Coordinator Allowable Activities and Effort Reporting

We wanted to provide a friendly reminder that because GEAR UP district coordinators are paid 100% with grant funds, 100% of their effort must be allocated to grant goals. Please note that GEAR UP Coordinators are not eligible to serve as athletic coaches, substitute teachers, or have otherwise standard school duties unless there is a specific function that directly serves grant goals, in which case prior approval should be requested from the Appalachian GEAR UP Director (Corinne Smith, smithmc3@appstate.edu).

Additionally, now that our 1.0 students (11th and 12th graders) have been absorbed into 2.0 grant services (per regulations), it is also important that Coordinator time should be reasonably spent between the middle schools and high schools with approximately 75% of effort being dedicated to the middle school students in 2.0 and approximately 25% effort being dedicated to 11th and 12th graders remaining from 1.0. Because Coordinators will not be paid by the 1.0 grant to support the 1.0 students, this does not need to be reflected on the T&E.
Gift Cards as Incentives

Many times gift cards are used as incentives for students, families, or staff to participate in GEAR UP activities. When this is done, please be sure the following steps are taken to remain in compliance with federal guidelines.

1. Get approval for a service using an expense justification form (include the incentive as a cost on the form).
2. Purchase the gift cards from Walmart or Amazon.
3. Print the Participant Stipend document.
4. Meet with the recipient to distribute the card and complete lines 1, 2, and 3 on the Participant Stipend document (do not collect SSN).
5. When submitting the finance packet for gift cards, please include the justification form, roster of winners, Participant Stipend document, and itemized gift card receipts.

More incentive guidelines can be found on page 36 of the GU Policy Manual.

Monthly Program Report Now Required

Now that GEAR UP 2.0 is fully underway, we are going to be capturing all service data to track our monthly progress in providing support to students and our impact on students' postsecondary education goals. Beginning in the October 2021 packet (due November 15), you will submit the "Monthly District Progress Report" with each packet. The form will capture all services, including no-cost services, provided to students. When preparing your packet, this form should be placed directly behind the Coordinator time and effort form each month. Please contact Tim Walker (walkerta@appstate.edu) if you have any questions.

Click the image to access the file.
Math 1 Research Committee

Presenting the Math 1 Intervention Research Committee...

District Social Media Google Form

The App State Communications Team will soon be sending out a Google Form to all the district coordinators to assess our collective social media presence. We are working to help grow our social media reach across all districts, and we need your help to identify areas of strength and opportunities for growth. Please reach out to Elyssee Gibson (gibsonse@appstate.edu) with any questions or feedback.
GEAR UP Style Guide

The App State Communications Team has developed a GEAR UP Communications Toolkit with all the style and design guidelines district GEAR UP staff need to create marketing and promotional materials in their schools. The style guide is also being added to the GEAR UP Policy and Procedure Manual. Click the image below to view the guide. Please reach out to Elyssee Gibson (gibsonse@appstate.edu) with any questions or feedback.

Marketing & Communications Files

Do you need anything in our GEAR UP Resource Folder personalized? Do you want us to create something similar in your district? We can tweak any resource to fit the needs of your district, and we encourage you to brainstorm any ideas of how our resources can serve your needs! Districts may use any of the resources from this folder at any time. If a district wants to make any edits to an existing item in the folder, they will need to complete the Resource Request form. We will continually add items to this folder, so be sure to check back often. If you would like App State to print a resource in the folder, please allow 30 days for printing and delivery of the materials. Contact Elyssee Gibson (gibsonse@appstate.edu) with any questions.

New items in the folder include GEAR UP Zoom backgrounds, test date reminders, social media posts, GEAR UP services login flyers, survey graphics, and more!

Have Suggestions?

We love to hear your ideas! Do you have suggestions that will help us improve? At any time, please provide your feedback by clicking the button on the left. Thanks for taking the time to help us continuously grow and improve.