

GEAR UP SWV Partnership

Policies and Procedures

Title: **Work Plan**

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GEAR UP SOUTHERN
WEST VIRGINIA
CONCORD • NEW RIVER CTC

A. PURPOSE

To plan and implement student, parent and faculty/administration programming that supports and advances the purposes of GEAR UP.

B. POLICY

School Coordinators, in conjunction with school administrators, will submit a work plan detailing the scope of intended activities and materials for the period of a school year and summer.

C. PROCEDURES

1. Programming needs are determined by talking with school staff and administration, reviewing successful past programming, data, long-term sustainability, budget, and available resources such as the *GEAR UP Allowable & Required Services/Suitable Programming* document (Starter Kit: Appendix 3 or USB.) Services may include, but are not limited to mentoring, tutoring, after school programs, homework assistance, CFWV workshops, computer assisted labs, SAT or ACT prep, academic planning, career counseling, college visits, academic enrichment, parent organizations, job site visits, educational field trips, financial aid workshops, kick off events, cultural events, and summer camps.
2. School Coordinators will submit proper documentation requesting approval for all work plans **PRIOR** to implementing activities or purchasing of materials.
3. School Coordinators will utilize the *Suggested Work Plan GY01* and *Starter Work Plan Template GY01* (Starter Kit: Appendix 1 or USB) documents to submit work plans.
 - a. School Coordinators will complete *Activities for College Ready Academics, Skills, and Support* along with detailed information to include number served, cost break-down and total cost.
 - b. School Coordinators will detail each program using a narrative format, to fully describe how the activity meets the GEAR UP goals and objectives.
 - c. School Coordinators will complete the *Budget* page.
 - d. UCAN will check the appropriate box and date, showing they have reviewed and approved the work plan.

4. School Coordinator will e-mail the proposed work plan to their appointed GEAR UP SWV coordinator.
5. Work plans will be reviewed by the GEAR UP SWV Staff.
6. The Assistant Director will communicate approvals by e-mailing a copy of the work plan marked *Approved and dated* to the School Coordinator, Liaison, Program Coordinator and Program Assistant. The Program Assistant will file a paper copy in the master county file with the subcontract. Unapproved requests will be filed in the county correspondence file.
7. If amendments are required for approved work plans, please refer to *Amended Work Plan*.

ATTACHMENTS/FORMS:

SWV GEAR UP USB Drive

GEAR UP Allowable & Required Services/Suitable Programming

Suggested Work Plan GY01

Work Plan Template GY01