



## Bi-Weekly Bulletin

May 24, 2017

### New Information:

- Travel Restriction Changes for NCCEP & Other Conferences
- 2017-2018 Campus Visits at ASU
- Summer Camp Roster Audit - **May 26, 2017**
- GY04 Bus Tours Interest Form - **May 31, 2017**
- Entrepreneurship in the Work Plan (Action Needed)

### Reminders:

- Tips for Great Work Plan Descriptions - **May 31, 2017**
- Tutor.com Available During Summer
- Summer Translation Services Available

### Travel Restriction Changes for NCCEP & Other Conferences

As summer conference season approaches, we want to make you aware of a recent change in allowable travel costs. Previously, it was communicated that traveling to the conference site 24 hours in advance was allowable. This is still the case with a few slight changes. See below for tips when booking travel to ensure the deadlines you travel are allowable:

1. The dates you travel must be REASONABLE. There must be a justifiable need for you to be there prior to the conference starting. Examples of a justified need are:
  - First official conference session starts at a time of day that requires travel to take place the day prior.
  - Last official conference session ends at a time of day that travel home would result in unsafe travel conditions (driving at 3am, etc.).
  - You have a scheduled meeting with individuals or groups that cannot meet outside of the conference location.
2. A good rule of thumb is to look at the start time of the first official conference session and be sure travel does not start more than 24 hours in advance of that. Conference registration does not count as the first official session.
3. When in doubt, check with Amanda ([ajbitt@atn@ags.state.nc.edu](mailto:ajbitt@atn@ags.state.nc.edu)) before you book your travel arrangements. Any allowable travel costs incurred may not be reimbursed.

### 2017-2018 Campus Visits

Booking is open for campus visits at ASU in fall 2017 and spring 2018! Space fills up quickly, so the sooner you book, the better! Not sure which dates will work? Send us your options and we're happy to hold space on reserve until you decide. Contact your ASU coordinator to start the process!

**FALL 2017:** Tuesday, 9/5 through Tuesday, 11/21. No visits 10/12-10/13.  
**SPRING 2018:** Monday, 1/29 through Friday, 4/25. No visits 3/5-3/9 or 4/2-4/3.

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

### Summer Camp Roster Audit

We are so ready for all of the excitement and energy that summer programs bring! This week you should have received a spreadsheet of all weekly camp rosters for camps taking place at ASU. By Friday, May 26, please review the rosters for accuracy and communicate to Grace any changes that are needed. Later this week, please be on the look-out for an email that includes individual itineraries and packing lists. If you have any questions/concerns, please reach out to Grace as soon as possible.

### GY04 Bus Tours Interest Form

Are you planning to include bus tours in your work plans for GY04? Great! We are excited to begin offering these to our other cohort students (and families). The most cost-effective way to provide these is to use an ASU charter bus, 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.

[Bus Tours Interest Form](#)

### Entrepreneurship in the Work Plan

ASU is planning for entrepreneurship programming for next year (clubs and pitch competition). We need to know which counties are interested in including entrepreneurship programming in their districts, so please make a line item in your work plan with the title "Entrepreneur Initiatives." Feel free to add any specific needs in the program description. If you are unsure of what costs you may need to include, please reach out to Jonathan ([carpentier@ags.state.nc.edu](mailto:carpentier@ags.state.nc.edu)) or Bradley ([tunally@ags.state.nc.edu](mailto:tunally@ags.state.nc.edu)).

### Tips for Great Work Plan Descriptions

As a reminder, the first draft of all school district work plans for GY04 is due Wednesday, May 31, 2017. As you are building your work plan, please note the importance of a detailed description. When in doubt, always reach out to an ASU Coordinator with any questions you have. A well-written description should include the following:

- Number of students and how those students will be selected to participate
- Basic details about how the initiative (logistics, purpose, what will take place, etc.)
- Justification for how the initiative meets the GEAR UP goals (this is an opportunity to explain the rationale behind why you selected the performance indicator you selected)
- Calculations you used and a basic description of what the funds will be used for

### Tutor.com Available During Summer

Do any of your schools offer summer remediation courses to students who are struggling academically? If so, don't forget that tutor.com is available to all cohort students over the summer. Even if the remediation courses are not paid for by GEAR UP, the tutor.com services would still be available (as long as they are a cohort student). If you have any questions about student usage over the summer, please contact Corinne.

### Summer Translation Services Available

Rachel will be focusing on written translation projects for schools this summer. Examples include student/parent handbooks, websites, and other official school materials. We recommend strongly considering any documents that include school policies or other information that is critical for parents. This is a great opportunity to do something sustainable for your district - once these are translated, small edits in future versions can easily be done by almost anyone. Have ideas? Want to talk more? Contact Rachel ([clard@ags.state.nc.edu](mailto:clard@ags.state.nc.edu))!

### GEAR UP Champion Nominations

It's fast and easy! Click the button below to nominate someone deserving of some GEAR UP recognition! The next deadline for GEAR UP Champions is the last day of the month, May 31. It's easy...and who doesn't love being recognized for their hard work?

[Nominate Someone](#)

### 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 suggestion box. Thanks for taking the time to help us continuously grow and improve.

[Suggestion Box](#)

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