

# WV GEAR UP WORKPLAN

GRANT YEAR 4: October 1, 2024 – September 30, 2025



## SURVEY, RESEARCH & DATA

Student and Parent Surveys  
Surveying 10<sup>th</sup> Grade Students  
Surveying 10<sup>th</sup> Grade Parents  
November 2024 - January 2025

Target: 80% Student | 50% Parent

HERO Interviews and Student Focus Groups

March – April 2025

Target: Cohort Students

School Personnel Surveys

Surveying 9<sup>th</sup> – 12<sup>th</sup> Grade Educators and Staff

April - May 2025

Target: 60% Response Rate



## EVENT REGISTRATION

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

Event registration should be submitted two weeks in advance.



## DATA COLLECTION

Activity Backup Documentation

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

Due by the 15<sup>th</sup> of the following month to the regional program director for entry and validation.



## REQUIRED ADMINISTRATIVE MEETINGS

WV GEAR UP Grant Program Meetings

September 12, 2024 (Year 3 Workplan)

November 19, 2024 | January 9, 2025 | March 13, 2025 | May 6, 2025

July 22, 2025 | September 2025 (Date TBD)

WV Student Success Summit

July 23-24, 2025 | Team of 6

Year 5 Budget Planning Meeting

August 2025

Grant Administration Meetings

TBD



## NATIONAL GEAR UP WEEK

Celebrate National GEAR UP Week

September 23-27, 2024 (Year 3 Workplan)



## CLASSROOM ENHANCEMENTS

Technology Enhancements: 9<sup>th</sup> and 10<sup>th</sup> Grade Cohorts

Ordered by October 15<sup>th</sup>, Installed by December 1

Cumulative Classroom Enhancement Tracking Reports Due January 31, 2025



## ADDITIONAL GRANT ACTIVITIES/SERVICES

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

Requires WV GEAR UP administrative approval/coordination.



WV GEAR UP WORKPLAN: CLASS OF 2025 PRIORITY GROUP

MINIMUM REQUIRED ACTIVITIES		SITE LEVEL COORDINATION	CENTRAL OFFICE COORDINATION	HOSPITALITY	MATERIALS AND SUPPLIES	COMPLETION DEADLINE	COMMENTS AND WORKPLAN CLARIFICATION
Welcome to GEAR UP Day		●		●	●	September 2024	Host a welcome to GEAR UP awareness day for students as part of National GEAR UP Week. The event must include information about the federally funded GEAR UP grant and services for the 2024-25 academic year for 12th-grade students new to the GEAR UP program. Site Coordinators are asked to utilize the WV GEAR UP launch toolkit developed by the central office. Resources in the form of informational hand-outs are also available.
CFWV Txt 4 Success Opt-In (Target 75% of Senior Class)		●			●	October 2024	WV GEAR UP and College for WV provides college access and success counseling via text message. <b>Provide all priority students and parents</b> the opportunity to sign up for text messages through an organized in-school event/activity where students have access to a computer. <b>Each school's goal is a minimum of 75% of senior class enrollment.</b> Activity is a component of the 21st Century Scholars initiative.
College Application and Exploration Week Target: 75% Seniors		●	●	●	●	Oct 28 - Nov 1, 2024	Priority group activities MUST include computer lab time for students to submit college applications. Site coordinators must register their school as a participant in CAEW and are encouraged to scale this event as part of a school-wide effort involving other staff. <b>All students are encouraged to participate and a minimum of 75% of seniors are required to submit at least 2 college or career/technical applications.</b>
In-State College Campus Visits In-State Career and Technical Center Visits Target: 75% Seniors		●		●	●	December 15, 2024	Site coordinators will plan a minimum of one in-person college visit and one career and technical center. Priority group site coordinators are highly encouraged to couple this trip with other activities such as a job-site visit when possible. Additional college visits will be considered as funds allow. In unique circumstances due to geographical location, out-of-state college trips may be considered if they do not include overnight stays. Target: A minimum of 75% of seniors.
WV FAFSA Day		●	●	●	●	February 6, 2025	West Virginia FAFSA Day stands as a collaborative effort spearheaded by the West Virginia Higher Education Policy Commission, the West Virginia Community and Technical College System, College for West Virginia (CFWV), West Virginia GEAR UP, and West Virginia TRIO Association. Site coordinators will support WV FAFSA Day within their GEAR UP schools and community to bring awareness to the importance of completing the FAFSA.
2 FAFSA Completion Workshops Target 62%		●		●	●	November 1, 2024 April 15, 2025	Host a minimum of two separate FAFSA completion workshops designed to help students and parents complete the Free Application for Federal Student Aid. Efforts should be made to meet a GEAR UP goal of 62% FAFSA completions. <b>Events may NOT take place prior to the opening of the FAFSA application.</b> Activity is a component of the 21st Century Scholars initiative.
State Financial Aid and Scholarship Workshop		●		●	●	March 1, 2025	Coordinate a state financial aid and scholarship workshop designed to help students and parents apply for the PROMISE Scholarship, WV Invests Grant and other grants and scholarships. <b>Events may NOT take place prior to October 1, 2024. Activity is a component of the 21st Century Scholars initiative.</b>
Transition and College Readiness Family Event		●		●	●	May 15, 2025	Site coordinators will host one event focusing on educating students and parents about the successful transition from high school to postsecondary. The event must be associated with an activity that addresses the transition to college and first-year experience topic to help prepare priority students for matriculation.
College Decision Day		●	●	●	●	June 1, 2025	Site coordinators will host one College Decision Day event focused on honoring students who plan to pursue postsecondary education and training. The event must provide transition and college readiness materials to families. Site coordinators must register for the College Decision Day event as it is part of a statewide initiative. Site coordinators are strongly encouraged to invite GEAR UP parents and other students to witness the event.
<b>Academic Enrichment: See Below</b>							
Dual Credit Courses		●				September 2024 - May 2025	Beginning in fall 2023, (under recent legislation) GEAR UP seniors may be eligible for the funding of dual credit courses identified through institutional partners for certain pathways. In the event that a course is not covered under the program's provision and a course is listed on the 2024-25 General Studies and Course Equivalency Transfer Agreement, GU funds may be used to cover the course. Reporting of student enrollment in all dual credit courses will be need to be tracked for reporting purposes.
Program-wide SAT Test Prep Boot Camp/Other Academic Enrichment		●	●		●	TBD	Coordinated and funded by the central GEAR UP office, a SAT Test Prep Boot Camp will be scheduled at each GEAR UP high school. Additional academic enrichment funds (county budgets) may be used for other SAT/ACT prep, credit recovery opportunities (not already funded through other existing sources), AP exams, and in some cases partial funding for programs like Early College Academy (with approval from WV GEAR UP administration).

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

**Note:** Food expenditures not to exceed \$13/head for school-level events.



MINIMUM REQUIRED ACTIVITIES	SITE LEVEL COORDINATION	CENTRAL OFFICE COORDINATION	HOSPITALITY	MATERIALS AND SUPPLIES	COMPLETION DEADLINE	COMMENTS AND WORKPLAN CLARIFICATION
Welcome to GEAR UP Day	●		●	●	September 2024	Host a welcome to GEAR UP awareness day for students as part of National GEAR UP Week. The event must include information about the federally funded GEAR UP grant and services for the 2024-25 academic year 9th and 10th grade students. Site Coordinators are asked to utilize the WV GEAR UP launch toolkit developed by the central office. Resources in the form of informational hand-outs are also available.
Student Leadership Academy	●	●	●	●	October 7, 2024	WV GEAR UP's central office team will coordinate the 2024 Student Leadership Academy held in Charleston, WV at the Clay Center for the Arts and Sciences (lunch provided). Site Coordinators as asked to register to bring 9th and 10th grade students. Only students from the cohorts are eligible to attend. Schools will budget for buses and substitutes from their county grant budget.
Mentor Summit		●	●	●	October 8, 2024	Student Success Society sponsors will attend the 2024 Mentor Summit in Charleston, WV. Mileage reimbursement and/or funding for a substitute teacher, while sponsors are out of the building, will be available through the GEAR UP county grant agreement. Sponsors will receive training and program details that will enable them to begin working with their SSS members beginning in October through May of the academic year.
College Application and Exploration Week	●	●	●	●	Oct 28 - Nov 1, 2024	Cohort activities MUST include computer lab time for students to explore colleges and careers, and college planning resources. Site coordinators must register their school as a participant in CAEW. Toolkits full of CAEW resources will be provided to staff. Site coordinators are encouraged to scale this event as part of a school-wide effort involving educators and other staff.
Family Action Network	●	●		●	Ongoing	The WV GEAR UP grant includes the creation of the Family Action Network team to build capacity for the mission of GEAR UP. The WV GEAR UP central office will coordinate the FANs leadership initiatives. This effort will coincide with the parent engagement component of the grant.
Higher Education Readiness Officers	●	●		●	Ongoing	Implement and oversee school-level HEROs student leadership group. Implement HERO workplan/challenges. A minimum of 8 meetings with HERO students throughout the academic year is required. Additional details to be shared during GEAR UP staff meetings.
Student Success Society	●	●		●	Ongoing	WV GEAR UP will continue to implement the Student Success Society. Student Success Society members are identified and paired with a group mentor. Site coordinators will coordinate the participation among SSS members and identify SSS sponsors. SSS sponsors will attend the Mentor Summit in October 2024. Regional program directors will coordinate SSS sponsor contracts.
WV GEAR UP/Postsecondary Readiness Awareness Project	●			●	December 15, 2024	In collaboration with the WV GEAR UP central office, site coordinators will lead a GEAR UP/postsecondary awareness campaign allowing the distribution of important information/materials to be provided to staff school-wide. Additionally, faculty and staff will be made aware of opportunities available for them to assist and participate in WV GEAR UP events and activities as addressed during the annual personnel survey.
Career Academy	●	●	●	●	April 30, 2025	The WV GEAR UP central office will coordinate the GEAR UP Career Academy which will take place in Charleston, WV at the Charleston Coliseum and Convention Center. Schools will be responsible for bringing buses of students to the event, securing permission forms. Food will be provided by the central office, but school budgets will cover the transportation costs.
1 In-State College Campus Visit 1 Career and Technical Center Visit <i>Target: 50% Cohort Students</i>	●		●	●	April 1, 2025	One in-person college visit for 9th/10th grade students at a WV college or university. One in-person career and technical center site visit for 9th/10th grade students. Site coordinators are highly encouraged to strategically target students so that a minimum of 50% of all GU cohort students attend at least one visit. Regional WV GEAR UP Days on college campuses in conjunction with the three partner institutions may be planned through the regional program director.
GEAR UP U Summer Academy	●	●	●	●	June 25-28, 2025	Hosted by the Southwestern Region Program Director at Marshall University. The GEAR UP U Application process will launch during the staff meeting in January 2025. The GUU application deadline will be announced at that time. Additional information regarding the number of participants per school, the registration/enrollment process, transportation, and much more will be provided.
<b>Academic Enrichment: See Below</b>						
Program-Wide SAT Boot Camp Project	●	●		●	TBD	Coordinated and funded by the central GEAR UP office, a SAT Test Prep Boot Camp will be scheduled at each GEAR UP high school. Additional academic enrichment funds (county budgets) may be used for other SAT/ACT prep, credit recovery opportunities (not already funded through other existing sources), AP exams, and in some cases partial funding for programs like Early College Academy (with approval from WV GEAR UP administration).
Other Academic Enrichment	●	●		●	Ongoing	<b>Academic enrichment funds may be used for additional math support for the 9th/10th cohorts. To meet the GEAR UP Grant Goal: The percentage of GEAR UP students who pass Algebra 1 or its equivalent by the end of ninth grade, WV GEAR UP central office will continue to provide 24/7 online tutoring access through Brainfuse. A minimum target of 10% of GEAR UP cohort 1 and 2 students must receive academic enrichment support.</b> Site-level funds may be used for software, tutors, or other approved initiatives.

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**Note:** Food expenditures not to exceed \$13/head for school-level events.