



What Would You
Need To Do To
Design From Start
To Finish

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21st Century Scholars Banquet

1. Find central location, set up dates and times
2. What schools in county will be involved
3. Talk to school officials about possible dates that they could attend
4. Talk to GEAR-UP tutors, partners and guest speakers that may want to speak
5. Set-up a caterer and times
6. Send a newsletter home to the parents announcing the event
7. Advertise the banquet in the school with an announcement, flyers and posters
8. Be responsible for decorations, awards, certificates, etc.
9. Announce the computer scholarships
10. Prepare and present slide show of activities completed through GEAR-UP
11. Be responsible for clean-up

The GEAR-UP Poster Contest

Publicize

1. Newsletter to the Parents
2. Daily Announcements during morning announcements
3. Hang Banners/Poster in the halls and 7th grade classrooms
4. Place in school paper/student newsletters
5. Announce during student council meetings

Prepare

1. Provide materials, guidelines, and due dates
2. Provide place and time to work (ex: art class, after school)
3. Obtain prizes (ex: merchandise, gift certificates, cash, saving bonds)
4. Get judges (ex: FSC, community representatives, teachers, parents)

Outcome

1. Judge Posters (keep names off posters - judge by numbers)
2. Party for the announcement of the winners
3. Include last year's winner
4. Use different designs for several t-shirts for other functions (ex: web camp, summer camps)
5. Have the top 5 poster winners be designed on different items (ex: 1st: t-shirt, 2nd: mouse pad, 3rd: coffee mug, 4th: water bottle, 5th: key chain)

Computer Scholarships

Newsletter: No Catch, Free Computer - FAMILY Computer

- Get grade point average for students
- Discuss what would be good topics
- File system for students - keep their information together
- Workshops for parents - a phone number to call you advertised in the newsletter
- Reminders of deadlines
- Be sure to get all parts filled out entirely (each section 1 to 4 points)
- Give it out to all kinds and set up time to help them for incentives (ex: at after school tutoring)
- Keep copy of scholarship packages
- Rank/Pre-select from need base after it's narrowed down (1=highest need - 5= least need)
- Good experience for kids to fill out these applications
- Give prizes to the students who turn in their applications
- Set up screening committee
- Set up an information table for kids at lunch, in case they can't make it after school
- Give quick presentations in classrooms as reminders
- Advertise with flyers, posters, morning announcements in school
- Get forms from FSC and distribute to schools, then collect them and return to FSC

After School Tutoring and Mentoring

- Set specific times, dates, places
- Screen tutors
- FSC and RESA VII trains
- Transportation
- Emphasize Enrichment
- Match mentors with children that have special needs (ex: match a male mentor with a student who has no male role model)
- Different tutoring tools for different learners (ex: visual aids)
- Consult teachers to refer students to attend
- After school snacks
- Peer study groups
- More relaxed groups
- Advertise and Promote especially to parents
- Give rewards

Field Trip to FSC

1. Decide on dates and times
2. Distribute permission slips, and date
3. Give the number of students, chaperones, and buses to FSC
4. Give an agenda for the day
5. Provide contact person for the parents and FSC
6. Reserve buses early
7. May consider different options for transportation during longer trips (ex: charter buses)

A Summer Camp

- Reserve facilities (ex: labs, gym)
- Permission slips
- Lunch
- Transportation
- Trained staff with equipment
- Provide a small instructor to student ratio
- Advertise and promote (newspaper, radio, t.v., flyers)
- Implement certificate/award program
- Designate schedule of activities
- First aid, alert emergency agencies
- Scrapbook for future promotions
- Ending celebration including parents
- Have backup activities incase of a problem

GEAR-UP Student Advisory Committee

- Survey students and teachers, include duties and responsibilities
- Establish the number of members for the committee
- Establish committee duties
- Establish coordinator
- Establish the time, place, and length of meetings
- Establish chair and co-chair duties

Ideas for duties: student interest/ideas and sharing input re: trips and activities

Ideas for members: home room representatives and possibly alternate representatives

Parent Newsletter

- Summarize prior GEAR-UP activities
- Mention survey and explain importance
- Discuss the poster contest
- Discuss the FSC campus visitation
- Discuss the 7th and 8th grade class doing website development
- Discuss field trips planned
- Ask the parents for their ideas and comments
- Mention GEAR-UP meetings for 7th and 8th grade parents
- Discuss the Career Fair for the 8th grade students
- Discuss the computer scholarships
- Place a crossword puzzle
- Place photographs and clipart
- Make it simple and brief

A Program of GEAR-UP Parent Activities

Survey

- Needs and wants of the parents
- PTO active?
- Checklist of interests to them

Plan

- Use results of survey to plan 3 events for the year
- Include the students and parents input
- * Parent Shadowing Day
- * Athletic/Cultural Outing at a college
- * Brush up Workshops

Research

- Regional colleges
- Events offered - cost/schedule
- Classroom/teacher availability for workshops and shadowing

Promotion

- Newsletter
- Flyers
- Student Advisory Committee
- * Incentive program - linked to event coupons, end of year reward, home room competition

Evaluation

- Document event/participation
- Feedback from the parents, students, and teachers
- Follow up/ PR

A Parents Workshop on College Financial Planning & Financial Aid

Research

- Who is available?
- * WV Pre Paid College Plan
- General presentation- What can be done now?
- Local banks
- Financial Planners
- Dates available/ locations

Promotion

- Personal letter of invitation and RSVP - hard money facts
- Flyers
- Follow up with phone calls

Event

- Dinner for Adults
- Door Prize (ex: saving bond, 1st payment toward college fund)
- Simultaneous Program for students (+ Dinner)
- Money management (Bank Representatives)

Evaluation

- Documentation
- Feedback
- Follow Up/ PR