



BIWEEKLY BULLETIN

IHE Edition

NEW INFORMATION:

Documenting Summer Services
Entering Summer Services
Basecamp is Coming!

REMINDERS:

GY2 Annual Plan and SYPP Due
Send in Your Success Stories

Documenting Summer Services

If you're providing services this summer- for example: members of your faculty presenting at a school district's summer remediation camp - please remember - all GEAR UP services need to be documented. Services documentation is a description of the service and who received that service. Typically, services are documented by the combination of a) an agenda for the session and b) a [legible] sign-in sheet. Service documentation are official grant records; they are submitted as part of the Quarter 2 Progress Report and need to be kept on file at the IHE till three (3) years after the end of the grant. If you have any questions or concerns about how to document a service, please reach out to Eric Klein at kleinea@appstate.edu.

Entering Summer Services

As you go to enter your GEAR UP services into our database, Lyceum, you may notice that you can't find rising 6th graders. Because Lyceum is populated by a particular report from DPI, rising 6th graders won't appear in the database until late August/early September. Until then, please keep track of all services to rising 6th graders on a spreadsheet noting the follow four things for each service:

- Student's name
- Title of the service
- Dates of service
- Hours per day of service

Once Lyceum has been updated for Grant Year 2, you'll be able to enter those services for those students.

Basecamp is Coming!

Over the next two weeks, our finance office will be setting up Basecamp accounts for those IHE staff who will be involved in submitting Quarterly Reports. Basecamp is the online software we use to submit and process Quarterly Reimbursement and Match packets. If you have not done so already, please send Eric (kleinea@appstate.edu) the names and emails of those staff at your institution who will be submitting those reports and therefore need a Basecamp account.

Reminder - GY2 Annual Plan and the SYPP are due mid-July

If you'd like to consult with Eric while you're putting together your plans, please don't hesitate to reach out!



Send in Your Success Stories

You never know how your GEAR UP program or initiative might inspire another organization!

As you begin to conduct GEAR UP programming, don't forget to snap a pic, write a few sentences about it, and send it to Eric (kleinea@appstate.edu).

We'll try to include a success story in each bulletin, and those stories may also be featured on App State's [College Access Partnership's website](#).

