AZ GEAR UP Event Notification Form

Arizona GEAR UP Site Coordinators are required to notify Arizona GEAR UP's State Office staff (assigned Site Support Specialist) **two weeks** in advance of every GEAR UP- sponsored event they arrange for the GEAR UP students/or families. The State Office will notify Coordinators when the event and associated costs are approved. *Note: Tutoring, mentoring, individual student services, recurring academic enrichment activities, and the like are not considered "Events."*

BASIC EVENT INFORMATION

Name of Event:			
School:		**Date and Time of Event:**	
GEAR UP Coordinator:		**Event Coordinator:**	
Location of the Event:		**Relevant Workplan Task Number:**	

Type of Event (Nature of Service)

☐ Career Fair **NOS 213**	☐ Educational Field Trip **NOS 143**	☐ Job Site Visit **NOS 141**	☐ Workshop Parent/Family **NOS _____** (specify)
☐ College Visit **NOS 413**	☐ Family Event **NOS 151**	☐ Recognition Event- Students only **NOS 218**	☐ Workshop- Student **NOS _____** (specify)
☐ Cultural Event **NOS 150**	☐ Financial Aid/Financial Literacy Presentation/ Workshop **NOS 189**	☐ Recognition Event with Families **NOS 152**	☐ Other

Cost

Will you serve food at this event? *If **yes,** explain why it is necessary for the success of the event, what food you will serve, and how much food will be purchased (Food must meet school nutrition guidelines):*	☐ Yes, Total budgeted: $_____ Explanation: 			☐ No
	For NAU Use Only: ☐ NAU Approved		***Initial & Date:***	
Are GEAR UP funds being used for expenses related to this event other than food? *If **yes,** list all materials you are requesting to purchase for this event. Attach an additional sheet, if needed*	☐ Yes, Total budgeted: $_____			☐ No
	Materials		Quantity	Cost per item
	For NAU Use Only: ☐ NAU Approved		***Initial & Date:***	
Will you be getting cost share/match from this event?	☐ Yes, Total:$_____ Source:			☐ No

PARTICIPANT INFORMATION

Target participants:	☐ Students ONLY	☐ Parents ONLY	☐ Students and Parents
Who will be invited?	☐ All GEAR UP students and/or parents	☐ A subgroup of GEAR UP Students and/or Parents	
		Please specify your criteria for selecting the subgroup:	
Given your target participants, please describe your plan for maximizing attendance:			

Which GEAR UP goal(s) is this event intended to promote? (Check all that apply)		
☐ Increasing students' academic performance and preparation for postsecondary education.	☐ Increasing the high school graduation and college-going rate.	☐ Increasing students' and their families' knowledge of postsecondary options, prep and financing.

EVENT AGENDA

Event Objective:	
Event description/ comments:	

Please provide an event agenda from the event start time to the end time (attach additional sheet, if needed)

Time	Activity	Materials needed	Speaker/staff lead

COLLEGE VISITS ONLY

A. Which of the following best describes the visit? (Choose only one)	B. What information do you plan to offer during the college visit? (Check all that apply)	C. What do you plan to provide your students during the college visit? (Check all that apply)	D. What pre-visit activities do you plan to do? (Check all that apply)
☐ Day trip	☐ Make students aware that college is an option	☐ A tour of campus	☐ Ask students to look at the website of this college
☐ Overnight trip	☐ Types of colleges (2-year vs. 4 year, etc.)	☐ Opportunities to attend a class or classes	☐ Ask students to talk to their parents about this college
☐ Online/Virtual tour	☐ Financial requirements	☐ An information session	☐ Facilitate student discussion about this college
☐ Other (please specify)	☐ Admission requirements off the college	☐ Opportunities to talk to someone at the college about financial aid	☐ Collect questions that students have about this college
	☐ College courses/Majors offered	☐ Opportunities to talk to a professor or professors	☐ I do not plan any pre-visit activities
	☐ College graduation requirements	☐ Opportunities to talk with a college student or students	☐ Other (please specify)
	☐ Campus life	☐ Application materials	
	☐ Other (please specify)	☐ Visiting a dorm	
		☐ Staying overnight in a dorm	
		☐ At least one meal on-campus	
		☐ Course catalogs	
		☐ Other (please specify):	