postsecondary education.

**Reinforce Action** - Students receive assistance with completing critical steps of the college-going process.





## Rigor

Academic preparation is the most effective means of increasing student postsecondary readiness, matriculation, and completion.

Bedsworth, W., Colby, S., & Doctor, J. (2006). *Reclaiming the American Dream*. Boston, MA: Bridgespan Group.

A rigorous high school curriculum has greater impact on postsecondary degree completion than any other pre-college indicator of academic preparation, regardless of socioeconomic status or race.

Adelman, C. (1999). *Answers in the toolbox: Academic intensity, attendance patterns, and bachelor's degree attainment*. Washington, DC: U.S. Department of Education.

## Reach Higher

A school culture where the entire faculty ensure all students are prepared, support students in completing college applications, and push students to go to college is the single most consistent predictor of postsecondary enrollment.

Roderick, M., Nagaoka, J., Coca, V., Meller, E., Roddie, K., Gilliam, J., & Patton, D. (2008). *From High School to the Future: Potholes on the Road to College*. Chicago: Consortium on Chicago School Research.

It is key that adolescents becoming active agents in their own postsecondary futures.

Bouffard, S., & Savitz-Romer, M. (2012). *Ready, Willing, and Able: A Developmental Approach to College Access and Success*.

Cambridge: Harvard Education Press.

A separate study indicated that students who receive information and assistance in completing the FAFSA are 8.1 percentage points more likely to enroll in college.

Bettinger, E., Long, B., Oreopoulos, P., & Sanbonmatsu, L. (2012). The role of application assistance and information in college decisions: Results from the H&R Block FAFSA experiment. *Quarterly Journal of Economics*, 127(3), 1205 - 1242.

## Relevance

Creating strong links between career goals and degree requirements is key to postsecondary success. In fact, students making this connection are six times more likely to attain a degree.

Bedsworth, W., Colby, S., & Doctor, J. (2006). *Reclaiming the American Dream*. Boston, MA: Bridgespan Group

## Relationships

One study demonstrates that 88% of students share their parents' beliefs regarding acceptable careers and the appropriate preparation needed for those professions. Valuing and enhancing the role families play in the college-going process is a key strategy.

Otto, L. (2000). Youth Perspectives on Parental Career Influence. *Journal of Career Development*, 27(2), 111.

To best leverage the influence parents have on students' decision-making, Bouffard and Savitz-Romer suggest practitioners engage families in college planning events, implement services that allow active collaboration between students and their families, and commit to ongoing, accessible communication with families.

Bouffard, S., & Savitz-Romer, M. (2012). *Ready, Willing, and Able: A Developmental Approach to College Access and Success*. Cambridge: Harvard Education Press.

Student relationships – both one-on-one and larger peer networks – have a significant impact on student decision-making, including decisions related to postsecondary planning.

Bouffard, S., & Savitz-Romer, M. (2012). *Ready, Willing, and Able: A Developmental Approach to College Access and Success*. Cambridge: Harvard Education Press.

Research has determined that students who are surrounded by peers who are going to college are four times more likely to enroll than youth with no friends going to college.

Choy, S., Hom, L., Nunez, A., & Chen, X. (2000). Transition to College: What Helps At-Risk Students and Students Whose Parents Did Not Attend College. In A. Cabrera, S. La Nasa, A. Cabrera, & S. La Nasa (Eds.), *Understanding the College Choice of Disadvantaged Students* (pp. 45 - 63). San Francisco: Jossey-Bass.

Research shows that mentoring has a positive impact on a range of student outcomes, including grade promotion, absenteeism, academic goal achievement, school connection, college aspirations, and postsecondary transition and success (Coles, 2011).

Coles, A. (2011). *The Role of Mentoring in College Access and Success*. Washington, DC: Pathways to College Networks.

## Raise Awareness

Focus groups conducted as a part of Tennessee's current GEAR UP grant determined that students and families understand the intrinsic value of a degree but lack the knowledge and resources to turn postsecondary aspiration into reality.

Many students report discussions about postsecondary options begin during their junior and senior years of high school (TDOE, 2017). By this time, students have already made choices that may limit their postsecondary options. Schools that effectively counsel students into postsecondary take proactive steps to ensure students are thinking about their postsecondary and career options as early as possible.

Tennessee Department of Education. (2017). *Seamless Pathways: Bridging Tennessee's Gap Between High School and Postsecondary*. Nashville: TDOE.

A separate study indicated that students who receive information and assistance in completing the FAFSA are 8.1 percentage points more likely to enroll in college.

Bettinger, E., Long, B., Oreopoulos, P., & Sanbonmatsu, L. (2012). The role of application assistance and information in college decisions: Results from the H&R Block FAFSA experiment. *Quarterly Journal of Economics*, 127(3), 1205 - 1242.

## Reinforce Action

One research study has shown that helping students select institutions, apply for admission, and complete a financial aid application increased college enrollment by 5.2%.

Oreopoulos, P., & Ford, R. (2016). *Keeping college options open: A field experiment to help all high school seniors through the college application process*. Cambridge, MA: National Bureau of Economic Research.

Academic preparation and aspirations are not enough if schools do not have organizational norms and structures in place to effectively guide students through the postsecondary-going process.

Roderick, M., Nagaoka, J., Coca, V., Meller, E., Roddie, K., Gilliam, J., & Patton, D. (2008). *From High School to the Future: Potholes on the Road to College*. Chicago: Consortium on Chicago School Research.





# GEARUP

## TENNESSEE

# 2

## WORK PLAN PROCESS

Work Plan Process  
TSAC Outreach Division  
Required Services Chart

# WORK PLAN PROCESS

## Work Plan Development Basics

GEAR UP TN Sites that plan effectively tend to have the best outcomes. The annual work plan process is designed to assist Sites in clearly articulating their plans to serve students, meet GEAR UP TN goals and objectives, and 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:

**GEAR UP TN Site Work Plan and Budget** – Sites must complete one site work plan for their entire grant program.

**GEAR UP TN School Work Plan** – Sites must complete one school work plan for each of their direct-service schools.

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

The ideal work plan development team will include:

- Project director
- Site coordinator(s)
- Principals
- School and district administrators
- Counselors, key teachers
- Site partners
- Fiscal officer
- Steering Committee members
- College access partners
- College students who graduated from the high school

## Students Served

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

Academic Year	Grades Served
2018-2019	8th, 12th
2019-2020	9th, 12th
2020-2021	10th, 12th
2021-2022	11th, 12th
2022-2023	12th
<b>2023-2024</b>	<b>12th, College Freshmen</b>

## Site Work Plan and Budget

Sites are required to complete one site work plan. The site work plan consists of 6 parts:

**Section 1:** Site 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 Services Chart.

**Section 5:** Sustainability Plan – this section asks sites to think critically about the services that have had the most significant impact this year and how these services might be sustained.

**Section 6:** Site 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 7:** 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 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. Student and family services are broken down by GEAR UP TN framework focus area. For each service listed 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 implementing GEAR UP TN services at the school are required to sign-off on work plans once the planned activities and budget are agreed upon between central office and site.

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.
3. Support the GEAR UP TN framework, strategies, and 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:

### 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

# TSAC OUTREACH DIVISION

## Collaboration

GEAR UP TN site coordinators are expected to collaborate with school counselors, teachers, the local community, site 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 local partnerships, we recommend working with the Tennessee Student Assistance Corporation for financial aid programming.

Tennessee Student Assistance Corporation ([collegefortn.org/tennessee-financial-aid](http://collegefortn.org/tennessee-financial-aid))

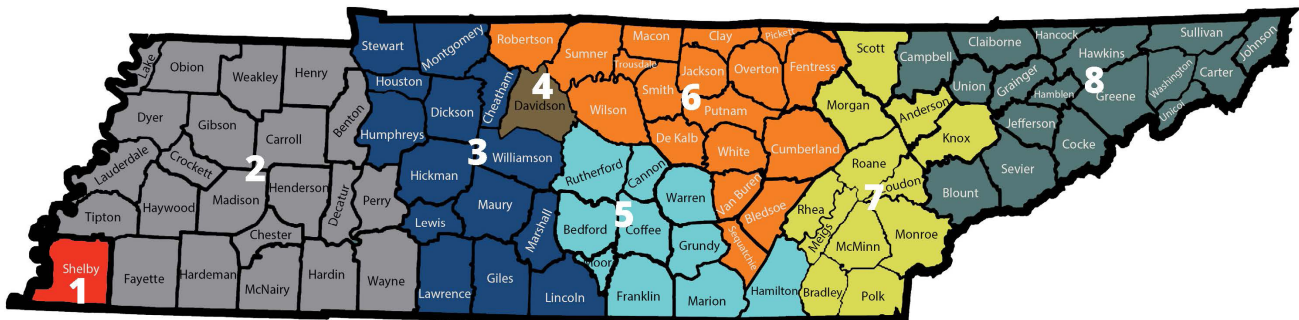
Jason Seay, Director of Outreach and College Access

615-253-7459

[jason.seay@tn.gov](mailto:jason.seay@tn.gov)

Contact for help with:

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



### 1. Felicia Orr

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### 3. Jonathan Donald

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### 5. Eric Farmer

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### 7. Rita Turchetta

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### 2. Lori Mitchum

Outreach Specialist  
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[lori.mitchum@tn.gov](mailto:lori.mitchum@tn.gov)

### 4. Jason Seay

Senior Director of Outreach  
(615) 319-1740  
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### 6. Dustin Rawls

Outreach Specialist  
(931) 303-3296  
[dustin.rawls@tn.gov](mailto:dustin.rawls@tn.gov)

### 8. Erika Adams

Outreach Specialist  
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[erika.adams@tn.gov](mailto:erika.adams@tn.gov)

## REQUIRED SERVICES

### RIGOR

Academically prepare all students for postsecondary education through rigorous curriculum and academic support.

MINIMUM GRANT SERVICES PER SCHOOL	12TH	COMPLETION DEADLINE	COMMENTS AND CLARIFICATIONS
Data-driven academic tutoring (target: 20% of student population, specify data driven criteria)	X	ONGOING	Tutoring must be provided for cohort students using either GEAR UP TN funding or existing school-based resources. In order to fulfill the tutoring requirement, sites must do one of the following: 1) implement a tutoring program through GEAR UP TN funding; 2) enhance an existing school tutoring program through technology, transportation, staff, etc.; or 3) request a tutoring exemption from the Central Office. All sites are required to identify available tutoring programs, when they are offered, and the intended target audience. Sites requesting an exemption must demonstrate that high-quality tutoring is accessible to all students through existing school or district resources. Sites must articulate how they will support increased academic achievement through other GEAR UP TN services. Tutoring exceptions must be submitted to regional coordinators at the time of final work plan submission. <b>Even if an exception is granted, sites should use the College Planning Session structure as a means of directing students toward tutoring services. Sites should also use the PreACT/ACT results to determine tutoring needs.</b>
ACT Test First test or retest for seniors as needed	X	The retest is for seniors in the fall. Follow-up ASAP after the results are received for appropriate interventions.	The ACT predicts future success at the postsecondary level, and it is also used for admissions and scholarships. These scores will provide actionable insights to help educators, parents, and students make important decisions for the future. The GEAR UP TN Central Office will provide site coordinators with a list of students who haven't taken the ACT. <b>Also, each site will be responsible for meeting with each student to review their scores and develop an individualized plan for each student based upon their results.</b> These individual meetings may be part of the college planning sessions or they can be separate.

## REACH HIGHER

Create a school and community environment characterized by expectations, policies, and initiatives that support all students' pursuit of postsecondary education.

MINIMUM GRANT SERVICES PER SCHOOL	12TH	COMPLETION DEADLINE	COMMENTS AND CLARIFICATIONS
One GEAR UP TN Orientation/High School (target: 90%-100% of student population)	X	Sept. 1, 2022	Provide a program orientation to all GEAR UP TN students to ensure they <b>understand the GEAR UP TN program and the opportunities available to them in the 2022 – 2023 academic year.</b> Sites have the option to provide separate events for parents or invite parents to the student event. Think about ways to maximize student participation. Prior GEAR UP TN implementation experience indicates that an event during school hours results in greater student participation.
One college visit (target: 80%-100% of student population) <b>(Virtual options can be used to meet this requirement if necessary due to school closings or institutional barriers to campus visits.) The expectation is that each student will participate in one small group or individualized campus visit.</b>	X	December 31, 2022	Campus visits should now be personalized and for small groups of students. Individual visits may be needed for some students depending upon the postsecondary institution where they will be enrolling. <b>It is expected that a good faith effort is made for every cohort student to visit the postsecondary where they plan to enroll after graduation. This may be a four-year university or college, community college, or TCAT based on the student’s transition plan.</b> College visits should focus on the transition to higher education and the resources available on campus to help students succeed - student support services, academic resources, etc. College visits should be to institutions that match students’ academic credentials and interests. This may also include campus visits where the students attend alone or with their parents/guardians, but the site coordinator should help coordinate the visits. The GEAR UP TN Central Office staff will send each coordinator a no participation report, listing senior students who have not attended a college visit during the fall semester. Each site coordinator will work with their regional coordinator to increase student participation prior to the due date and to ensure high-quality campus visits. Encourage those students not expecting to attend college to explore a TCAT or community college as well.

## RELEVANCE

Connect career aspirations and skills to students' educational goals.

MINIMUM GRANT SERVICES PER SCHOOL	12TH	COMPLETION DEADLINE	COMMENTS AND CLARIFICATIONS
One Career Exploration Opportunity (target: 80% - 100% of student population)	X	May 31, 2023	<p>One Career Exploration Opportunity - Site coordinators are asked to provide each student one of the following opportunities (1) an in-class learning opportunity with seminar series or demonstrations facilitated through the CTE departments, Academy Coaches, or presentations from industry professionals, (2) small group or individualized job site visit or job shadowing experience tailored to the students' identified interest from the College Planning Sessions or high school course selection, or (3) attendance at a regional or local career summit. Career Summits should allow students to spend at least 30 minutes with a professional from their chosen career. This will allow professionals to share information and students to ask questions. GEAR UP TN will provide a form for students to use during career exploration events. <b>It is expected that a good faith effort is made for every cohort student to participate in a career related service. This should include military opportunities.</b></p>



## RELATIONSHIPS

Foster connections that strengthen students' postsecondary success.

MINIMUM GRANT SERVICES PER SCHOOL	12TH	COMPLETION DEADLINE	COMMENTS AND CLARIFICATIONS
Mentoring (target: at least 25% of student population, specify data driven criteria)	X	Ongoing	<p>Sites must develop and implement a robust college-focused mentoring program to serve cohort students. Mentoring may take many forms and sites may choose to implement various mentoring programs to meet the specific needs of the diverse populations they serve. Sites may target a subset of students for mentoring services (using data). Mentoring structures may include older students mentoring younger students, virtual mentoring programs, college students/alumni mentoring current students, or staff/community volunteers mentoring current students. Mentoring services should occur monthly at a minimum. Sites may use GEAR UP funds to hire a coordinator to manage the entire process.</p>
College Planning Sessions (target: 80% - 100% of student population)	X	October 31, 2022 (For the largest GEAR UP TN high schools, if this date isn't practical, please work with your regional coordinator for an agreed upon date.)	<p>College Planning Sessions are one-on-one meetings between a GEAR UP TN student (or a very small group of students) and a trained adult--typically the GEAR UP TN site coordinator, liaison, mentor, or faculty member. On or before October 31, 2022, GEAR UP TN sites are responsible for conducting/coordinating at least one College Planning Session with each cohort student. You will be provided with a college planning session form to guide the conversations.</p> <p>The sessions will serve as the primary vehicle for each GEAR UP TN student to create a plan to accomplish the following milestones prior to high school graduation:</p> <ul style="list-style-type: none"> <li>• Finalize postsecondary plan</li> <li>• Submit at least one application to a college or university</li> <li>• Submit at least one scholarship application</li> <li>• Complete the FAFSA, if eligible</li> <li>• Are directed to appropriate GEAR UP TN services based on individual goals and academic preparedness</li> <li>• Are provided additional support if identified as at-risk based upon early warning indicators (attendance, course grades, etc.)</li> </ul> <p>College Planning Sessions may be implemented as part of a comprehensive mentoring program. The GEAR UP TN Central Office will provide resources, CPS forms, and training to help facilitate College Planning Sessions. Regional Coordinators will review College Planning Sessions and Transition Plans during site visits.</p>

## RELATIONSHIPS (CONTINUED)

Foster connections that strengthen students' postsecondary success.

MINIMUM GRANT SERVICES PER SCHOOL	12TH	COMPLETION DEADLINE	COMMENTS AND CLARIFICATIONS
Two Parent/ Guardian/ Family services - Raise Awareness (Target: 60% of students' families)	X	Both parent events should occur in the fall. The deadline for the first event is September 30, 2022. The first event should focus on transition. The second event should occur on or before October 31, 2022	Sites will implement two parent/guardian/family services. The focus of the first <b>workshop should be the transition from high school to college. Plan to review the new Parent Guide to Transition for this workshop. The second workshop will focus on financial literacy and the financial aid process. In person meetings are preferred. However, virtual options may be utilized.</b>

## REINFORCE ACTION

Assist students in completing critical steps of the college-going process.

MINIMUM GRANT SERVICES PER SCHOOL	12TH	COMPLETION DEADLINE	COMMENTS AND CLARIFICATIONS
Senior Next Guides (Target: 90% - 100% of student population)	X	All items completed by May 31, 2023	<p>The Senior Next Guide is a comprehensive workbook designed to help GEAR UP TN students create a plan to accomplish the following milestones during their senior year:</p> <ul style="list-style-type: none"> <li>• Decide upon a postsecondary plan</li> <li>• Decide upon a career or career interest area</li> <li>• Submit at least one application to a college or university</li> <li>• Submit at least one scholarship application</li> <li>• Complete the FAFSA, if eligible</li> <li>• Receive appropriate GEAR UP TN support services based on individual goals and academic preparedness</li> </ul> <p>The Next Guide services can be implemented through a series of comprehensive activities done in senior classes, workshops, 1-1 or small group meetings, or at home. The GEAR UP TN Central Office will provide resources, forms, and training to help facilitate Senior Next Guide implementation.</p>
Text Messaging (target: 80% - 100% of student population)	X	Usage is ongoing – Registration by August 31, 2022	<p>Site coordinators will have access to a text messaging platform, Signal Vine, to be used with 12th grade GEAR UP TN students. It is also encouraged to register the parents of seniors to receive text messages. The GEAR UP TN Central Office will send out strategic text messages that correspond to important college-going milestones. Site coordinators are responsible for monitoring and responding to text responses via Signal Vine in a timely manner. Site Coordinators are encouraged to use Signal Vine on a regular basis for their communications to GU students as this will prepare students for this process in college.</p>

## REINFORCE ACTION (CONTINUED)

Assist students in completing critical steps of the college-going process.

MINIMUM GRANT SERVICES PER SCHOOL	12TH	COMPLETION DEADLINE	COMMENTS AND CLARIFICATIONS
TN Promise Application Workshop (90 – 100 % by October 31)	X	November 1, 2021	<p>Every eligible senior should have the opportunity and support to complete a TN Promise Application. The GEAR UP TN Central Office will provide resources to assist in the planning and implementation of TN Promise Application resources. <b>It is expected that a good faith effort is made for every eligible senior student to submit a TN Promise application.</b> The GEAR UP TN Central Office will also provide student application tracking data.</p> <p>We have found that a best practice for this requirement is to set aside a specific time during a school day(s) to complete this requirement. In partnership with your high school administration and counseling staff, designate a <b>TN Promise Application Week between August 1 – September 15th</b> where you will focus on TN Promise applications with a goal of 90 % of all eligible seniors completed during this week.</p>
TN Promise Community Service Opportunity	X	May 31, 2023	<p>Site coordinators are asked to communicate at least one opportunity for students to complete their TN Promise community service requirement for Spring 2023. Site coordinators are encouraged, but not required, to coordinate a volunteer opportunity for senior Tennessee Promise students.</p>
TN FAFSA Frenzy/ One-on-one FAFSA Completion	X	February 1, 2022	<p>TN FAFSA Frenzy is a service or series of services designed to provide opportunity and support for all students to complete a FAFSA (Free Application for Federal Student Aid). <b>It is expected that a good faith effort is made for every eligible senior student to submit a FAFSA.</b> The GEAR UP TN Central Office will provide resources to assist in the planning, implementation, and data tracking of FAFSA completion. Please register to receive TN FAFSA Frenzy resources via Tennessee’s Path to College Event registration by August 01, 2022. It is expected all sites put forth every effort to meet the requirements. FAFSA submission and completions should be included in the student transition plans. Transition Plans will be reviewed and approved by the Regional Coordinators.</p>

MINIMUM GRANT SERVICES PER SCHOOL	12TH	COMPLETION DEADLINE	COMMENTS AND CLARIFICATIONS
College Application and Exploration Month (target: 80% - 100% of student population)	X	September 1 - 30, 2022	<p>College Application and Exploration Month is a statewide event designed to build excitement around the college application and college-going process. High schools participating in College Application and Exploration Month should designate a week to celebrate College Application and Exploration. Sites should identify specific dates, times, 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. Activities may include college admissions visits, college spirit days, workshops, college door decorating contests, etc. Regional Coordinators will work with sites to devise College Application and Exploration Week plans. <b>It is expected that a good faith effort is made for every senior student to apply to at least one postsecondary institution during this week.</b> College App week activities are required; however, there is flexibility in which week the required activities take place. Please make certain that your College App week is during a favorable time to ensure school and community buy-in. This may also be combined with TN Promise completion for the seniors.</p>
College Signing Day (target: 80% - 100% of student population)	X	May 31, 2023	<p>College Signing Days are simple ways to celebrate students, their accomplishments, and their futures. During a College Signing Day, graduating seniors publicly announce the college they have chosen to attend in front of families, supporters, and the entire student body. This is one of the Path to College Events. GEAR UP TN Central Office will provide resources to assist in the planning and implementation of College Signing Days.</p>

## REINFORCE ACTION (CONTINUED)

Assist students in completing critical steps of the college-going process.

MINIMUM GRANT SERVICES PER SCHOOL	12TH	COMPLETION DEADLINE	COMMENTS AND CLARIFICATIONS
High School/ College Transition Workshop (target: 80% - 100% of student population)	X	May 31, 2023 Ongoing	<p>Site coordinators are asked to <b>host a series of college transition activities/workshops</b> for 12th grade students. <b>This required service is not a single one-time activity or event. Transition should be ongoing and different for students based on postsecondary selections. Transition plans for a 4-year university/ college, community college and TCAT will all be very different.</b> Content of the transition activities/workshops will focus on student success skills, such as study skills and time management, as well as college knowledge such as the function of offices like the bursar and registrar. <b>It is necessary to offer multiple college transition workshops for the different types of post-secondary institution that your students will attend. Below are some guidelines to use when planning transition workshops and/or events.</b></p> <ul style="list-style-type: none"> <li>• Every student (regardless of their plans after high school) should have a written transition plan to include next steps, key contacts, and general advice</li> <li>• Transition should not only include enrollment but the steps that they need to take to be successful for their first year of college, the military, or in a new job</li> <li>• Transition should be individualized for each student based upon their personality, interests, aptitude, goals, skills, and abilities</li> <li>• Break students into small groups for transition workshops as appropriate (ex: students that want to go into welding at a TCAT, nursing at the University of Memphis, or education at Vol State.</li> </ul>
Summer Melt (target: 80% - 100% of college-intending students)	X	Summer 2023	<p>Summer programs for 12th grade students (graduates) should focus on reducing summer melt and increasing student success in postsecondary education. Summer activities could include assisting in coordinating student meetings, bridge program administration, visits to enrolled institutions, study skills, financial literacy, budgeting seminars, etc. <b>Sites should strive to contact each graduating senior to confirm their postsecondary plans and help them work through matriculation obstacles/barriers. Every student should be contacted a minimum of 1 time during the summer.</b> This contact can be virtual, in person or via telephone. GEAR UP TN Central Office will provide resources to guide conversations during summer melt.</p>

## EDUCATOR PROFESSIONAL DEVELOPMENT

MINIMUM GRANT SERVICES PER SCHOOL	12TH	COMPLETION DEADLINE	COMMENTS AND CLARIFICATIONS
GEAR UP TN Educator Orientation (100% of school staff that serves the cohort and seniors)	X	September 1, 2022	Site coordinators and GEAR UP TN Central Office staff will jointly provide a GEAR UP TN orientation for 100% of school staff serving seniors. The GEAR UP TN Central Office will prepare a PPT template for the orientation. Site coordinators will provide an orientation to teachers who are absent from the initial teacher in-service and for any new teachers hired after the start of school. This orientation will provide an overview of the GEAR UP TN project and the services that the project provides. The orientation should focus on the role every faculty member plays in increasing the number of students who access and succeed in higher education.
Two Pre-Approved Professional Development Activities for Educators	X	September 15, 2022 – College Transition Workshop  December 31, 2022 – Financial Literacy and Financial Aid Processes	Site coordinators are asked to conduct a <b>College Transition Workshop</b> and <b>Financial Literacy Workshop</b> to meet the two Educator Professional Development requirements. The GEAR UP TN Central Office will provide resources for these workshops.  The first workshop should focus on <b>College Transition and Transition Plans</b> . The purpose of the <b>College Transition Workshop</b> is to provide all educators and administrators who work directly with students a brief summary of college transition and summer melt information relevant to postsecondary institutions where students from your high school enroll. Workshop must include transition information about a 4-year university/college, TCAT, and a community college. Feel free to invite college representatives to help with this requirement. The <b>Financial Literacy and Financial Aid Processes Workshop</b> should consist of teachers, counselors, administrators, and volunteers who will be instrumental in assisting students and parents with all components of the financial aid process. Additional PD can be implemented based upon the academic/college-readiness needs of students and educators.

## EDUCATOR PROFESSIONAL DEVELOPMENT (CONTINUED)

MINIMUM GRANT SERVICES PER SCHOOL	12TH	COMPLETION DEADLINE	COMMENTS AND CLARIFICATIONS
Travel to the National Council for Community and Education Partnerships (NCCEP) Annual Conference (July 2022) and Capacity- Building Workshop (February 2023)	X	July 2022 and February 2023	Include travel funds to attend the July 2022 Annual Conference (required if held in-person) and the February 2023 GEAR UP Capacity Building Workshop (optional) hosted by the National Council for Community and Education Partnerships. Other key grant personnel, such as directors of schools, principals, teachers, and school counselors may also attend with prior approval. Each Collaborative should budget \$3,000 for each attendee.



## OTHER REQUIRED SERVICES

MINIMUM GRANT SERVICES PER SCHOOL	12TH	COMPLETION DEADLINE	COMMENTS AND CLARIFICATIONS
Regional Site Coordinator Meetings	-	Ongoing	GEAR UP TN Central Office staff will convene site coordinators on a regular basis to share best practices, report on grant implementation, and discuss opportunities for collaboration among sites. <b>These meetings are mandatory for all site coordinators.</b> Some of these meetings will be virtual using Teams or WebEx.
Completion of Monthly Activity Plan (MAP), Completed Activity Report (CAR), Compass data entry, Reimbursement Request, match documentation, and Over \$1000/\$5000 Purchase Requests	-	10th of each month  15th of Each Month	GEAR UP TN sites will complete and submit the following:  <b>10th of each month</b> – Completed Activity Report (CAR) and the Compass CAR  <b>15th of each month</b> – Monthly Activity Plan (MAP), reimbursement requests,  Match documentation and any Over \$1000 or \$5000 Purchase Requests. Additionally, all COMPASS entries for the prior month must be entered by the 10th of each month.
Two College Access Steering Committee meetings	-	Fall 2022 and Spring 2023	The College Access Steering Committee meetings should focus on developing project sustainability, resource development, building new partnerships, and expanding a college- going culture in direct-service schools. The GU Central Office will provide a template and data reports for each meeting. <b>Steering Committee meetings should be listed on your MAP the month prior to the meeting. Also, a copy of the meeting agenda should be sent to Regional Coordinator at least two weeks prior to the meeting date.</b>
Establish the College Access Steering Committee	-	September 30, 2022	Please provide your College Access Steering Committee roster to your regional coordinator. A template will be provided by your regional coordinator. Your regional coordinator should be a member of your College Access Steering Committee.
Update District Contact Information	-	September 1, 2022	Please provide any changes in district administration to your regional coordinator. A template will be provided by your regional coordinator.

## OTHER REQUIRED SERVICES (CONTINUED)

MINIMUM GRANT SERVICES PER SCHOOL	12TH	COMPLETION DEADLINE	COMMENTS AND CLARIFICATIONS
Newsletter (Target: 80%-100% of student population)	-	Three newsletters will be sent during Year 5. The first should be sent before September 15th and second one before January 16. The last newsletter should be sent on or before April 30.	GEAR UP TN has purchased the product Smore for your use in creating easy, professional looking newsletters. Collaboratives are encouraged to use Smore or a similar program when creating newsletters. Smore Templates will be provided by the Central Office for your use. Each issue of the newsletter should focus on building college aspiration, college knowledge, and developing college-going identities for GEAR UP students. Newsletters can be something created solely for GEAR UP or they can be created in partnership with the counseling office or administration, but newsletters must focus on GEAR UP TN goals and objectives. Additional topics may include student success strategies; transitioning to college, summer melt, parent involvement and support; FAQs, upcoming GEAR UP TN events and dates; highlights of recent GEAR UP TN services or successes; information about a specific major, career area, or higher education institution; etc. Newsletter drafts should be submitted for review to Jessie Greene at least one week before printing, posting, or sending. Refer to the Implementation Guide for guidance outlining what counts as a parent or student contact regarding newsletters.
Senior Next Guide Distribution – 100% of student population.	-	September 15, 2022	Site Coordinators will have Senior Next Guides distributed to 100% of cohort on or before September 15, 2022.
Collect GEAR UP surveys from GEAR UP 12th grade students.	-	October 31, 2022	You are asked to administer surveys to your students to access their attitudes, expectations and knowledge about GEAR UP TN and postsecondary access programs. We will provide you with paper and online versions of the survey to meet the diverse needs of your schools. It is expected a good faith effort will be made to survey 90%-100% of your students.
GEAR UP TN Welcome Packet (Target: 100% of student population)	-	August 31, 2022	Each site will arrange for the mailing of an introduction/welcome to GEAR UP TN packet to parents. Packet content and templates will be provided by GEAR UP TN Central Office.

MINIMUM GRANT SERVICES PER SCHOOL	12TH	COMPLETION DEADLINE	COMMENTS AND CLARIFICATIONS
21st Century Scholar Certificate (Target: 100% of student population)	-	May 31, 2023	As required by Federal GEAR UP requirements, all GEAR UP TN students must receive a 21st Century Scholar Certificate. The 21st Century Scholar Certificate, provided by the GEAR UP TN Central Office, will include a summary of Federal and State financial aid that may be available to students. <b>Only students who have not previously received a certificate should receive one.</b> Ideally, these should be given out to new students at the beginning of each semester and then to any new student when they arrive. All documentation pertaining to the 21st Century Scholar Certificates must be kept in the Documentation Notebook and added into Compass.
Transition Plan	-	March 1, 2023 Ongoing	Each Collaborative will submit their Transition Plan to their regional coordinator for the following year. Transition Plans should include plans for transition to a 4-year college/university, community college and TCAT. Utilize your county profile reports to determine your top 3-5 institutions where you need to develop a transition plan.
Sustainability Plan	-	May 15, 2023	Each Collaborative will submit their sustainability. to their regional coordinator. This should focus on what will be sustained for the current grade level.
Updating Spending and Match Plan	-	February 15 Ongoing	Each Collaborative is responsible for submitting and monitoring their spending and match monthly. By February 15, 2023, each site must submit a spending plan and a match plan that will show their intentions through the end of the grant year. These will need to be submitted to your regional coordinator for approval.
Travel to the mandatory GEAR UP TN Kickoff meeting	-	July 2022	<b>Project directors and site coordinators from each Collaborative are required to attend the kickoff meeting.</b> Topics covered will include college access professional development, data collection, fiscal policies, and general GU TN policies and procedures.
Professional development offered by the GEAR UP TN Central Office	-	Dates to Be Determined	During Year 5, the GEAR UP TN Central Office plans to offer several professional development opportunities via webinar and in-person. Please budget travel expenses for the site coordinator and at least one additional Collaborative representative to attend two separate day-long professional development sessions.

## OTHER REQUIRED SERVICES (CONTINUED)

MINIMUM GRANT SERVICES PER SCHOOL	12TH	COMPLETION DEADLINE	COMMENTS AND CLARIFICATIONS
Collect and/or update senior student cell phone numbers (80% - 100% of student population)	X	May 15 and August 31	Collect cell phone numbers from rising senior students to be used in text communications throughout the next school year. This list should be originally submitted by May 15, 2022, and updated by August 31, 2022.
Data submission	-	Ongoing	Submit required data as requested by the GEAR UP TN Central Office. Requests will include but are not limited to service delivery data, transcript data, and teacher/parent rosters.
Documentation Review	X	Ongoing	Proper documentation in Compass, MAPS/CARS, and your documentation notebook is necessary and required as part of this state grant that uses federal dollars. The documentation for events and services should be consistent across all of these. To ensure compliance with this requirement, the GEAR UP TN Central Office will conduct monthly CAR audits and the regional coordinators will review your documentation notebooks at least once each semester. (Fall/Spring)
One Programmatic Site Visit	-	May 31, 2023	A site visit will be scheduled by the GEAR UP TN Central Office staff to discuss Year 5 implementation. Attendees should include the director of schools (or designee), the project director, site coordinator(s), relevant GEAR UP TN staff, and others as needed. (This activity does not need to be on your work plan.)
One Fiscal Site Visit	-	May 31, 2023	A site visit scheduled by the GEAR UP TN fiscal manager to audit grant financial records. (This activity does not need to be on your work plan.)



# GEARUP

## TENNESSEE

# 3

## MONTHLY PROTOCOL

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

Best Practices Submission Form

## Monthly Activity Plan (MAP)

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 Site 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 Sites 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 email 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.**

### GEAR UP TN Documentation Notebook & Sign-In Sheets

Each GEAR UP TN Site is provided a GEAR UP TN Documentation Notebook annually to be used to document services provided to students, their families, and school faculty 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 or secure area and be transitioned to new staff members should a GEAR UP TN position be vacated.

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 are 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.

Sites also have the option of using classroom rosters or school attendance and absentee lists as documentation for large scale events or seminars that included the entire class.

# Sample Monthly Activity Plan (MAP)

<b>MONTHLY ACTIVITY PLAN</b>	
<b>School Name:</b>	
<b>Month:</b> August, 2021	
Proposed Service - Student, Family, PD	Is this one of the Yr 4 Minimum Required Services? If so, which one?
Compass Service Category	Compass Service Name
Date	Time
Responsible Parties	
Anticipated Number Served	
Cohort	Priority
Educators	All Students or Subset
If you are targeting a subset, what criteria will be used to identify students (i.e., course grades, attendance, etc.)?	
New or Enhanced Service	
New	Enhanced
Total Estimated Cost	
GU	Match



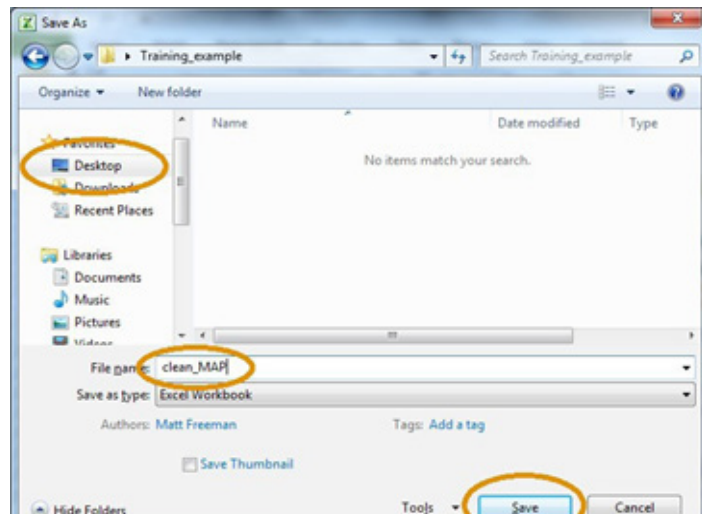
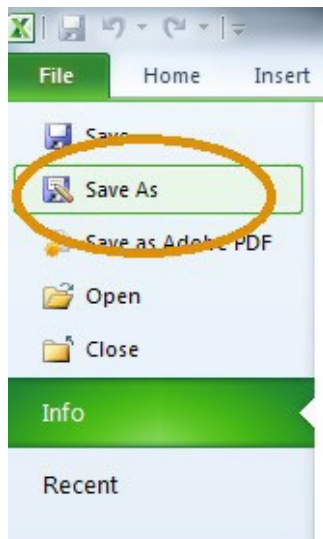
# Monthly Activity Plan (MAP) Excel Instructions

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

Before you get started, here are some tips that we hope you will 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 “**YourSiteName\_Month/Year\_MAP**”. Repeat this process each month. The name of the file should include the month in which activities will take place and your site name.

- i.e., **Shelby County\_August 2021 MAP** should be submitted by July 15th and will outline activities scheduled between August 1st and 31st.

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.

To begin entering planned activities:

- 1.) Select the month in which services will take place using the dropdown box.
- 2.) Select the name of the school in the dropdown menu
- 3.) Starting with your first activity (see far left column), input your estimates for each piece of information requested. Please use the same service names indicated in the minimum required service chart whenever possible. This will make the monthly process of auditing the required services much easier.

**MONTHLY ACTIVITY PLAN**

School Name: \_\_\_\_\_

Month: \_\_\_\_\_

Proposed Service - Student, Family, PD	Is this one of the Yr 4 Minimum Required Services? If so, which one?	Compass Service Category	Compass Service Name	Date	Time

- 4.) There is now a column that asks you to indicate whether the proposed service is intended to meet the criteria for the Yr 4. Minimum Required Services. Please select the appropriate required service from the dropdown menu. This will help us track completion of required services and the percentage of students who participate in required services. We will be focusing on high levels of student participation this year as opposed to completion of requirements.

**MONTHLY ACTIVITY PLAN**

School Name: \_\_\_\_\_

Month: \_\_\_\_\_

Proposed Service - Student, Family, PD	Is this one of the Yr 4 Minimum Required Services? If so, which one?	Compass Service Category	Compass Service Name	Date	Time
	<ul style="list-style-type: none"> <li>No</li> <li>Data-drive academic tutoring - cohort</li> <li>One summer academic enrichment program - coh</li> <li>One GUTN opportunity/ high school -cohort and 10</li> <li>College visit #1 - cohort</li> <li>College visit #2 - cohort</li> <li>College visit - seniors</li> <li>One career exploration opportunity - cohort</li> </ul>				

- 5.) When planning family events, you no longer need to indicate the number of family members you anticipate serving. Family services are now tracked by the student so you will indicate the number of GEAR UP TN students who will have family member(s) participating.

- 6.) There is a separate tab at the bottom now labeled administrative items. This is an area for you to include information that will not necessarily go into Compass, but it would be helpful for us to know. This might include ACT school testing dates, in-service, steering committee meetings, PD that you are attending, or grant implementation activities such as planning meetings, fiscal visits, or student monitoring meetings.

- 7.) The third tab at the bottom provides printing instructions for the MAP/CAR.

## To begin implementing planned activities:

1.) Submit the MAP via email to your regional coordinator for approval.

a. Initial MAP submissions will be reviewed, approved, or returned for revisions. If revisions are required, then the revised MAP must be sent to the regional coordinator by the 25th. In the event that additional activities, services, or events arise, the site coordinator is asked to revise the respective month's MAP and resubmit to the regional coordinator.

2.) Once approved, the document will be returned, newly named **YourSiteName\_Month/Year\_CAR**. Once the activity has taken place, you will use the CAR forms to inform the GEAR UP TN central office of the actual information from each activity you planned.

3.) DATA ENTRY INTO COMPASS is critical to grant reporting requirements. Enter data at least weekly, including recurring activities, and pull your site'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

**Sites will submit a Completed Activity Report (CAR) by the 10th 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, Sites 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 the activities from the MAP, and **all student and faculty activities and services that have been created, expanded, or supported by GEAR UP are required to be entered into Compass with the exception of administrative items.** If you are unsure whether a service should be included in the MAP, please contact your regional coordinator.

## Data Entry and CAR Audits

GEAR UP TN Sites 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. After submission of the CAR, the central office will review Compass to ensure that completed services are fully and accurately entered into the data system. You will be contacted with any questions regarding missing data and reimbursements may be delayed. This means the site should pull their own data report and ensure congruence with the CAR before submission to avoid reimbursement delays. Also, remember that your documentation notebook should also be consistent with the CAR and Compass entries and the documentation should reflect that.

## Reimbursement Request

GEAR UP TN sites receive GEAR UP TN funds on a claim reimbursement basis. This means that the site 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 and evidenced by the submission of the Compass CAR.** 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)

MONTHLY ACTIVITY PLAN		COMPLETED ACTIVITY REPORT																		
School Name:		Month:																		
Proposed Service - Student, Family, PD	Changed to Planned Service	Is this one of the 11+ Minimum Required Services? If so, which one?	Compass Service Category	Compass Service Name	Date	Actual Date of Service	Time	Actual Time	Responsible Parties	Anticipated Number Served		All Students or Subjects	If you are targeting a subset, what criteria will be used to identify students (i.e., course grade, attendance, etc.)?	New or Enhanced Service		Total Estimated Cost	Actual Cost	Funding Source		
										Cohort	Priority			Cohort	Priority			Match	CU	

# Completed Activity Report (CAR) Excel Instructions

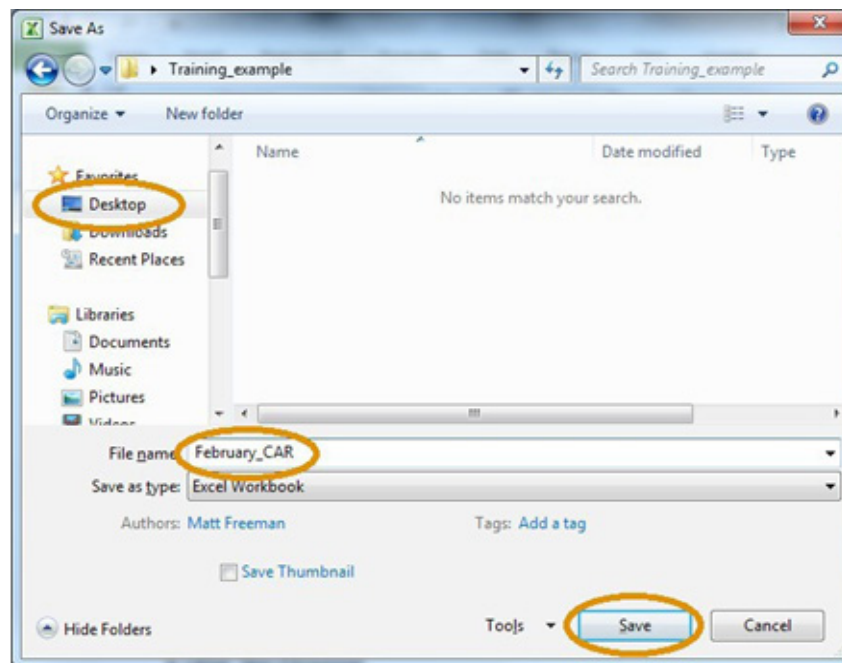
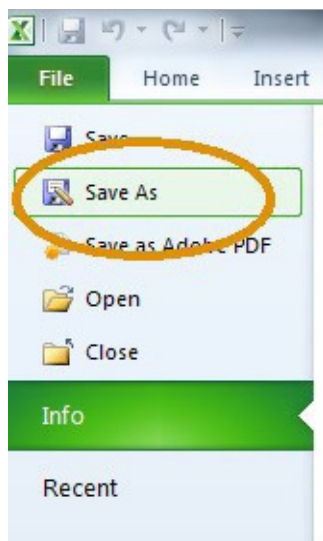
These instructions are provided to assist GEAR UP TN sites with successful completion and submission of Completed Activity Reports (CARs). A new CAR file will be provided by regional coordinators to site coordinators each month (e.g., Robertson County March 2022\_CAR), and is due to your GEAR UP TN regional coordinator by the 10th.

The CAR is your opportunity to inform the central office of details from 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)-**YourSiteName\_Month/Year 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 10th of each month, to your regional coordinator for approval.

To begin entering completed activities:

1.) Check that the month in which services took place is correct. Change if needed using the dropdown box.

2.) Starting with your first activity (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.

August, 2021							
August, 2021 September, 2021 October, 2021 November, 2021 December, 2021 January, 2022 February, 2022 March, 2022		Anticipated Number Served			Actual Number Served		
		Cohort	Priority	Educators	Cohort	Priority	Educator

After you're done:

1.) Ensure that all activities in the CAR, including tutoring and mentoring, 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.**

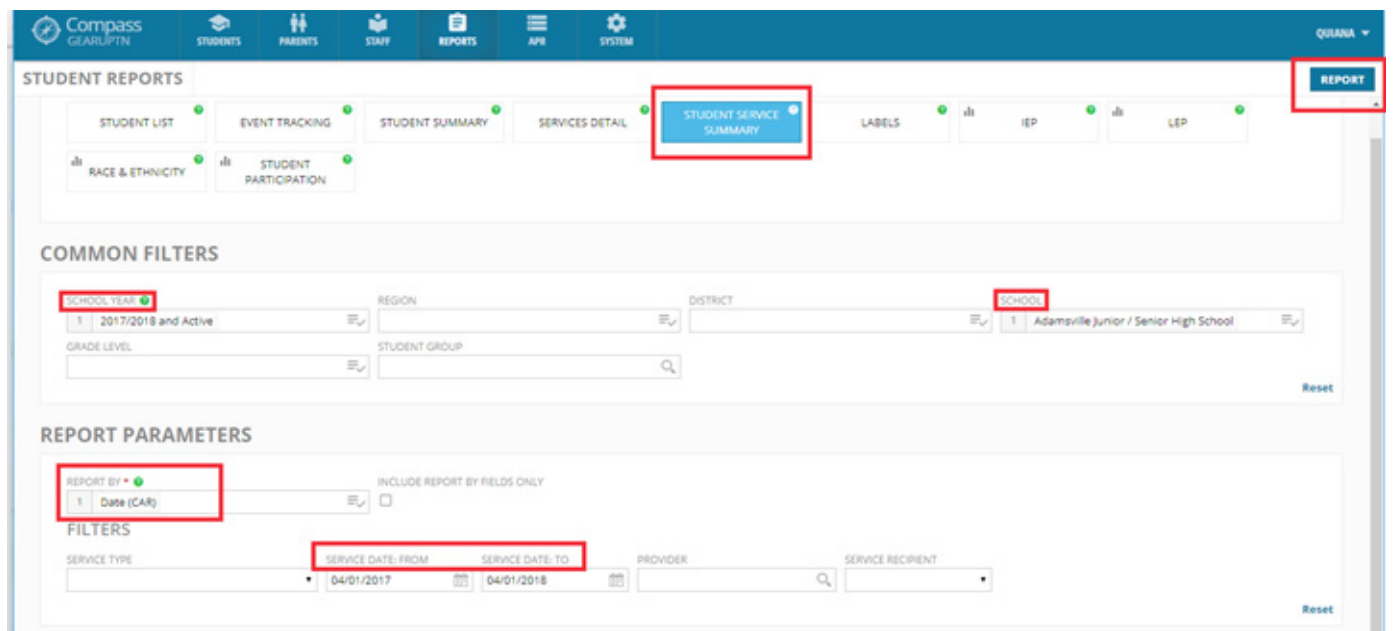
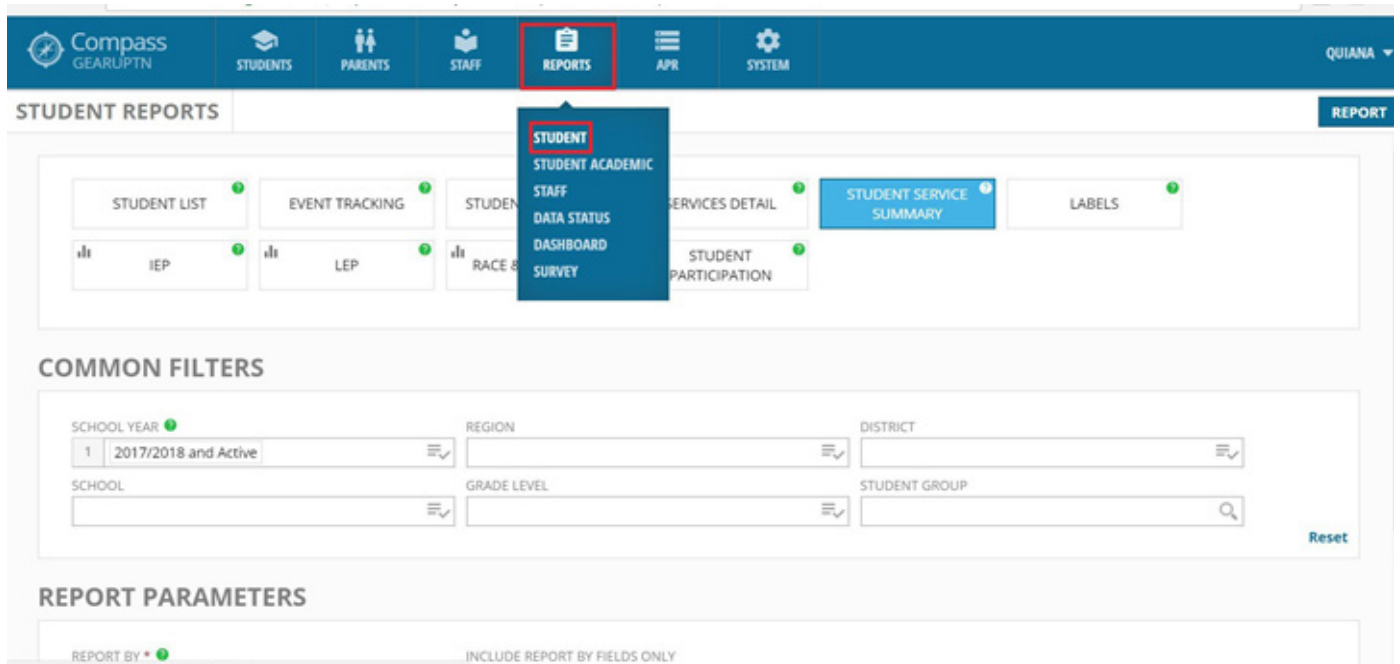
2.) Submit via e-mail to your regional coordinator for approval.

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 “Student” under Reports, selecting “Student Service Summary” and Report By “Date (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 screenshots below:



## Example of Monthly Submission Schedule



## GEAR UP TN Best Practices

GEAR UP TN is designed to allow each GEAR UP TN site the ability to independently design and implement services that improve their students' outcomes while meeting the requirements and expectations of the GEAR UP grant. This structure works best when sites share their effective practices with other GEAR UP TN sites. If a site implements a service or activity that they feel makes a difference for students and drives improvement along GEAR UP TN performance indicators, THEC asks that you share this best practice, form, process, or procedure with GEAR UP TN. We also want to make these resources available to all GEAR UP TN sites and increase everyone's efficiency and effectiveness.

### TN Cloud

We have created a TN Cloud Account for GEAR UP TN resources. This is a secure way for us to share resources with you in a way that will provide you unlimited access without granting public access, you can access them from any computer without downloading any specific software, and the resources are organized into different folders based upon their topics. Some examples of these folders include: ACT Prep, Campus Visits, College Application & Exploration Week, College Planning Sessions, College Signing Day, Family Engagement, Financial Aid, Mentoring, Tutoring, Newsletters, Steering Committees, Texting, Summer Melt, Professional Development, and Kick-off activities.

You can access these resources with the website and password below:

<https://tncloud.tn.gov/owncloud/index.php/s/ObXq0eYsvxKTZg0>

**Password: GEARUPTN2017**

We have already placed a lot of resources that we have at GEAR UP TN into these folders, but we are asking you to add your best practices, forms, processes, and procedures to this as well. To do this, simply email the best practice or form to your regional coordinator, and they will upload it to the appropriate folder on the TN Cloud account for everyone to use.

### Path to College Surveys

You can also submit your best practices for the four Path to College events through the surveys that are online after each event.



# GEARUP

## TENNESSEE

# 4

## DATA COLLECTION & REPORTING PROCEDURES

- GEAR UP TN Evaluation Plan
- GEAR UP TN Objectives & Performance Measures
- The Role of the GEAR UP TN Central Office
- Service Documentation
- Data Collection Plan
- Site Coordinator Data Collection Checklist
- Student Services Definitions
- Family/Parent Services Definitions
- Instructor Professional Development Service Definitions
- GEAR UP TN Database Entries
- 3 Step Reporting Process

# GEAR UP TN Evaluation Plan

## GEAR UP TN Framework:

GEAR UP TN is driven by a theoretical framework that is founded on current college access and success research, experience in implementing successful college access programs, and replication of effective practice gleaned from the state and nation. The GEAR UP TN framework is organized around six focus areas: Rigor, Reach Higher, Relevance, Relationship, Raise Awareness, and Reinforce Action.

**Rigor:** Academically prepare all students for postsecondary education through rigorous curriculum and academic support.

**Reach Higher:** Create school and community environments characterized by expectations, policies, and initiatives that support all students' pursuit of postsecondary education.

**Relevance:** Connect career aspirations and skills to students' educational goals.

**Relationship:** Foster connections that strengthen students' postsecondary success.

**Raise Awareness:** Promote early awareness of the steps necessary to prepare, apply, pay for, and succeed in postsecondary education.

**Reinforce Action:** Assist students in completing critical steps of the college-going process.

GEAR UP TN focus areas and corresponding program services are tied to clearly specified and measurable indicators. To ensure progress is made towards the three national GEAR UP goals, project-specific objectives and corresponding performance measures have been established. Data and evaluation efforts, needs assessments, and student-level data will provide opportunities to assess efforts and meet goals along each of these benchmarks.

# GEAR UP TN Objectives and Performance Measures

## Rigor

Increase the academic performance and preparation for postsecondary education for GEAR UP TN students.

- The % of GEAR UP TN students who pass pre-algebra by the end of the 8th grade will be 10% higher than the comparison group.
- The % of GEAR UP TN students who pass Algebra 1 by the end of the 9th grade will be 10% higher than the comparison group.
- The % of GEAR UP TN students who take two years of math beyond Algebra 1 by the 12th grade will be 7% higher than the comparison group.
- The % of GEAR UP TN students who demonstrate proficiency on state assessments in math and English will be 7% higher than the comparison group.
- The % of GEAR UP TN students who take at least one EPSO, such as dual enrollment or AP coursework, will be 7% higher than the comparison group.
- 55% of GEAR UP TN students will place into college level math and English without the need for remediation.
- The % of GEAR UP TN students who achieve a 19 or higher on the ACT and place out of remedial coursework will be 5% higher than the comparison group.
- The % of GEAR UP TN students who achieve a 21 or higher on the ACT will be 5% higher than the comparison group.

## Reach Higher

Increase the number of GEAR UP TN schools with a strong college-going culture.

- 85% of GEAR UP TN students will report that teachers expect them to go to college by the 12th grade.
- The average daily attendance rate among GEAR UP TN students will be 5% higher than the comparison group.
- The % of GEAR UP TN students who are on track for graduation at the end of each grade will be 5% higher than the comparison group.

## Relevance

Increase GEAR UP TN students' ability to connect career goals with educational requirements.

- 85% of GEAR UP TN students will report that they understand the education requirements necessary to achieve their career goals.

## Relationships

Increase the number of GEAR UP TN students who have meaningful relationships that foster academic and postsecondary success.

- Increase the % of families of GEAR UP TN students who actively engage in activities associated with assisting students in their path to college to a goal of 40% by students' senior year.
- 70% of GEAR UP TN students will report having at least one trusting relationship with an educator.

## Raise Awareness

Increase GEAR UP TN students' and their families' knowledge of postsecondary education options, preparation, and financing.

- 90% of GEAR UP TN students will be on-track to apply for college, measured by completion of the ACT/ SAT by the 11th grade (GPRA 5).
- 90% of GEAR UP TN students will expect to obtain a postsecondary credential by senior year.

## Reinforce Action

Increase the rate of high school graduation and postsecondary enrollment of GEAR UP TN students.

- 85% of eligible GEAR UP TN students will submit a TN Promise application in their senior year.
- 80% of eligible GEAR UP TN students will complete the FAFSA.
- 95% of GEAR UP TN students will graduate from high school on-time.
- 70% of GEAR UP TN students and former GEAR UP TN students will enroll in postsecondary education.
- 70% of GEAR UP TN students enrolled in college will be on-track to graduate on-time measured by completing at least 12 credit hours per semester.

The purpose of the GEAR UP TN evaluation is to:

- 1) Assess the extent to which GEAR UP TN accomplishes project objectives;
- 2) Identify effective practices and strategies for replication; and
- 3) Provide feedback for programmatic improvement.

The program evaluation is based on a quasi-experimental research design that assesses outcomes of GEAR UP TN students relative to a comparison group. To ensure objectivity, THEC will partner with an external evaluator to design and implement the longitudinal evaluation.



# The Role of GEAR UP TN Central Office

The GEAR UP TN central office's data and evaluation team provides guidance and oversight to each GEAR UP TN school on data collection, analysis, and submission efforts. The state monitors data entry 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 of each year. The year-round diligent work 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.

## GEAR UP TN Data System

The central office partners with CoBro Consulting for use of the online data system, Compass, to maintain student-level demographic, service, and outcomes data required for federal performance reporting and continued funding. Compass is an online point-and-click database where GEAR UP TN site coordinators enter student, family and educator service participation 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.

# Service Documentation

Documentation must be collected for all GEAR UP TN services using the service sign-in sheets provided by the central office or school attendance rosters. For each GEAR UP TN service implemented, there must be a record of each participant, the duration of the service, and the date the service occurred. This holds true regardless of who is administering the service. 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. Lack of proper documentation is a common audit finding and these requirements are in place both to ensure accurate data entry and to protect local school systems in the event of a federal audit. Service sign-in sheets are included, and data collection and reporting procedures are further explained in the following section.

## What Requires Documentation?

Every service entered into Compass requires documentation in the form of a service sign-in sheet or an attendance roster. Attendance rosters must be accompanied by a cover sheet that outlines the service provided, Compass service category and service name, duration of the service, and date the service occurred. Any service provided to cohort or senior students, their parents, or educators must have documentation.

Newsletters no longer require documentation or entry into Compass. They have moved from required services to the administrative requirements for 2022 - 2023.

## What Does NOT Require documentation?

In general, if something does not get entered into Compass, we would not expect documentation. Below are some general guidelines:

- Not everything we do is documentable. If a service is not documentable then it is not entered in Compass. Examples may include brief hallway conversations and some asynchronous virtual services (i.e., emailing a video without the ability to track who viewed it)
- Not everything we do is a GEAR UP TN service. Administrative tasks are a common example of work that is performed frequently that is not entered into Compass. Administrative tasks may include standardized test administration, survey administration, organizing the steering committee, etc. These are not entered into Compass and therefore would not be documented in the documentation notebooks.
- Services open to students who are not a part of the cohort or priority seniors. College Signing Day is an example of a service that is often attended by an entire school. Only documentation for cohort students and priority seniors should be stored in the documentation notebook and entered into Compass.

## How Should In-person Services Be Documented?

Documentation should consist of either a sign-in sheet or an attendance roster.

Attendance rosters:

- Useful for large events in which an entire grade-level attends
- Must indicate who was present for the day. An absentee roster may be used to facilitate batch data entry into Compass, but a list of who was present must accompany it in the documentation notebook.
- Must include the service information cover sheet provided by the central office

## Sign-in Sheets

- Must include: Compass service category, subcategory and service name, date the service occurred, duration of the service, and a list of participants

## How Should Virtual Services be Documented?

### Synchronous virtual services (live)

- If the service is provided through a platform that has a registration list or a participant log, the participant log may be printed and stored in the documentation notebook along with a service information cover sheet
- If there is no participant log options include asking participants to raise a hand, comment with their names, and to include a survey or polling question to obtain participant information
- Please include a cover sheet with the service information

### Asynchronous virtual services (pre-recorded and viewed on participants' own time)

- There must be documentation of participation for the service to be entered into Compass
- Documentation through Smore or a similar technology can identify recipients who open a link and provide proof of participation
- If we cannot document who views an asynchronous service than it would not be entered into Compass

## Documentation Notebook Instructions

- Organize the documentation notebook by the date the service was provided. Documentation should be in the same order as your Compass CAR Report
- Print the Compass CAR Report each month and store with the backup documentation
- This makes it easy for regional coordinators (or auditors) to locate documentation for services provided
- Use consistent labeling
- \* There should be consistency in labeling between the documentation notebooks, MAP/CAR and Compass entries. These should match exactly.
- \* The Compass service category, subcategory, service name and date located in your documentation notebook, MAP/CAR, and Compass data entry should be the same
- Keep up with documentation and service entry on a weekly basis
- Only documentation of service participation for cohort and priority students, parents, and educators should be stored in a documentation notebook. If a service is entered into Compass, there must be documentation.

## Data Collection Plan

The following table depicts GEAR UP TN’s data collection cycle and site requirements. These data items 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 Item	Population	Submission Timeline	Submit to:	Data Source	Responsible Party (Primary)
Service participation	Class of 2023 cohort; 12th grade students, family members	Ongoing	Compass	Sign-in sheets or attendance rosters	Site coordinator
Educator professional development participation	Educators of cohort and 12th grade GEAR UP TN students	Ongoing	Compass	Sign-in sheets	Site coordinator
Student enrollment roster	12th grade students; new cohort students	August	Central Office	Local student information system	District data manager and site coordinator
Educator rosters	Educators of cohort and 12th grade students	August	Central Office	Local student information system	District data manager and site coordinator
Transcript data	Class of 2023 cohort, comparison group	August	Central Office	Local student information system	District data manager and site coordinator
Cohort student survey	Class of 2023 Cohort	Fall	Evaluators	N/A	Site coordinators
Any additional data required for the GEAR UP TN Evaluation or APR					

# Site Coordinator Data Collection Checklist

## Ongoing

- Maintain accurate and up-to-date documentation of GEAR UP TN student and parent service participation.
- Keep all service sign-in sheets and attendance rosters 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 of service, date, and length of service.
- Add new students or end inactive students in Compass.

## Weekly

- Enter service participation into the GEAR UP TN data system, Compass. Refer to the GEAR UP TN Student Service Definitions and your Data Entry Cheat Sheet when assigning activities to categories in the data system.

## Monthly by the 10th & 15th

- Print a CAR Verification Report from Compass to check against CAR Excel document and sign-in sheets before submission. Include this printed report with your reimbursement request.
- 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.
- Submit newly enrolled students to the Central Office to add to Compass.
- End students who have left your schools (do not delete). Assign an end reason and date.

## Annual Data Collection

### Fall:

- Participate in annual GEAR UP TN data system trainings.
- Submit educator rosters, if needed, to GEAR UP TN central office.
- Submit enrollment rosters of 12th grade and new cohort students to the GEARUP TN central office.

### Spring or upon semester-end:

- Submit final transcript data upon request from THEC staff by June 15. 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.

## GEAR UP 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 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. Please refer to your Data Entry Cheat Sheet when entering services and assigning service names.

# GEAR UP TN Student Service Definitions

## Tutoring/Homework Assistance

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. Tutoring should be recorded by subject area (Mathematics, English/Reading, Science, Other).

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

NOTE: Data entry needs to indicate whether tutoring is “in-person” or “virtual.”

## Comprehensive Mentoring

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.

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

Mentoring Programs may include:

- Traditional mentoring programs that match one youth and one adult.
- Group mentoring that links one adult with a small group of young people.
- Team mentoring that involves several adults working with small groups of young people, ideally with a ratio of no more than four youth to one adult.
- Peer mentoring that connects caring youth with other adolescents.
- E-mentoring that functions via email and the internet.

NOTE: Data entry needs to indicate whether mentoring is “in-person” or “virtual.”

NOTE: Data entry needs to indicate whether mentoring is provided by a College Mentor Corps organization.

## Financial Aid Counseling/Advising

Financial aid counseling/advising services assist students in 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.

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

NOTE: Data entry needs to indicate whether financial aid counseling/advising is “in-person” or “virtual.”

## Counseling/Advising/Academic Planning/Career Counseling

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:

- Counseling services discuss personal growth issues with students, such as decision making, problem solving, goal setting, attendance, behavior concerns, or family issues.
- Advising provides assistance on course selection (secondary or postsecondary), college and/or career choices, or college and/or career planning.
- 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.
- Career counseling provides assistance about career choices, career planning, internships, or career interests.
- Virtual counseling/advising/academic planning/career counseling includes services that are provided via remote access through the internet or other means.

NOTE: Data entry needs to indicate whether counseling/advising/academic planning/career counseling services are “in-person” or “virtual.”

## College Visit/College Student Shadowing

College visit/college student shadowing services take place on college campuses.

- A 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.
- 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.
- Virtual college visits 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 TN staff, teachers, or other school staff and include the same elements as a physical college visit.

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.

NOTE: College fairs should be entered under the Student Workshop category.

## Job Site Visit/Job Shadowing

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.

- 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. Visits should include visits to local businesses, employers, and agencies to explore different professions or career selections and can be followed by job shadowing.
- Job shadowing 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.
- Virtual job site visit includes services that are provided via remote access through the internet or other means. Virtual job site visits must be facilitated/supervised/led by GEAR UP staff, teachers, or school staff and include the same elements as a physical job visit.

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



## Summer Programs

NOTE: Summer programs can also include non-school year services for year-round schools. 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.

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.

## Educational Field Trips

Educational field trips are services during which students leave their school to 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).

## Student Workshops

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. College and career fairs should be recorded here.

**Virtual student workshops** include services that are provided via remote access through the internet or other means.

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

NOTE: Report college and career fairs in this section.

# GEAR UP TN Family/Parent Service Definitions

## Parent/Family Workshops of College Prep/Financial Aid

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.

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

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

## Parent/Family Counseling/Advising

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 the student's academic goals, college plans, school progress, etc.

- 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.
- Advising provides individual assistance to parents/guardians on their student's college choices, college planning, financial aid planning, etc.

## Parent/Family College Visit

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. The visit should include an official tour, presentation(s) by admissions, academic departments, athletics, student affairs, residence life, multicultural affairs, or other college departments.

**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.

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.

## Family Events

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.

# GEAR UP TN Instructor Professional Development Service Definitions

## Conference

Conferences include conferences hosted by NCCEP, 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.

## Training

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 the GEAR UP TN central office prior to selecting the "Other" category. This category will only be used in unique circumstances.

# 3 STEP REPORTING PROCESS

## STEP 1: PLANNING & NOTIFICATION →

**Due: Monthly by the 15<sup>th</sup>**  
**Notification on activities taking place from the 1<sup>st</sup> through the last day of the following month.**

You are required to inform the central office of next month's activities occurring in your schools, outside of recurring activities such as 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 15<sup>th</sup>** for activities in the following month. For example, a report due October 15<sup>th</sup> 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 to your regional coordinator for review and approval.  
*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.*

## 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 need 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.
- Parent Activity Sign-In**  
Use this only at events or activities where parents/guardians are present, but students are NOT.
- Professional Development Sign-In**  
Use this to document participation during Education Professional Development programs or services.

## STEP 3: DATA SUBMISSION →

**Always collect data at GEAR UP TN Activities, Including log-Ins for tutoring.**

**Due: Monthly by the 10<sup>th</sup>**  
 Reporting on activities taking place from the 1<sup>st</sup> 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 10<sup>th</sup>** from the Compass data system. For example, a report due October 10<sup>th</sup> 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 your regional coordinator by the 10<sup>th</sup> for review and signature.

D) Your Site will be reimbursed by the central office after the central office has verified the accuracy and completeness of data entry by ensuring the alignment

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, it 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.

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.



# GEARUP

## TENNESSEE

# 5

## Expenditures & Reimbursement Procedures

- GEAR UP TN Funding Regulations
- Allowable Costs
- Common GEAR UP Costs
- Indirect Costs
- 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://www2.ed.gov/programs/gearup/gearup-statute.pdf>

## 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 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.

In 2013, the federal OMB issued the Super Circular in the form of final regulations officially titled “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.”

The Super Circular supersedes and streamlines requirements from the following OMB Circulars applicable to the administration, use and audit of federal grant funds by nonprofit organizations, state, local and tribal governments, and colleges and universities:

- A-122 (Cost Principles for Non-Profit Organizations)
- A-87 (Cost Principles for State, Local and Indian Tribal Governments)
- A-21 (Cost Principles for Educational Institutions)
- A-110 (Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals and Other Non-Profits)
- A-102 (Grants and Cooperative Agreements with State and Local Governments) • A-89 (Federal Domestic Assistance Program Information)
- A-133 (Audits of States, Local Governments and Non-Profit Organizations)
- A-50 (Audit Follow-Up).

The Super Circular is divided into six parts:

- Subpart A—Acronyms and Definitions;
- Subpart B—General Provisions;
- Subpart C—Pre-Federal Award Requirements and Contents of Federal Awards;
- Subpart D—Post-Federal Award Requirements;
- Subpart E—Cost Principles; and
- Subpart F—Audit Requirements

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 TN staff when the federal regulations aren't clear on an issue. You also must follow GEAR UP TN 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 member whose salary is supported in full or in part needs 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. **Time and Effort forms must be completed in its entirety and be submitted monthly when requesting reimbursements for salary and/or requesting salary be considered for match.**

**An example of a timesheet meeting the time and effort requirement is included both here and in the Forms section.**



## GEAR UP TN Time and Effort Documentation

Employer: EXAMPLE  
 Employee's Name: SAMPLE  
 Employee's Position: SAMPLE  
 Reporting Period: Jul-20

Program	Task Profile	Week 1	Week 2	Week 3	Week 4	Week 5	Total (Month)	Total
		Time	Time	Time	Time	Time	Time	% of Monthly
GEAR UP 3.0		40.00	7.50	22.50	7.50	15.00	92.50	100.00%
		0.00	0.00	0.00	0.00	0.00	0.00	0.00%
		0.00	0.00	0.00	0.00	0.00	0.00	0.00%
		0.00	0.00	0.00	0.00	0.00	0.00	0.00%
		0.00	0.00	0.00	0.00	0.00	0.00	0.00%
<b>Total Hours (Week)</b>		<b>40.00</b>	<b>7.50</b>	<b>22.50</b>	<b>7.50</b>	<b>15.00</b>	<b>92.50</b>	<b>100.00%</b>

I certify with my signature below that the information submitted is accurate.

\_\_\_\_\_

Employee Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Supervisor Signature

\_\_\_\_\_

Date

## GEAR UP TN

Week Start Date: \_\_\_\_\_ Week End Date: \_\_\_\_\_

Program	Task Profile	Monday	Tuesday	Wednesday	Thursday	Friday
		Time	Time	Time	Time	Time
GEAR UP 3.0		8.00	8.00	8.00	8.00	8.00
<b>Total Hours (Day)</b>		<b>8.00</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>

Program	Weekly Activity Description
GEAR UP 3.0	

# 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.

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

**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.**

The list on the following pages 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, 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.

## 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 \$5,000. 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 travel apply.

## Common GEAR UP Costs

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 \$80,000 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

<b>Clothing:</b> -Items w/GEAR UP TN or college message -Any printing, setup, and delivery charges must be included.	Up to \$ 20 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 \$0.50 each	Student reward or incentive
Backpacks	Up to \$20 each	Student reward or incentive
Coffee Mugs	Up to \$7 each	Appreciation tokens for volunteers/staff
School Supplies (binders, folders, paper, bookmarks, highlighters, lanyards, markers, calculators, and other school supplies)	Up to \$25 per student per year	Student reward or incentive
Hats or bags w/GEAR UP TN or college message	Up to \$10 each	Student reward or incentive
Career or educational books	Up to \$25 each	Student reward or incentive
Educational CD's and DVDs	Up to \$25 each	Student reward or incentive
Decorations for events (flowers, centerpieces, balloons)	Up to \$50 per event	For GEAR UP TN events only
Candy	Up to \$2 each	Student reward or incentive
Educational Games	Up to \$25 each	Student reward or incentive
Flash Drives	Up to \$15 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 Jessie Greene at [Jessie.Greene@tn.gov](mailto:Jessie.Greene@tn.gov).

## 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/services 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 \$12 per student, parent, or staff	Family/parent night event
Meals	Up to \$12 per student per meal	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 \$5 per student per day	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 \$7 per person per event	Steering committee meetings, volunteer meetings, family events, faculty 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, including required materials associated with such courses	Allowable Request pre-approval	Academic support or enrichment
Individual student camps, on a college campus	Allowable Request pre-approval	Field trips, college visits, 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, sites must use the restricted indirect cost rate when developing their budget. Indirect Costs are costs incurred that cannot be directly traced back to the grant. These costs do not replace grant funds, but they supplement grant funds. For example, if there is a specific GEAR UP event happening, however, there is a cleaning crew that needs to be paid as a result of this event, then the charges for this cleaning crew can be accounted for as an indirect cost. Keep in mind, indirect costs cannot exceed 8% of total annual budget (\$100,000 total budget x 8% = \$8,000 indirect cost budget). Each site must maintain a copy of their signed indirect cost certification received from the TN Dept of Education. This certification for the upcoming school year must be submitted with the June Reimbursement Request. This allows time for any necessary corrections or updates to take place prior to July 1st.

### Restricted Indirect Cost Rate for GEAR UP TN Sites

School System	Restricted Rate
Anderson County	4.52
Bradley County	2.28
Campbell County	3.26
Davidson County	6.99
Fayette County	3.83
Fayetteville City	3.25
Haywood County	3.21
Henry County	5.63
Jackson County	3.03
Johnson County	5.83
Meigs County	0.00
Overton County	2.82
Polk County	2.54
Robertson County	1.68
Shelby County	5.58

\*\*Please note, the indirect cost rates change annually. The rates listed below are for the 23-24 school year.\*\*

# 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 to your regional coordinator and Durice Wallace 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 \$1,000 (but excluding budgeted salaries), requires pre-approval from THEC. 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). **This form must be sent to your GEAR UP TN Regional Coordinator for approval.**

***An example of the \$1,000 or Above Purchase Request Form is included both here and in the Forms section.***



## \$1,000 or Above Purchase Request

Directions: GEAR UP TN Collaboratives must receive prior approval for any purchase of \$1,000 or above. \$1,000 or Above Purchase Requests must be submitted along with the Monthly Activity Plan (MAP) by the 15th of the month. Upon approval, the GEAR UP TN central office will send a signed copy of the form back to the GEAR UP TN Collaborative Project Director. Collaboratives should include a copy of the attached \$1,000 or Above Purchase Request along with any reimbursement request containing an expense meeting or exceeding \$1,000.

Collaborative: \_\_\_\_\_

Item	Detailed Description of Item	Qty.	Price	Total
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
<b>Grand Total</b>				\$ -

Proposer include 1) Purpose of purchase and 2) GEAR UP TN Goal and Objective addressed

Contract (Single Line Items (supplies, equipment, etc.)

### Approvals

\_\_\_\_\_  
 GEAR UP TN Collaborative Project Director Name

\_\_\_\_\_  
 GEAR UP TN Collaborative Project Director Signature

Date

\_\_\_\_\_  
 GEAR UP TN Collaborative Project Director Name

\_\_\_\_\_  
 GEAR UP TN Collaborative Project Director Signature

Date

\_\_\_\_\_  
 GEAR UP TN Regional Coordinator Name

\_\_\_\_\_  
 GEAR UP TN Regional Coordinator Signature

Date

\_\_\_\_\_  
 GEAR UP TN Goal Director Name

\_\_\_\_\_  
 GEAR UP TN Goal Director Signature

Date

## \$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 site 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). Approval by the GEAR UP TN Regional Coordinator and Project Director is also required.

## 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.

If you have questions, or would like assistance, please contact Durice Wallace at [durice.wallace@tn.gov](mailto:durice.wallace@tn.gov) or 615-253-1551.

### 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 time sheets, 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.
- f. Attach any Over \$1,000 approvals for any invoice, program, activity, or service over \$1,000.

**Direct Costs:** This line on the Expenditure Detail Form automatically adds up all the category subtotals.

**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.

An example of the Expenditure Detail Form is included both here and in the Forms section.



## Expenditure Detail and Reimbursement Form

Vendor Name (Who was paid?)	Purpose or Reason for Expenditure	Receipt or Billing #	Invoice Date	Receipt Amount
<b>Salaries, Benefits &amp; Taxes</b>				
<b>Category sub total</b>				\$ -
<b>Professional Fee, Grant &amp; Award</b>				
<b>Category sub total</b>				\$ -
<b>Supplies, Telephone, Postage &amp; Shipping, Occupancy, Equipment Rental &amp; Maintenance, Printing &amp; Publications</b>				
<b>Category sub total</b>				\$ -
<b>Travel, Conferences &amp; Meetings</b>				
<b>Category sub total</b>				\$ -
<b>Capital Purchase</b>				
<b>Category sub total</b>				\$ -
<b>Total Direct Costs (Total of items above)</b>				
<b>Indirect Costs*</b>				
<b>Category sub total</b>				\$ -
<b>Total Reimbursement Requested (total of direct costs and indirect costs)</b>				

**NOTE:** Transfer the category sub totals (not the individual expenditures) to the Request for Reimbursement.

## 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.

A sample of the Reimbursement Request Form is provided both here and in the Forms section.



## Request for Reimbursement

NAME AND ADDRESS OF GRANTEE SUBMITTING REQUEST		[FOR STATE USE ONLY]	
<b>Organization Name:</b> <input style="width: 100%;" type="text"/>  <b>Address:</b> <input style="width: 100%;" type="text"/> <b>City:</b> <input style="width: 100%;" type="text"/> <b>State:</b> <input style="width: 100%;" type="text"/> <b>Zip:</b> <input style="width: 100%;" type="text"/> <b>Phone:</b> <input style="width: 100%;" type="text"/>		<b>APPROVED FOR PAYMENT</b> I certify that this payment is for goods and/or services delivered. <div style="text-align: right; margin-top: 10px;">                         _____                          Date                     </div>	
		<b>Grant Director of Designee Signature</b> _____  <b>Department:</b> 3320105130 <b>Project:</b> HEGEARUPFY18_25 <b>Invoice #:</b> _____ <b>Contract #:</b> _____ <b>Vendor #:</b> _____	
REIMBURSEMENT PERIOD	DATE FROM	DATE TO	AMOUNT REQUESTED
BUDGET LINE-ITEM			
Salaries, Benefits & Taxes			\$ -
Professional Fee, Grant & Award			\$ -
Supplies, Telephone, Postage & Shipping, Occupancy, Equipment Rental & Maintenance, Printing & Publications			\$ -
Travel, Conferences & Meetings			\$ -
Capital Purchase			\$ -
Indirect Costs			\$ -
TOTAL AMOUNT REQUESTED			\$ -

As an authorized representative of the above named contractor or grantee, I certify that this Request for Reimbursement and the attached Expenditure Detail Form are true and accurate to the best of my knowledge and hereby request funds for the total amount shown above.

\_\_\_\_\_  
Printed Fiscal or Business Director Name

\_\_\_\_\_  
Fiscal or Business Director Signature

\_\_\_\_\_  
Date

DO NOT WRITE BELOW THIS LINE - OFFICE OF P-16 INITIATIVES FISCAL MANAGER USE ONLY

I certify that this invoice was submitted in accordance with appropriate requirements and is proper for payment.

\_\_\_\_\_  
Fiscal Manager Signature

\_\_\_\_\_  
Date



### Step 3 - Submission:

Reimbursement requests, along with the Match Summary, and backup documentation, must be submitted by the 15th of each month. Sites must email a scanned copy of documents to Durice Wallace at [durice.wallace@tn.gov](mailto:durice.wallace@tn.gov) and copy 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.

### Spending Down Funds

It is vital to the success of this grant that each site spend down their funds regularly throughout the year and close the year by spending as close to all of their annual budget as possible. Do not wait to see what is left in your budget and make major purchases at the end of the year but plan and budget your funds throughout the year and make those more significant purchases as soon as possible. In the spring of each year, each site will need to provide a spending plan for their remaining budget to their regional coordinator and GEAR UP TN fiscal manager for approval. Your unspent funds will NOT roll over from one year to the next, so plan ahead with the GEAR UP TN central office and your local fiscal office to spend down your funds. Since we work through a reimbursement process, all expenses filed through the reimbursement request must have been incurred and paid during the final month of the grant year.

### Monthly Reimbursement / Completed Activity Report Audits

On a monthly basis, GEAR UP TN central office personnel will audit reimbursement requests of GEAR UP TN Sites 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 site 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 central office in Nashville. Budget revision 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 email. Remember that this is a request for the approval to move your funds, so this needs to be submitted prior to the expenditure of the funds and the budget being out-of-balance.

An example of the Budget Revision Form is provided both here and in the Forms section.



**Budget Revision Form**

GRANT BUDGET					
County:					
Project Director:					
Coordinator:					
The grant budget line-item amounts below shall be applicable only to expenses incurred during the following:					
Begin Applicable Period:					
End Applicable Period:					
POLICY 03 Object Line-item Reference	EXPENSE OBJECT LINE-ITEM CATEGORY	APPROVED BUDGET AMOUNT	CHANGE	REVISED BUDGET AMOUNT	EXPLANATION
1 & 2	Salaries and Benefits & Taxes				
4, 15	Professional Fee/Grant & Award				
5, 6, 7, 8, 9, 10	Supplies, Telephone, Postage & Shipping, Occupancy, Equipment Rental & Maintenance, Printing & Publications				
11, 12	Travel/Conferences & Meetings				
20	Capital Purchase				
22	Indirect Cost				
24	In-Kind Expense				
n/a	Grantee Match Requirement (for any amount of the required Grantee Match that is <u>not</u> specifically delineated by budget line-items above)				
25	GRAND TOTAL	\$ -		\$ -	

Notes:

- 1 Each expense object line-item shall be defined by the Department of Finance and Administration Policy 03, Uniform Reporting Requirements and Cost Allocation Plans for Subrecipients of Federal and State Grant Monies, Appendix A. (click for link)
- 2 Applicable detail attached if line-item is funded.
- 3 A Grantee Match Requirement is detailed by this Grant Budget, and the maximum total amount reimbursable by the State pursuant to this Grant Contract, as detailed by the "Grant Contract" column above, shall be reduced by the amount of any Grantee failure to

DO NOT WRITE BELOW THIS LINE - OFFICE OF P-16 INITIATIVES FISCAL MANAGER USE ONLY

By signing below I indicate approval of this revision.

\_\_\_\_\_  
Regional Coordinator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Fiscal Manager Signature

\_\_\_\_\_  
Date

## Records Retention

In accordance with federal regulations, as stated in EDGAR, relevant GEAR UP TN records must be retained at least seven 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, email 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
- Risk Monitoring

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 audits:

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

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 (match)
- 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
- Risk assessment in compliance with federal guidelines



# GEARUP

## TENNESSEE



## In-Kind Match Documentation & Reporting Procedures

- Understanding Match
- Examples of 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 Sites are required to collect 100% of their annual contract amount in Grant Year 6.**

## 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 Site'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. Match must be submitted monthly with the site's reimbursement request.**

## Examples of Match

Below are examples of match previously documented by GEAR UP TN programs:

### Using Time as Match

- Any of the site coordinator's salary or benefits not paid by the grant.
- A portion of the project director, finance staff, IT staff, technology staff, or data administrator's salary and benefits.
- Any time that administrators or supervisors spend on GEAR UP TN initiatives.
- Any time beyond counselors' or teachers' work schedule as long as they aren't being paid by the grant.
- Time that non-profit volunteers spend on GEAR UP TN students or initiatives.
- Time that college personnel spend on GEAR UP TN students or initiatives including college fairs, campus tours, and high school visits.
- Time that local or state employees spend on GEAR UP TN students or initiatives.
- Time donated by college students, community members, or former high school students.
- Time donated by business leaders, employers, and employees through career fairs, speakers, job shadowing, and job site visits.
- Time donated by high school students and parents that benefits GEAR UP TN students.
- Time donated by attendees at GEAR UP TN Steering Committee meetings other than teachers and counselors if during their regular school day.
- Time donated by mentors for the cohort or priority group including tnAchieves, big sibs, Peer Power, NAACP, Link Crew, Ayers Foundation, industry professionals, etc.
- Professional development or motivational speakers that benefit GEAR UP TN and are donated or paid by someone else.
- Time donated by tutors that are not paid for by grant or other federal funds.
- Time donated for College Application and Exploration Month and similar events.

### Match from Postsecondary Institutions

- Dual Enrollment tuition and fees paid by the postsecondary institution.
- Donations by colleges, non-profits, businesses, or the school system.
- Application fees waived by colleges.
- Meals donated by colleges.
- Gap fees paid by the postsecondary institution for dual enrollment courses.
- Costs associated with a college and/or career fair that benefits GEAR UP TN students.
- Special programs and camps provided by colleges for GEAR UP TN students.
- Space donated by postsecondary institutions for GEAR UP TN events, services, or students.

### Match from the School District

- Custodial expenses paid by the school district for GEAR UP TN events.
- Transportation costs for GEAR UP TN paid by the school system.
- NCCEP and other college access and success related conference expenses that are not reimbursed by GEAR UP TN.
- Purchases by the school district that impact GEAR UP TN goals and objectives. Examples: SAILS math lab, college and career center, etc.
- Supplies and instructional materials donated by the school district for the purpose of GEAR UP TN.
- Postage donated by the school district for the purpose of GEAR UP TN.
- Space, utilities, internet service, phone, insurance, etc., paid by the school system for GEAR UP TN events, services, and staff.
- Equipment or supplies that belong to the school system used by GEAR UP TN.
- Mileage that is not claimed for reimbursement.

## Sustainability

GEAR UP TN aims to expand the college-going culture in GEAR UP TN communities through the provision of sustainable college access and success services. GEAR UP TN's cohort structure is designed to provide sites the opportunity to not only provide services to the Class of 2024 but also pilot programming each grant year. To truly impact the communities served by GEAR UP TN, sites must find ways to sustain effective activities and services for classes following the cohort. To incentivize sites to sustain the grant's impact, GEAR UP TN allows sites to count funds used to sustain grant activities as match. To qualify as match, the service being sustained must have been piloted and implemented using GEAR UP TN funds. Sustainability matching funds must meet all other GEAR UP TN match requirements. In addition to following standard GEAR UP TN match documentation requirements, sites must receive approval to commit funds used to sustain grant activities as match by completing the GEAR UP TN Sustainability Match Form. Approval for sustainability matching funds will be approved on a case-by-case basis.

## Scholarships

GEAR UP TN sites are encouraged to build relationships with organizations and entities which provide scholarships to GEAR UP TN students. For example, sites can partner with higher education institutions to develop programs which offer scholarships specifically to GEAR UP TN graduates.

To be used as match, scholarships provided through partner organizations, including nonprofits, higher education institutions, etc., must be the result of a partnership between the school district or high school and the scholarship granting organization and must be incorporated into the sites' GEAR UP TN grant implementation. Scholarships may only account for 25 percent of a site's match requirement in a given year. State-sponsored financial aid programs, including the HOPE Scholarship, Tennessee Promise, Dual Enrollment Grant, etc., may not be used as grant match. Dual enrollment scholarships provided by higher institutions, however, can be used as match. Scholarship partners must complete a GEAR UP TN Partnership Identification Form and the In-Kind Match – Goods and Services Form.

## Summer Programs

Summer program expenses provided by the school system, local college, or nonprofit including space, volunteers, etc.



## 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 of this Implementation Guide. 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 both programs are collecting match from the same partner, you must determine which programs get the match. You may choose to split match out and share it or all match can be allocated to one program. If you have more than one grant that requires match, you cannot move match from one project to another. The match for each program 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](http://www.independentsector.org). Per the website, the updated rate for Tennessee is \$28.12 per hour, which includes benefits. This would include guest speakers, parent chaperones, 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. Since they are assisting you in accordance with their regular job duties, their normal rate applies.

## School Staff Time

- Teacher time outside of their day may be counted as match only 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 TN activities only if they are categorized by your district as an administrator and not as a certificated staff member.
- Substitute pay may count as match only 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 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards for additional guidance.

## Scholarships

GEAR UP TN sites are encouraged to build relationships with organizations and entities to provide scholarships to GEAR UP TN students. Many sites have partnered with higher education institutions or nonprofits to develop programs which offer scholarships specifically to GEAR UP TN graduates. To be used as match, scholarships provided through partner organizations, including nonprofits, higher education institutions, etc., must be the result of a partnership between the school district or high school and the scholarship granting organization. The scholarship must be a result of the site's GEAR UP TN grant implementation. Scholarships may only account for 25 percent of a site's match requirement in a given year. State-sponsored financial aid programs, including the HOPE Scholarship, Tennessee Promise, Dual Enrollment Grant, etc., may not be used as grant match. Dual enrollment scholarships provided by higher institutions, however, can be used as match. Scholarship partners must complete a GEAR UP TN Partnership Identification Form and the In-Kind Match Goods and Services Form.

## Sustaining GEAR UP TN Initiatives

GEAR UP TN aims to expand the college-going culture in each of the 15 GEAR UP TN communities through the provision of sustainable college access and success services. GEAR UP TN's cohort structure is designed to provide sites the opportunity to not only provide services to the Class of 2024 but also pilot programming each grant year. To truly impact the communities served by GEAR UP TN, sites must find ways to sustain effective activities and services for classes following the cohort.

To incentivize sites to sustain the grant's impact, GEAR UP TN will allow sites to count funds used to sustain grant activities as match. To qualify as match, the service being sustained must have been piloted and implemented using GEAR UP TN funds. Sustainability matching funds must meet all other GEAR UP TN match requirements. In addition to following standard GEAR UP TN match documentation requirements, sites must receive approval to commit funds used to sustain grant activities as match by completing the GEAR UP TN Sustainability Match 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 site’s GEAR UP TN grant. The form must be completed and signed. Most matching sources will be documented using this form.

An example of the In-Kind Match Form – Goods and Services is provided both here and in the Forms Section.



### In-Kind Match Form: *Goods & Services*

**Directions:** Donors who provide in-kind donation of goods and services, complete and sign this form. Include on the Monthly Match Summary Form and submit with the monthly reimbursement request.

<b>School Name:</b>	
<b>Contributor's Name/Organization:</b>	
<b>Contributor's Title:</b>	
<b>Address:</b>	
<b>E-mail address:</b>	

<b>Date:</b>	
<b>Phone Number:</b>	
<b>Fax Number:</b>	
<b>City:</b>	
<b>State:</b>	
<b>Zip Code:</b>	

Date	Detailed description of services contributed to GEAR UP TN with unpaid hours or that are specific to GEAR UP TN services. The 2024 Hourly Volunteer Rate is \$28.12	Number of Hours/Quantity	Hourly Rate for Service/ Value per Item	Value
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
	<b>Total miles driven:</b>		State Mileage Rate: \$0.655	\$ -
<b>TOTAL:</b>				\$ -

The information provided on this form is an accurate estimate of the services I have provided to the GEAR UP TN program.

I hereby certify that the information above is true and correct.

Contributor's Signature: _____	Date: _____
School District's Signature: _____	Date: _____

## 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.

An example of the In-Kind Match Form – School Staff is provided both here and in the Forms section.



### In-Kind Match Form: *School Staff*

**Directions:** School district staff members who contribute time to the GEAR UP project complete and sign this form. Refer to the guidelines in Section 4: In Documentation and Reporting of the GEAR UP TN Implementation Guide for qualifying activities. Include on the Monthly Match Summary Form and submit reimbursement request.

Contributor Name: \_\_\_\_\_  
 School District Name: \_\_\_\_\_  
 School District Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_

Date	Code (see table below)	Detailed description of services contributed to GEAR UP TN with unpaid hours or that are specific to GEAR UP TN services.	Number of Hours	Hourly Rate for Service

**TOTAL:** \_\_\_\_\_  
 The information provided on this form is an accurate estimate of the services I have provided to the GEAR UP TN program.  
 I hereby certify that the information above is true and correct.

Contributor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 School District's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Code #	Activities
1	Prepared class activity to inform or help students learn about college opportunities.
2	Prepared class activity to help underschooled students and/or promote rigor.
3	Prepared class activity to learn about career opportunities.
4	Planned and/or participated in a GEAR UP-sponsored event or meeting.
5	Professional Development which would benefit GEAR UP students.
6	Tutored or mentored GEAR UP students outside of classroom time.
7	Other: Specify details – attach additional sheets of paper if necessary.

## Sustainability Match Form

This form should be completed if the site is using local funds to sustain GEAR UP TN. A description of sustainability match can be found earlier in this section. Please refer to matching guidelines for qualified activities.



# GEARUP

## TENNESSEE

# 7 COMMUNICATIONS

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

# GEAR UP TN Messaging Guidelines

## Tagline

Make college dreams a reality.

## Boilerplate Language

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 sites in 15 counties across the state to promote college readiness and success. Between 2017 and 2024, GEAR UP TN will provide a variety of services including mentoring, tutoring, college visits, and financial aid counseling to ensure more Tennessee students can enroll and succeed in postsecondary education.

## Brief Description of GEAR UP TN

GEAR UP TN is a locally driven project that works to prepare students for success in middle school, high school, and postsecondary education.

## GEAR UP TN Personality

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

## 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

## Students

- College is a real and reachable goal.
- You have many options to pay for college.
- 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.

## Parents and Families

- You play a huge role in encouraging your student to go to college.
- Any type of postsecondary education, from a TCAT to a community college to a 4-year university, will pay off for your student in the long-term.
- The college process is complex, but with support, your student can find the right fit.
- GEAR UP TN can provide one-on-one support to you and your student on the college process.

## 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.

## School Personnel and 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.

## Local Government, Policymakers

- GEAR UP TN is preparing students to have bright futures in the local community.
- The GEAR UP TN model will allow services to continue long after the life of the grant.



# GEAR UP TN Style Guide

## CollegeforTN.org

CollegeforTN.org is a web-based college and career planning system with information specific to Tennessee high school students and Tennessee higher education institutions. Refer to CollegeforTN.org.

## GEAR UP

Use “GEAR UP” in all uppercase letters, omitting “TN” when referring to the U.S. 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 site or the GEAR UP program specifically in Tennessee. For example, a site is a GEAR UP TN site 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 College Access and Success Division, which would be capitalized, as it is the formal name of the division.

## 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 “Site Name GEAR UP TN Site Coordinator” as in “Campbell County GEAR UP TN Site Coordinator” or “Haywood County 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 and technology centers. When referring to Tennessee Board of Regents institutions, on first use, use the full name of the institution. For example, Roane State Community College or Tennessee College of Applied Technology at Jackson. On second use, a commonly used abbreviation or shortened name may be used (i.e., Roane State or TCAT Jackson.)

## 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, the state's locally governed institutions (LGIs,) 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

Readapted in May 2021, the new logo for GEAR UP TN is a simplified, 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. The color palette has been revamped to match the new College for TN brand.



<p>PANTONE BLUE 0821 C C: 50% M: 0% Y: 5% K: 0%</p> <p>R: 134 G: 205 B: 232      #86CDE8</p>	<p>PANTONE 279 C C: 72% M: 37% Y: 0% K: 0%</p> <p>R: 80 G: 141 B: 215      #508DD7</p>	<p>PANTONE 541 C C: 100% M: 78% Y: 32% K: 22%</p> <p>R: 0 G: 59 B: 109      #003B6D</p>	<p>PANTONE 179 C C: 4% M: 91% Y: 91% K: 0%</p> <p>R: 211 G: 75 B: 59      #86CDE8</p>
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## BLACK & WHITE

For black and white applications, the below usages are preferred: solid black on a white background or solid white on a black background.



## IMPROPER USE

The logos 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 logos should never have drop shadow or other graphic effects added.



# Media Outreach Toolkit

Reaching out to local media is a wonderful way to increase community awareness of and involvement in your GEAR UP TN site. 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.

A note about student photo and video releases: It's a good idea to start your school year by asking students and parents to sign a photo and video release form so that you can use photos from school events in your outreach. A standard release for THEC and TSAC is available online at the GEAR UP TN website. Please store these signed releases in your files.

## 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 Site.

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 the following pages for sample press releases.

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. A sample media advisory is included at the end of this section.

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). For example, an email from troy.grant@tn.gov is more likely to be read than an email from CollegeforTN@tn.gov.

Tip: If you or someone involved with your site 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 site, 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, or 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. Email is great, but never underestimate the power of a handwritten note. Saying thanks will help to maintain a good relationship with your local media outlets.

ALWAYS include a press contact.

- Your headline should reflect the content and be in capital letters or in bold.
- Include a city/ state and the date of the release.
- Your first paragraph should be only one sentence and be both summative and draw the reader into the rest of the 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, principal, or the mayor).
- The release should total between 4 and 7 paragraphs and no more than 2 pages.

# Sample Press Release

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

Include the GEAR UP TN logo

FOR IMMEDIATE RELEASE

For more information, please contact:

Name

Phone Number

Email

COUNTY/DISTRICT/HIGH SCHOOL NAME TO HOST EVENT  
CITY, TN (DATE)

In an effort to promote college awareness and access, Name of Your High School will participate in Event Name, a statewide initiative sponsored by the Tennessee Higher Education Commission and GEAR UP TN, on Date.

The goal of Event Name is to provide all Tennessee students with the opportunity to learn about college and career opportunities. Insert one to two sentences to describe your event. This is the Insert Number time it has been held at Name of Your High school.

Name of Your High School is expecting more than Insert Number students to participate with the help of Insert Number volunteers from Insert names of School Faculty/ Administration/College/ Community Resources that will help. "Quote about your event. The event is a unique opportunity to create a college-going culture in Name of Your County/City/or District," said Principal.

For more information about the Name of Your High School Event Name, please contact Your Name and Contact Information.

Event Name is a statewide event organized by the Tennessee Higher Education Commission and sponsored by GEAR UP TN. The goal of Event Name is Event Goal.

County/District/High School is the recipient of a [Insert Dollar Amount] GEAR UP grant spread over six years. The grant funds provide services to students and families with the aim of increasing enrollment and success in postsecondary education. The funding is part of the U.S. Department of Education's Gaining Early Awareness and Readiness for Undergraduate Programs (GEAR UP) grant, which aims to increase the number of low-income students in Tennessee who are accessing and succeeding in higher education. County/District/High School is one of 15 communities selected to receive funds.

###

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

## Sample Press Release

Include the GEAR UP TN logo



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

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

### FOR IMMEDIATE RELEASE

For more information, please contact:

Name

Phone Number

Email

### COUNTY/DISTRICT/HIGH SCHOOL NAME RECEIVES GEAR UP TN GRANT TO PROMOTE COLLEGE ACCESS AND SUCCESS

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

CITY, TN (April 18) - The Tennessee Higher Education Commission announced today that County/District/High School is the recipient of a [Insert Dollar Amount] GEAR UP grant over the next six years. The grant funds will provide services to students and families with the aim of increasing enrollment and success in postsecondary education.

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

The funding is part of the U.S. Department of Education's Gaining Early Awareness and Readiness for Undergraduate Programs (GEAR UP) grant, which aims to increase the number of low-income students in Tennessee who are accessing and succeeding in higher education. County/District/High School is one of 15 communities selected to receive funds. The communities were selected through a competitive application process by the Tennessee Higher Education Commission, the administrator of the state's GEAR UP TN grant.

[Quote from county/district leader, such as local director of schools or a GEAR UP TN principal]

As part of the project, County/District/High School will form a local, community-based GEAR UP TN Collaborative to provide college access and success-focused services to students at [insert a list of schools included in the GEAR UP TN Collaborative]. Students in the Class of 2023, who are currently in the seventh grade, will receive services as a cohort through middle school, high school, and their first year of postsecondary education.

Seniors at participating high schools will also receive direct services that will help them prepare for college and apply to postsecondary programs. Services will include one-on-one mentoring, tutoring, college visits, and financial aid counseling. GEAR UP TN will also provide students across the state of Tennessee with college and financial aid resources, including a college access and success website, [CollegeforTN.org](http://CollegeforTN.org).

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.

Each GEAR UP TN Collaborative includes formal partnerships with at least one middle school, one high school, a higher education institution, a local board of education and at least two community-based organizations. Partners will help implement grant activities and ensure that the momentum of college access work continues beyond the six-year grant. County/District/High School's GEAR UP TN Collaborative will partner with [insert higher education institution, local education agency, and list of community partners. Also as applicable, list of services provided by each partner].

This is Tennessee's third GEAR UP grant. Tennessee's first GEAR UP TN project, which began in 2005, resulted in a 22.8 percent increase in college-going rates in the nine rural school districts. Communities served by Tennessee's second GEAR UP TN grant, which began in 2012, have shown impressive results, including over 9 percentage points of growth in college-going rates since 2012. Tennessee was one of ten states awarded a GEAR UP grant as part of the 2017 competition.

For more information, please contact [insert media contact name, title, organization, at phone, e-mail address].

###

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

#### About GEAR UP TN

GEAR UP TN is a locally driven project that works to prepare students for success in middle school, high school, and postsecondary education. 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. Between 2017 and 2024, GEAR UP TN will provide a variety of services including mentoring, tutoring, college visits, and financial aid counseling, to ensure more Tennessee students can enroll and succeed in postsecondary education.

At the end of each press release, it is a good idea to include "boilerplate language" or a standard



## Sample Media Advisory

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

Include the GEAR UP TN logo.

MEDIA ADVISORY FOR:

Name of Your High School Event Name

Date of event

For more information contact:

Name, phone number, email address

Name of Your High School/District Name GEAR UP TN College-Bound Pep Rally

(Give a brief summary in the title of the media advisory)

In an effort to promote college awareness and access, Name of Your High School will host a GEAR UP TN College-Bound Pep Rally for their eleventh-grade students, members of the high school class of 2023, on Date.

The goal of the pep rally is to provide all Tennessee students the opportunity to explore college and career opportunities with the support of their school. High School Name was awarded a GEAR UP TN grant in 2017.

Insert one to two sentences to describe your event. [Include details about your specific event, especially activities that can be filmed or photographed.] "Students will wear Class of 2023 tee shirts and sign college-bound pledges to celebrate their college goals."

Using bullet points include Who, What, Where, and When.

WHO: For example: 75 11th grade students

WHAT: Event Description

WHERE: Location

WHEN: Date

The GEAR UP TN College Bound Pep Rally is a statewide event organized by GEAR UP TN and the Tennessee Higher Education Commission.

###

This mark lets readers know that this is the end of the media advisory.

GEAR UP TN is a locally driven project that works to prepare students for success in middle school, high school, and postsecondary education. 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 sites in 15 counties across the state to promote college readiness and success. Between 2017 and 2024, GEAR UP TN will provide a variety of services including mentoring, tutoring, college visits, and financial aid counseling, to ensure more Tennessee students can enroll and succeed in postsecondary education.

At the end of each media advisory, include "boilerplate language" or a standard description of your GEAR UP TN Site.

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

Include the GEAR UP TN logo.

## Sample Media Advisory



### MEDIA ADVISORY FOR:

**Name of Your Middle School Event Name**

**Date of event**

Always include main point of contact.

**For more information contact:**

**Name, phone number, email address**

Give a brief summary in the title of the media advisory

**Name of Your Middle School/District Name** GEAR UP TN College-Bound Pep Rally

In an effort to promote college awareness and access, **Name of Your Middle School** will host a GEAR UP TN College-Bound Pep Rally for their eighth grade students, members of the high school class of 2023, on **Date**.

The goal of the pep rally is to provide all Tennessee students the opportunity to explore college and career opportunities with the support of their school. **Middle School Name** was awarded a GEAR UP TN grant along with **GEAR UP TN High School Name(s)**.

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

Insert one to two sentences to describe your event. [Include details about your specific event, especially activities that can be filmed or photographed. "Students will wear **Class of 2023** tee shirts and sign college-bound pledges to celebrate their college goals."

Using bullet points include Who, What, Where, and When.

**WHO:** For example: 75 8th graders

**WHAT:** Event Description

**WHERE:** Location

**WHEN:** Date

The GEAR UP TN College Bound Pep Rally is a statewide event organized by the GEAR UP TN and the Tennessee Higher Education Commission.

###

This mark lets readers know that this is the end of the media advisory.

*GEAR UP TN is a locally driven project that works to prepare students for success in middle school, high school, and postsecondary education. 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. Between 2017 and 2024, GEAR UP TN will provide a variety of services including mentoring, tutoring, college visits, and financial aid counseling, to ensure more Tennessee students can enroll and succeed in postsecondary education.*

At the end of each media advisory, include "boilerplate language" or a standard description of your GEAR UP TN Collaborative.

## Kickoff Event Overview

An annual 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 site 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 site's personality and, most importantly, your students.

### Scheduling Your Event

Your kickoff event should happen between August and October, in the early months of the school year. Determine the best day and time for your event. During previous years 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 should be in attendance at the event. GEAR UP TN site 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 area
- United States House of Representative members representing your 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

## 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.

You are invited to attend

## **The [Site 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: Start - End]**

**[Location]**

Hosted by the [Site Name] GEAR UP TN Site:  
[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.
- 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.
- 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.

# T-Shirt Approvals

Your site may choose to print t-shirts for group recognition or school visits. The T-Shirt Approval Form along with a rendering of the t-shirt design should be submitted to Jessie Greene (jessie.greene@tn.gov) in the GEAR UP central office for art approval. Once the art is approved, your regional coordinator will need to approve the purchase.

An example of a T-Shirt Approval Form is provided both here and in the Forms section.



## T-Shirt Approval Form

Site Coordinator Name:	
Collaborative Name:	
T-shirt quantity:	
Price per shirt:	
Total other costs (design, shipping, etc.):	
Total cost [(Qty* price)+additional costs]	\$ -
Purpose of t-shirt:	
Benefit to GEAR UP TN students:	

# 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 site. 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.

## 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.

## 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 or emailing to both students and parents to increase the services available to both students and parents.

Smore, our newsletter software, contains analytics which allow you to track the number of students and parents who read your newsletter. Smore newsletters can be emailed, printed, tweeted, shared to Facebook and Pinterest, and embedded on your school's website.

## Frequency

The newsletters should be sent at least once per semester, and the fall newsletter must be sent prior to College Application and Exploration Week.

## Template

The GEAR UP TN central office has developed a newsletter template using Microsoft Publisher/Word that you may use for your newsletter. We have also partnered with Smore for a license to their newsletter software, and we will help you create newsletters for your cohort and seniors each semester. Smore has a vast repository of different types of newsletters that can be copied and edited for your use.

## Approval Process

Please send a copy of your newsletter to your regional coordinator and to Jessie Greene (jessie.greene@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.

# Text Messaging

GEAR UP TN has contracted with Signal Vine to provide two-way texting with students and parents. Signal Vine allows for both one-to-one messaging and group messaging, which may be sent immediately or scheduled for a future date and time. Site Coordinators should strive to enroll as many of their seniors and cohort students as possible in Signal Vine by completing and returning a text roster. It is also optional to register the parents of seniors to receive text messages. Site Coordinators are encouraged to use Signal Vine on a regular basis for their communications to students as this will prepare students for this process in college. The GEAR UP TN central office will send out strategic program text messages that correspond to important college-going milestones. If a scheduled program message needs to be adjusted to fit your school's schedule, please complete a Change Request Form like the one pictured below and return to Jessie Greene at [jessie.greene@tn.gov](mailto:jessie.greene@tn.gov) at least 48 hours before the scheduled program message.

An example of a Signal Vine Change Request Form is included both here and in the Forms section.



## Text Message Change Request

<b>Site Coordinator Name:</b>	
<b>High School</b>	
<b>Original Text Date and Time:</b>	
<b>Original Message Audience Class Year (i.e., 2018) and Classification (i.e., Senior)</b>	
<b>Original Text Message Content:</b>	
<b>Requested Date and Time Change:</b>	
<b>Requested Message Audience Class Year (i.e., 2020) and Classification (Senior)</b>	
<b>Requested Text Message Content (remember we are limited to 300 characters):</b>	
<b>Rationale for change request:</b>	
<b>Please Initial I understand that I am able to review all messages in the Signal Vine Message Calendar and the "View Future Messages" feature and will verify that my updated message is correct prior to message sendout date.</b>	
<b>Initials:</b>	

# Social Media Reach

Social media is a fun tool that can help you engage your audience in a way that traditional media (print, TV, and radio) cannot. Particularly when it comes to students and families, social media is a great way to connect. For your social media tracker, you are asked to track the content you post and the number of likes, and the number of retweets (Twitter) or shares (Facebook) your content generates.

## Understanding a Tweet's Social Media Reach

In this example, the content is "We have received a \$24.5M grant to expand GEAR UP! "TN has become a national model for college access and success."

This tweet received 54 Likes.

This tweet received 25 Retweets.

For advanced analytics, you can click on the icon with 3 lines below your tweet.

A window will appear showing you the number of impressions (number of people who saw your tweet) and engagements (number of people who interacted with your tweet, i.e. clicked a link, liked it or retweeted it).

## Understanding a Facebook Post's Social Media Reach

In this example, the content is "Tis the season for pumpkin spice, cozy sweaters...and applying for TN Promise! Apply today at [www.tnpromise.gov](http://www.tnpromise.gov)"

This post received 1 Like.

This post received 3 shares.

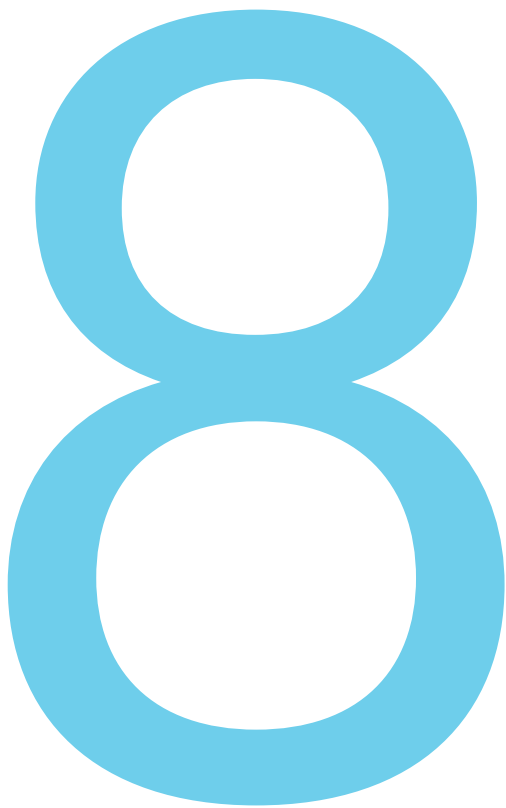
In this window, you can see additional information such as the number of people reached and the number of times someone clicked on your post.





# GEARUP

## TENNESSEE



## ADDITIONAL FORMS & RESOURCES

College Planning Sessions: Meeting Protocol  
College Planning Session: Meeting Form  
Service Sign-In Sheets  
All Additional GEAR UP TN Forms  
Summary of GEAR UP TN Forms

# College Planning Sessions: Meeting Protocol for Grade 12

College Planning Sessions (CPS) are one-on-one meetings between GEAR UP TN students and an advisor – typically the GEAR UP TN site coordinator, liaison, or faculty member. College Planning Sessions and intentional follow-up provide a framework for ensuring that students receive individual, ongoing support. CPS meetings serve as the primary vehicle to direct students to appropriate services based upon individual academic needs and postsecondary goals.

CPS with each 12th grade student aim to:

- Establish and strengthen the relationship between GEAR UP TN students and the GEAR UP TN Coordinator, or other caring adult
- Facilitate academic planning
- Facilitate student participation and engagement in school
- Facilitate student college and career exploration
- Facilitate postsecondary preparation
- Facilitate service delivery by directing students to appropriate interventions
- Ensure that, prior to high school graduation, students develop a portfolio that includes at least one postsecondary application, at least one scholarship application, and a completed FAFSA

**See Next Page for CPS Implementation**

## CPS Implementation

On or before the end of October, GEAR UP TN site coordinators – in partnership with Collaborative teams, including school counselors and mentors – are responsible for conducting at least one individual College Planning Session with each cohort student.

### A. Pre-meeting preparation:

1. The GEAR UP TN site coordinator confers with principals and other staff as appropriate to determine times during the school day when students may be accessible for CPS.
2. The GEAR UP TN site coordinator sets up weekly or monthly schedules for CPS and notifies teachers and students according to agreed-upon procedures.
3. The GEAR UP TN site coordinator reviews the academic record, attendance, and service participation information about the student prior to individual meetings in order to refer students to needed interventions. The GEAR UP TN site coordinator fills in the appropriate information regarding academic indicators on the student questionnaire.
4. Some sites have found it helpful to introduce the CPS to students in a larger classroom meeting where students complete a brief survey. Students' answers can guide the one-on-one or small group CPS sessions.

### B. Individual CPS meetings will cover the following topics:

#### 1. Student participation/ engagement

- a) Establish and strengthen the relationship between a student and the GEAR UP TN site coordinator or designated caring adult. Review student's level of participation in GEAR UP TN and school activities; discuss reasons for non-involvement and, if applicable, describe opportunities for future participation – upcoming events, services available, etc.
- b) Review a student's relationship with school (sense of belonging and extracurricular activities).

#### 2. Academic standing and course of study

- a) Review student's academic status and connect them with resources, such as tutoring, credit recovery, summer school, etc., if needed.
- b) Review student's attendance record to determine need for intervention strategies.
- c) Discuss high school plan of study and postsecondary readiness.

#### 3. College and Career Exploration and Identification

- a) Explore the student's interests, hobbies, aspirations, talents, and strengths – this includes helping the student affirm a career or career interest area.
- b) Review student's preliminary postsecondary plan and top postsecondary choices
- c) Discuss relationship between academic standing, career goals, and postsecondary plans

### C. CPS Follow-up:

#### 1. Legibly summarize the CPS conversation in the CPS Meeting Materials worksheet, ensuring the following information is provided:

- a. Date and duration of meeting
- b. Students' career interest area
- c. Students preliminary postsecondary plan
- d. Students top choices for postsecondary education, if s/he has any
- e. Agreed upon follow-up work and deadline
- f. Comments that will be most helpful when evaluating long-term progress

#### 2. Enter the College Planning Session into Compass as a student service.

# GRADE 12 COLLEGE PLANNING SESSION FORM

## FALL SEMESTER



### COLLEGE PLANNING SESSIONS

#### Grade 12 Student Form – Fall Semester

So that we can get in touch with you, please provide updated contact information:

Check here to be added to Signal Vine

\_\_\_\_\_  
NAME

\_\_\_\_\_  
YOUR CELL #

\_\_\_\_\_  
YOUR EMAIL ADDRESS

Check here to add to Signal Vine

\_\_\_\_\_  
NAME OF PARENT/ GUARDIAN YOU PREFER WE CONTACT

\_\_\_\_\_  
PARENT/GUARDIAN CELL #

\_\_\_\_\_  
PARENT/GUARDIAN EMAIL ADDRESS

**Please let us know what you plan to do after high school graduation:**

Attend a **four-year** college or university:

List the college(s) where you plan to apply: \_\_\_\_\_

\_\_\_\_\_

Top choice college: \_\_\_\_\_ Have you visited? Yes No

Intended college major(s): \_\_\_\_\_

Attend a **community college**:

Name of community college: \_\_\_\_\_

Intended major(s) or program: \_\_\_\_\_

Attend a **TCAT**:

Location: \_\_\_\_\_ Program: \_\_\_\_\_

Enlist into **Military Service**:

Military branch: \_\_\_\_\_

Work full-time:

Type of work and/or place of employment: \_\_\_\_\_

Unsure of plans

**Please list the careers you are most interested in:**

\_\_\_\_\_

**Household Information:**

Who do you live with? Both Parents One Parent Grandparents Guardian Foster Other

Would you be the first in your family to complete a college degree? Yes No Unsure

Father's employer/occupation: \_\_\_\_\_

Father's highest level of education completed: Some High School High School

Some College Associate's Degree Bachelor's Degree Masters or higher Unsure

Mother employer/occupation: \_\_\_\_\_

Mother's highest level of education completed: Some High School High School

Some College Associate's Degree Bachelor's Degree Masters or higher Unsure

Do you have any special circumstances at home that you would like to share with us to help plan for financial aid opportunities and completing the FAFSA (i.e. homelessness, documentation status, family circumstances, etc)

---

**Questions about yourself, interests, and background:**

Did you complete the TN Promise scholarship application? Yes No

Have you completed the mandatory meeting? Yes No

Have you completed a FAFSA? Yes No Do you need any assistance? Yes No

Have you taken the ACT? Yes No Composite Score: \_\_\_\_\_

Would you like to learn about ACT retake opportunities? Yes No

Cumulative GPA: \_\_\_\_\_

Do you have a job? Yes (where?): \_\_\_\_\_ No

List your school activities: \_\_\_\_\_

Circle if you need help in any of these areas:

College Exploration	Career Exploration	Transition to College	Selecting a Major
College Applications	ACT Prep/Retake	Resume Preparation	Tutoring
College Visits	FAFSA Assistance	Personal Finances	Other: _____

How can GEAR UP TN best support you with your plans after high school?

---

# GRADE 12 COLLEGE PLANNING SESSION FORM SPRING SEMESTER



## College Planning Sessions

### Grade 12 Student Form – Spring Supplement

So that we can get in touch with you, please provide updated contact information:

Check here to be added to Signal Vine

\_\_\_\_\_

NAME

\_\_\_\_\_

YOUR CELL #

\_\_\_\_\_

YOUR EMAIL ADDRESS

Check here to be added to Signal Vine

\_\_\_\_\_

NAME OF PARENT/ GUARDIAN YOU PREFER WE CONTACT

\_\_\_\_\_

PARENT/GUARDIAN CELL #

\_\_\_\_\_

PARENT/GUARDIAN EMAIL ADDRESS

**Please let us know what you plan to do after high school graduation:**

- Attend a four-year college or university:** Have you been admitted? Yes No Paid deposit? Yes No  
Name of institution: \_\_\_\_\_ Intended major: \_\_\_\_\_
- Attend a community college:**  
Name of college: \_\_\_\_\_ Intended major: \_\_\_\_\_
- Attend a TCAT:** Location: \_\_\_\_\_ Program: \_\_\_\_\_
- Enlist into Military Service:** Branch of Service: \_\_\_\_\_
- Work full-time:** Type of work and/or place of employment: \_\_\_\_\_
- Unsure of plans**

Please list any colleges or universities where you have applied and were admitted:

Applied:

Admitted (Yes/ No/ Have not heard):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If you plan to attend a TCAT or enroll in a two-year or four-year college or university, please answer the following questions:

Do you have any questions about your financial aid award? Yes No

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---

Do you plan to work while in college? Yes, full-time Yes, part-time No

Please circle any of the following challenges that you may face as a college student:

Transportation	Work	Affording books and living expenses
Housing	Tuition/ financial aid	Family commitments
Study skills	Being away from home	Unsure of major/career choice

What do you plan to do over the summer before starting college?

Participate in <del>to</del> Achieves Summer Bridge	Relax/no formal plans
Complete an internship or apprenticeship	Work (where?): _____
Other: _____	_____

-

Date of your college or university's freshmen orientation: \_\_\_\_\_

# GRADE 12 COLLEGE PLANNING SESSION FORM

## SITE COORDINATOR FORM

### College Planning Sessions Form – Grade 12

#### Site Coordinator Form

Student Name: \_\_\_\_\_

Meeting Dates and duration: \_\_\_\_\_

Student's plans after high school: \_\_\_\_\_

Contact person at the college or university: \_\_\_\_\_

Student Transition Plan:

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Site Coordinator Checklist and To Do Items:

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Notes:



# Service Sign-in Sheets

## Instructions

Use these sheets to record activity details and participation. Please note: there are several different sign-in sheets. Be sure to choose the correct sign-in sheet that matches the type of activity and the type of participants you are serving. 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**

# Sample Sign-in Sheets

GEAR UP TN Students

USE AT EVENTS FOR: STUDENTS ONLY

## Service Sign-in Sheet

County:	_____	Start Time:	_____	<input type="checkbox"/> GEAR UP TN funding source
School:	_____	End Time:	_____	<input type="checkbox"/> Other funding source
Provider of Service:	_____	Total # of Hours:	_____	
Service Name:	_____		<i>(per participant)</i>	
Compass Service Category:	_____	Date:	_____	
Compass Service Subcategory:	_____			
Compass Service Modality:	_____			

Print full name and your grade level. Only current GEAR UP TN students need to sign in.

Name	Grade Level
1	_____
2	_____
3	_____
4	_____
5	_____
6	_____
7	_____
8	_____
9	_____
10	_____
11	_____
12	_____
13	_____
14	_____
15	_____

Site Coordinator:	_____	Regional Coord. Initials:	_____
Compass Data Entry Date:	_____	Reg. Coord. Review Date:	_____

Design courtesy of West Virginia GEAR UP



# Service Sign-in Sheet

County: \_\_\_\_\_ Start Time: \_\_\_\_\_  
 School: \_\_\_\_\_ End Time: \_\_\_\_\_  
 Provider of Service: \_\_\_\_\_ Total # of Hours: \_\_\_\_\_  
 Service Name: \_\_\_\_\_ (per participant) \_\_\_\_\_  
 Compass Service Category: \_\_\_\_\_ Date: \_\_\_\_\_  
 Compass Service Subcategory: \_\_\_\_\_  
 Service Modality: \_\_\_\_\_

GEAR UP TN funding source  
 Other funding source

Print your name and your GEAR UP TN student's name and grade level. *Only parents of current GEAR UP TN students need to sign in.*  
*If multiple parents/guardians are present, please include all names.*

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

Site Coordinator: \_\_\_\_\_ Regional Coord. Initials: \_\_\_\_\_  
 Compass Data Entry Date: \_\_\_\_\_ Reg. Coord. Review Date: \_\_\_\_\_

Design courtesy of West Virginia GEAR UP



# Service Sign-in Sheet

County:	_____	Parent Service Category:	_____
School:	_____	Parent Service Subcategory:	_____
Provider of Service:	_____	Start Time:	_____
Service Name:	_____	End Time:	_____
Student Service Category:	_____	Total # of Hours:	_____
Student Service Subcategory:	_____	<i>(per participant)</i>	_____
Service Modality:	_____	Date:	_____

<input type="checkbox"/>	GEAR UP TN funding source
<input type="checkbox"/>	Other funding source

Print your name and your GEAR UP TN student's name and grade level. *Only parents of current GEAR UP TN students need to sign in.*  
*If multiple parent/guardians are present, please include all names.*

Parent/Guardian Name	Student Name	Student Grade Level
1	_____	_____
2	_____	_____
3	_____	_____
4	_____	_____
5	_____	_____
6	_____	_____
7	_____	_____
8	_____	_____
9	_____	_____
10	_____	_____
11	_____	_____
12	_____	_____
13	_____	_____
14	_____	_____
15	_____	_____

Site Coordinator:	_____	Regional Coord. Initials:	_____
Compass Data Entry Date:	_____	Reg. Coord. Review Date:	_____

Design courtesy of West Virginia GEAR UP



# Service Sign-in Sheet

*Complete this form EVERY DAY of a professional development service.*

Name of PD: _____	PD Start Time: _____	<input type="checkbox"/> GEAR UP TN funding source <input type="checkbox"/> Other funding source
Location: _____	PD End Time: _____	
Provider of Service: _____	Total # of Hours: _____	
Presenter: _____ <i>and description if necessary</i>	Date: _____	
PD Service Category: _____		

Print name, school name, position/grade you teach, and employee ID #.

Name	School Name	Position/Grade	Employee ID #
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

Site Coordinator: _____	Regional Coord. Initials: _____
Compass Data Entry Date: _____	Reg. Coord. Review Date: _____

Design courtesy of West Memphis GEAR UP



# \$1,000 or Above Purchase Request



## \$1,000 or Above Purchase Request

**Directions:** GEAR UP TN Collaboratives must receive prior approval for any purchase of \$1,000 or above. \$1,000 or Above Purchase Requests must be submitted along with the Monthly Activity Plan (MAP) by the 15th of the month. Upon approval, the GEAR UP TN central office will send a signed copy of the form back to the GEAR UP TN Collaborative Project Director. Collaboratives should include a copy of the approved \$1,000 or Above Purchase Request along with any reimbursement request containing an expense meeting or exceeding \$1,000.

**Collaborative** \_\_\_\_\_

Item	Detailed Description of Item	Qty.	Price	Total
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
<b>Grand Total</b>				<b>\$ -</b>

**Requester includes 1) Purpose of purchase and 2) GEAR UP TN Goal and Objective addressed**

**Contract (Budget Line Items) (supplies, equipment, etc.)**

**Approvals**

\_\_\_\_\_  
 GEAR UP TN Collaborative Project Director Name

\_\_\_\_\_  
 GEAR UP TN Collaborative Project Director Signature

Date

\_\_\_\_\_  
 GEAR UP TN Collaborative Project Director Name

\_\_\_\_\_  
 GEAR UP TN Collaborative Project Director Signature

Date

\_\_\_\_\_  
 GEAR UP TN Regional Coordinator Name

\_\_\_\_\_  
 GEAR UP TN Regional Coordinator Signature

Date

\_\_\_\_\_  
 State GEAR UP TN Grant Director Name

\_\_\_\_\_  
 State GEAR UP TN Grant Director Signature

Date

# Monthly Match Summary Form



## Monthly Match Summary Form

**Month, Year** \_\_\_\_\_

**Collaborator** \_\_\_\_\_

Date	Contributor <small>List each contributor's name here.</small>	Amount <small>List the total from <u>each</u> form attached.</small>
<b>TOTAL</b>		<b>\$0.00</b>

\_\_\_\_\_  
**Project Director Signature**

\_\_\_\_\_  
**Date**

# In-Kind Match Form: Goods and Services



## In-Kind Match Form: *Goods & Services*

**Directions:** Donors who provide in-kind donation of goods and services, complete and sign this form. Include on the Monthly Match Summary Form and submit with the monthly reimbursement request.

<b>School Name:</b>	
<b>Contributor's Name/Organization:</b>	
<b>Contributor's Title:</b>	
<b>Address:</b>	
<b>E-mail address:</b>	

<b>Date:</b>	
<b>Phone Number:</b>	
<b>Fax Number:</b>	
<b>City:</b>	
<b>State:</b>	
<b>Zip Code:</b>	

Date	Detailed description of services contributed to GEAR UP TN with unpaid hours or that are specific to GEAR UP TN services. The 2024 Hourly Volunteer Rate is \$28.12	Number of Hours/Quantity	Hourly Rate for Service/ Value per Item	Value
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
	Total miles driven:		State Mileage Rate: \$0.655	\$ -
<b>TOTAL:</b>				\$ -

The information provided on this form is an accurate estimate of the services I have provided to the GEAR UP TN program.

I hereby certify that the information above is true and correct.

Contributor's Signature: _____	Date: _____
School District's Signature: _____	Date: _____



# In-Kind Match Form- School Staff



## In-Kind Match Form:

## School Staff

Eligible School district staff members who contribute time to the GEAR UP project complete and sign this form. Refer to the guidelines in Section 4: In Documentation and Reporting of the GEAR UP TN Implementation Guide for qualifying activities. Include on the Monthly Match Summary Form and submit reimbursement request.

School Name: \_\_\_\_\_  
 School Staff Name: \_\_\_\_\_  
 School District Name: \_\_\_\_\_  
 Title: \_\_\_\_\_

Date	Code (see table below)	Detailed description of services contributed to GEAR UP TN with unpaid hours or that are specific to GEAR UP TN services.	Number of Hours	Hourly Rate for Service

**TOTAL**

The information provided on this form is an accurate estimate of the services I have provided to the GEAR UP TN program.

I hereby certify that the information above is true and correct.

Contributor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 School District's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Code #	Activities
1	Prepared class activity to inform or help students learn about college opportunities.
2	Prepared class activity to help underserving students and/or promote rigor.
3	Prepared class activity to learn about career opportunities.
4	Planned and/or participated in a GEAR UP-sponsored event or meeting.
5	Professional Development which would benefit GEAR UP students.
6	Tutored or mentored GEAR UP students outside of classroom time.
7	Other: Specify details - attach additional sheets of paper if necessary.

# T-Shirt Approval Form



## T-shirt Approval Form

Site Coordinator Name:	
Collaborative Name:	
T-shirt quantity:	
Price per shirt:	
Total other costs (design, shipping, etc.):	
Total cost [(Qty*price)+additional costs]	5 -
Purpose of shirt:	
Benefit to GEAR UP TN students:	

# Text Message Change Request



## Text Message Change Request

Site Coordinator Name:	
High School:	
Original Text Date and Time:	
Original Message Audience Class Year (i.e., 2022) and Classification (i.e., Seniors):	
Original Text Message Content:	
Requested Date and Time Change:	
Requested Message Audience Class Year (i.e., 2022) and Classification (Seniors):	
Requested Text Message Content (remember we are limited to 160 characters):	
Rationale for change request:	
(Please print) I understand that I am able to review all messages in the Signal Vine Message Calendar and the "View Future Messages" feature and will verify that any updated message is correct prior to message sendout date. Initials:	

Please e-mail this form to Jessie Greene(jessie.greene@tn.gov).

# Request for Reimbursement



## Request for Reimbursement

NAME AND ADDRESS OF GRANTEE SUBMITTING REQUEST		[FOR STATE USE ONLY]		
<b>Organization Name:</b> _____  <b>Address:</b> _____ <b>City:</b> _____ <b>State:</b> _____ <b>Zip:</b> _____ <b>Phone:</b> _____		<b>APPROVED FOR PAYMENT</b>		
		I certify that this payment is for goods and/or services delivered.		
		_____ Grant Director of Designee Signature		_____ Date
		<b>Department:</b>		3320105130
		<b>Project:</b>		HEGEARUPFY18_25
		<b>Invoice #:</b>		
<b>Contract #:</b>				
<b>Vendor #:</b>				
<b>REIMBURSEMENT PERIOD</b>	<b>DATE FROM</b>	<b>DATE TO</b>	<b>AMOUNT REQUESTED</b>	
<b>BUDGET LINE-ITEM</b>				
Salaries, Benefits & Taxes			\$ -	
Professional Fee, Grant & Award			\$ -	
Supplies, Telephone, Postage & Shipping, Occupancy, Equipment Rental & Maintenance, Printing & Publications			\$ -	
Travel, Conferences & Meetings			\$ -	
Capital Purchase			\$ -	
Indirect Costs			\$ -	
<b>TOTAL AMOUNT REQUESTED</b>			<b>\$ -</b>	

As an authorized representative of the above named contractor or grantee, I certify that this Request for Reimbursement and the attached Expenditure Detail Form are true and accurate to the best of my knowledge and hereby request funds for the total amount shown above.

\_\_\_\_\_  
Printed Fiscal or Business Director Name

\_\_\_\_\_  
Fiscal or Business Director Signature

\_\_\_\_\_  
Date

DO NOT WRITE BELOW THIS LINE - OFFICE OF P-16 INITIATIVES FISCAL MANAGER USE ONLY

I certify that this invoice was submitted in accordance with appropriate requirements and is proper for payment.

\_\_\_\_\_  
Fiscal Manager Signature

\_\_\_\_\_  
Date

# Budget Revision Form



## Budget Revision Form

GRANT BUDGET					
County:					
Project Director:					
Coordinator:					
The grant budget line-item amounts below shall be applicable only to expenses incurred during the following:					
Begin Applicable Period:					
End Applicable Period:					
POLICY 03 Object Line-item Reference	EXPENSE OBJECT LINE-ITEM CATEGORY	APPROVED BUDGET AMOUNT	CHANGE	REVISED BUDGET AMOUNT	EXPLANATION
1 & 2	Salaries and Benefits & Taxes				
4, 15	Professional Fee/Grant & Award				
5, 6, 7, 8, 9, 10	Supplies, Telephone, Postage & Shipping, Occupancy, Equipment Rental & Maintenance, Printing & Publications				
11, 12	Travel/Conferences & Meetings				
20	Capital Purchase				
22	Indirect Cost				
24	In-Kind Expense				
n/a	Grantee Match Requirement (for any amount of the required Grantee Match that is <u>not</u> specifically delineated by budget line-items above)				
25	GRAND TOTAL	\$ -		\$ -	

Notes:

- 1 [Each expense object line-item shall be defined by the Department of Finance and Administration Policy 03, Uniform Reporting Requirements and Cost Allocation Plans for Subrecipients of Federal and State Grant Monies, Appendix A. \(click for link\)](#)
- 2 Applicable detail attached if line-item is funded.
- 3 A Grantee Match Requirement is detailed by this Grant Budget, and the maximum total amount reimbursable by the State pursuant to this Grant Contract, as detailed by the "Grant Contract" column above, shall be reduced by the amount of any Grantee failure to

DO NOT WRITE BELOW THIS LINE - OFFICE OF P-16 INITIATIVES FISCAL MANAGER USE ONLY

By signing below I indicate approval of this revision.

\_\_\_\_\_  
Regional Coordinator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Fiscal Manager Signature

\_\_\_\_\_  
Date

## 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	Durice Wallace (Durice.Wallace@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. 136
\$1,000 or Above Purchase Request	To gain prior approval for any purchase, invoice, event, or activity that will cost \$1,000 or above	Your regional coordinator	Via email, with your MAP	With your MAP by the 15th of each month	p. 130
Monthly Match Summary	To document your total monthly match in one place	Durice Wallace (Durice.Wallace@tn.gov) and your regional coordinator	Via email	By the 15th of each month	p. 131
In-Kind Match-Goods and Services	To provide documentation of in-kind donations and services that count as match	Durice Wallace (Durice.Wallace@tn.gov) and your regional coordinator	Via email	By the 15th of each month	p. 132
In-Kind Match-Staff	To provide documentation of in-kind donation of staff time	Durice Wallace (Durice.Wallace@tn.gov) and your regional coordinator	Via email	By the 15th of each month	p. 133

<b>FORM</b>	<b>PURPOSE</b>	<b>SUBMIT TO</b>	<b>HOW TO SUBMIT IT</b>	<b>HOW OFTEN</b>	<b>MORE INFO</b>
T-Shirt Approval Form	For all design and spending approval on t-shirts with the GEAR UP TN logo and using GEAR UP funds	Jessie Greene (jessie.greene@tn.gov) and your regional coordinator	Via email (Typically, this will also involve a \$1,000 or above purchase request.)	As needed	p. 134
Media Use Permission Form	To ensure parents and students provide permission for student images to be used on GEAR UP TN publications, on-line 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. 137
Activity Sign-In Sheets	To track attendance at events and activities for data collection	Keep in your documentation Notebook	Enter the data into Compass	Activities must be entered into Compass prior to submission of the CAR	pp. 126-129
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. 43

<b>FORM</b>	<b>PURPOSE</b>	<b>SUBMIT TO</b>	<b>HOW TO SUBMIT IT</b>	<b>HOW OFTEN</b>	<b>MORE INFO</b>
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 10th of the following month	p. 48
College Planning Session Form	To report on the progress of students participating in College Planning Sessions	Keep in your files	Regional coordinators will review these files in person	As needed	pp. 120-124
Text Message Change Request	To change the content or timing of a scheduled Signal Vine text message	Jessie Greene (jessie.greene@tn.gov)	Via email	As needed	p. 135





# GEARUP

## TENNESSEE

