Tips for Great Work Plan Descriptions

1. The dates you travel must be REASONABLE. There must be a justifiable need for you to be there prior to the dates/times you travel are allowable:
   - A good rule of thumb is to look at the start time of the first official conference session and be sure you book, the better! Not sure which dates will work? Send us your options and we're happy to hold space on your preferences.

2. When in doubt, check with Amanda (whittingtonar@appstate.edu) before you book your travel. We love to hear your ideas!

3. When in doubt, check with Amantha (whittingtonar@appstate.edu) or Bradley (tunstillbj@appstate.edu) first to confirm conference starting.

4. Visit requests that fall outside of these dates will be considered on a case-by-case basis.

5. NEET! Remember to show evidence of your hard work? Rachel will be focusing on written translation projects for schools this summer. Examples include:
   - Summer Translation Services Available
   - Which typically book out sometimes up to a year in advance. If you are considering this opportunity, please complete the form below to provide your preferred dates.
   - Virtually impossible to do something sustainable for your district - once these are translated, small edits in future knowing which counties are interested in including entrepreneurship programming in their districts, so please any documents that include school policies or other information that is critical for parents.

6. Entrepreneurship in the Work Plan
   - This is an opportunity to explain the rationale behind why you selected the performance indicator/s you selected.
   - Justification for how the initiative meets the GEAR UP goals (this is an opportunity to explain the purpose of the proposal in terms of the various GEAR UP goals)
   - Number of students and how those students will be selected to participate

7. Tutor.com Available During Summer
   - Tutor.com is available to all cohort students over the summer.
   - Even if the remediation week, please be on the lookout for an email that includes individual itineraries and packing lists. If you have any questions, please reach out to the GEAR UP team.
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8. Fall 2017:
   - Travel does not start more than 24 hours in advance of that. Conference registration does not count as the start of travel.
   - Reminders:
     - The dates you travel must be REASONABLE. There must be a justifiable need for you to be there prior to the dates/times you travel are allowable:
       - A good rule of thumb is to look at the start time of the first official conference session and be sure you book, the better! Not sure which dates will work? Send us your options and we're happy to hold space on your preferences.
     - Conference travel does not start more than 24 hours in advance of the conference starting.
     - Examples of a justifiable need are:
       - The dates you travel must be REASONABLE. There must be a justifiable need for you to be there prior to the dates/times you travel are allowable:
         - A good rule of thumb is to look at the start time of the first official conference session and be sure you book, the better! Not sure which dates will work? Send us your options and we're happy to hold space on your preferences.
       - Conference travel does not start more than 24 hours in advance of the conference starting.
       - Examples of a justifiable need are:
         - First official conference session starts at a time of day that requires travel to take place the day prior.
         - Travel costs are typically non-refundable, so don't forget that tutor.com is available to all cohort students over the summer. Even if the remediation week, please be on the lookout for an email that includes individual itineraries and packing lists. If you have any questions, please reach out to the GEAR UP team.

9. Summer Camp Roster Audit
   - We have received a spreadsheet of all weekly camp rosters for camps taking place at ASU. By Friday, May 26, we are so ready for all of the excitement and energy that summer programs bring!
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