**GUSLA Management Plan -2016-17[[1]](#footnote-1)**

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| **Step** | **Description** | **Deadline** | ***Notes/ Decisions*** | **Date Completed** |
| 1 | GUSLA Dates for Summer 2016 are finalized with NAU-Mountain Campus by **August 1, 2015**.  | *8/1/2015* |  |  |
| 2a | Facilities (residence halls, large activity spaces, etc.) are reserved by **November 11, 2016*** **Mountain View Residence Hall Rooms are reserved as of**
* **Ashurst is also reserved for the Opening and Closing events (Sunday and Friday) as of**
* **Ashurst is reserved for the Dance on Thursday evening as of**
* **Prochnow Auditorium is reserved for the Talent Shown on 6/13/2017**
* **Prochnow is reserved for the Movie on XXX (TBD)**
* **Reserved as large group classroom spaces (TBD)**
 | *11/11/2016* |  |  |
| 2b | COE Classrooms are reserved **by 3/3/17,** if needed. | *3/3/2017* |  |  |
| 3 | Decisions are made about changes to GUSLA based on experiences and feedback from 2016, including but not limited to: |  |  |  |
| 3a | * Changes to Student Numbers
 | *10/1/2016* |  |  |
| 3b | * Changes to curriculum
* Work out all details of contract with Seeds for their part of the curriculum to address any weaknesses in 2016 and the fact that students will be a combination of returners and first-timers.
 | *10/1/2016* |  |  |
| 3c | * Changes to daily schedule
 | *11/12/2016* |  |  |
| 3d | * Development of /changes to R.A./TA/TL/Workshop Facilitator (WF) expectations/responsibilities
 | *11/16/2016* |  |  |
| 3e | * Decide on changes to location of Health Coordinator (HC) Station, description of HC duties, HC schedule; if needed based on GUSLA 2016
 | *11/16/2016* |  |  |
| 3f | * Decision about whether students can attend more than once; if so whether “two tracks” are needed
 | *10/1/2016* | *.* |  |
| 3g | * timing of post-GUSLA survey
 | *11/4/2016* |  |  |
| 3h | * re-think service project implementation
 | *10/1/2016* |  |  |
| 3i | * Decision about adding Saturday to the schedule (June 17, 2017)
 | *10/1/2016* |  |  |
| 3j | * Work with ISP Team, Supervisor and Executive Director to resolve activities and goals (finalize day time curriculum, electives/recreational activties, evening activities).

*Electives may include: basketball, touch or flag football, soccer, dodgeball, steal-the-bacon, water relay, nature hike, cross country run, dance, yoga, Zumba, arts&crafts, board games, music, journaling/creative writing/poetry, smartphone photography, etc.*  | *12/2/2016* |  |  |
| 3k | Finalize Workshops:* College Knowledge Curriculum
* Departmental Tours/Presentations, including arranging with departments and assigning students based on their PEPS data
* Elective Classes based on staff talents and interest and student interests
* Financial Literacy Workshops – content; facilitator; structure
 | *5/15/17* |  |  |
| 4 | Any and all forms, steps, etc., that must be approved/processed through NAU Risk Management are, by the **beginning of December 2016**. These include, but are not limited to: | *12/2/2016* |  |  |
| 4a | * Portions of GUSLA Student Application (including Ropes Course permissions/liability waivers and indicator for having “no medical/health insurance)
 | *12/2/2016* |  |  |
| 4b | * Health Coordinator Qualifications and Responsibilities
 | *12/2/2016* |  |  |
| 4c | * Liability and/or blanket medical insurance requirements/purchase if needed
 | *12/2/2015* |  |  |
| 6 | Budget is finalized with Leadership Team by **mid-November 2016**. | *11/18/2016* |  |  |
| 6b | Finalize detailed (line-item) budget with Fiscal Ops Manager | *12/16/2016* |  |  |
| 7 | GUSLA application and cover letter from coordinator (including Spanish translation) completed, and approved by supervisor and A.D. for ISP by **mid-December 2015**. | *12/19/2016* |  |  |
| 8 | GUSLA Parent Handbook (including Spanish translation) completed, and approved by supervisor and A.D. for ISP by **mid-December 2016**. | *12/19/2016* |  |  |
| 9 | GUSLA Acceptance Letter completed and approved by supervisor and A.D. for ISP by **March 3, 2017.** Acceptance letter informs students if there is to be a dance, a talent show and/or electives or other activities that may require specialized equipment or clothing. | *3/3/2016* |  |  |
| 10 | Any other materials needed by ISP Site Coordinators completed, and approved by supervisor and A.D. for ISP by **mid-December 2016**.  | *12/19/2016* |  |  |
| 11 | GUSLA application, Parent Handbook (including Spanish translations of both) and any other materials needed by ISP Site Coordinators distributed to Site Coordinators prior to the 1/24/17 Site Coordinator Webinar about GUSLA– no later than **January 9, 2017**.  | *2/1/2017* |  |  |
| 12 | Resolve staff recruitment and selection plan with Supervisor and Executive Director including decisions about how fingerprinting will be done; how positions will be advertised; qualifications for positions | *12/19/2016* |  |  |
| 13 | Recruiting and selection of GUSLA staff begins in **January 2017.** Recruiting materials updated, reviewed and approved by Supervisor **before NAU winter closure**. Materials include:  | *12/19/2016**& 3/31/2017* |  |  |
|  | * 1. Recruiting Messaging /Verbiage
 | *12/2/2016* |  |  |
|  | * 1. Application with cover letter and attachments. Application to solicit information about ‘electives’ applicant can teach/co-teach/facilitate
 | *12/2/2016* |  |  |
|  | * 1. Job Descriptions for each position:
 |  |  |  |
|  | * + R.A./ Team Leader
 | *12/2/2016* |  |  |
|  | * + Health Coordinator
 | *12/2/2016* |  |  |
|  | * + Workshop Facilitator
 | *12/2/16* |  |  |
|  | * + GEAR UP Staff deployed to GUSLA
 | *3/31/2017* |  |  |
|  | * 1. Standards of Staff Conduct
 | *12/2/16* |  |  |
|  | * 1. Offer Letter
 | *3/3/2017* |  |  |
| 14 | Consult with Supervisor and GEAR UP Executive Director regarding any potential conflicts, such as relatives of GEAR UP staff applying for positions. | *As needed January –May 2017* |  |  |
| 15 | Present about GUSLA 2017 at ISP Webinar to Site Coordinators in **January 2017.** Powerpoint presentation reviewed and approved by A.D. for ISP at least one week prior. Include information about T-Shirt Design Contest, and Emphasis on new START TIME – 3:00 p.m. on Sunday, June! Reiterate priority to students who have not attended GUSLA previously, but open to all.  |  |  |  |
| 16 | Customizable PowerPoint presentation for site coordinator use at Student/Parent Events is created and approved by Supervisor and A.D. for ISP by **mid-January 2017**. | *2/1/2017* |  |  |
| 17 | Make presentations at ISP Sites, upon request of ISP Team and with Supervisor approval, **between February and March, 2017.**  | *TBD – Feb-Mar 2017* |  |  |
| 18 | Theme, general schedule and grade-appropriate curricula are determined in consultation with ISP Team and the Executive Director by **the end of April, 2017**.  | *4/30/2017* |  |  |
| 19 | Arrangements are made for community service project(s), if applicable, that take into account feedback from GUSLA 2014, 2015 & 2016, by **April 30, 2017**. | *4/30/2017* |  |  |
| 20 | Schedule transportation to off-site location(s), if applicable by **March 31, 2017**. And, ensure state vehicle(s), NAU van(s) are available during week for transportation around campus. | *3/31/2017* |  |  |
| 21 | Oversee Admin Assistant review of student applications and coordinator spreadsheets, to ensure all GUSLA applications are complete and signed by parents by **May 13, 2017**. | *5/13/2017* |  |  |
| 22 | Decisions about deployment of NAU staff to GUSLA are made with Leadership Team by **early March, 2017**.  | *3/1/2017* |  |  |
| 23 | GUSLA staff are hired following Executive Director-approved, EEO-compliant procedures by **mid-May, 2017**. Notification is sent to: * Returning Staff by March 17, 2017
* New Staff by April 28, 2017
 | *5/15/2017* |  |  |
| 24 | Fingerprints are ‘rolled’ and submitted for processing by **late April 2017**. Dates that FPs are submitted and results returned are tracked on document on G drive. | *4/30/2017* |  |  |
| 25 | Background-checks are completed on all selected GUSLA staff by **mid-May 2017**. Dates that Background Check Requests are submitted and results returned are tracked on document on G drive. | *5/19/2017* |  |  |
| 26 | Student Handbook is prepared **during April and May**, with drafts of contents to Supervisor for review and approval. Contents include (but are not limited to):* Intro to GUSLA
* Rule & Regulations
* Dining
* Behavior Expectations
* Classroom & Building Rules
* Any information from SEEDS Inc. that they want included Maps (COE and Campus)
* Individualized Student’s Daily Schedule
* Keeping Healthy in high altitudes
* Team Leaders, GEAR UP staff & SEEDS staff bios
* Others as determined during review/discussions
 | *5/19/2017* |  |  |
| 27a | Resolve Staff Orientation Agenda  | *4/30/17* |  |  |
| 27b | Prepare Staff Orientation PowerPoint, for supervisor review/approval | *4/30/2017* |  |  |
| 27c | Staff Handbook is prepared **during April and May**, with drafts of contents to Supervisor for review and approval. Contents updated to include (but are not limited to):* Program & Orientation Information
	+ Mission statement
	+ Standards of Employee Conduct
	+ Job descriptions
	+ Training Schedule
	+ Daily Schedule
	+ Time of daily Staff Meetings
	+ Maps (COE & Campus)
	+ Meal Card & Stipend Information
	+ Instructions for Close of Camp – who is doing what where when
	+ Overnight/After Hours Duty – who is on when
* Class Rosters
* Student Handbook
	+ Emphasis on importance of consistent enforcement of rules by staff
* GUSLA Forms
	+ CIMR
	+ Copy Request
	+ Equipment Check-Out
	+ Supply Request
	+ Early Release Form
* Ice Breaker Team Building activities and ideas
* Curriculum Overview
* Copy of Staff Orientation PowerPoint (approved by supervisor)
* Financial Aid workshop PowerPoint presentation & script
* Medical Emergency Response Booklet
 | *5/19/2017* |  |  |
| 27d | Finalize Seeds Staff Orientation /Training plan / agenda/curriculum – to address weaknesses in 2016 Seeds Staff training |  |  |  |
| 28 | GUSLA Evaluation Plan is finalized with ISCCR by **mid-January 2017**. A.D. for ISP, A.D. for DM and Executive Director are involved in planning with ISCCR Team. | *4/30/2017* |  |  |
| 29 | If an on-line survey is decided upon as part of Evaluation:* any pre-GUSLA survey is sent to XCalibur for set up in SCRIBE by April 1, 2017
* post-GUSLA survey is sent to XCalibur for set up in SCRIBE **before June 1, 2017**
* **prior to departure for Mountain Campus**, GUSLA participants SAIS IDs and names are extracted from SCRIBE to facilitate on-line survey administration at NAU
 | *5/30/2017* |  |  |
| 30 | Present at Webinar to Site Coordinators and Assistants in the **May 23, 2017** regarding preparation for GUSLA. | *5/23/2017* |  |  |
| 31 | GUSLA participants are notified of their selection by **May 12, 2017** using GUSLA materials approved perSee Step 9. | *5/12/2017* |  |  |
| 33 | Suggestions and guidance are provided to Site Coordinators and Site Support Specialists for “Maintaining and Spreading the GULSA Spark” throughout the year. **If requested by ISP Team, facilitate discussion on this at August 2016 Coordinator Meeting; reviewed and approved by A.D. for ISP beforehand.**  | *Throughout the year* |  |  |
| 34 | In accordance with Social Media Plan for 2016-17, GUSLA Facebook page and Instagram Account are maintained **throughout the year**, not allowed to become “stale” and ensuring all content is appropriate and permission is granted for any photos posted.  | *at least two posts on FB and 1 on Instagram per week* |  |  |
| 35 | List of needed supplies (created by referencing order forms and receipts from GUSLA 2016) is reviewed with Supervisor and GEAR UP Staff deployed to GUSLA in 2016 **by April 7, 2017** to ensure it is complete**.** | *4/7/2017* |  |  |
| 36 | Ensure all supplies are created or ordered and received in a timely manner**, prior to the start of the program.**  | *6/1/2017* |  |  |
| 37 | Create Student Orientation PowerPoint, with spaces for photos to be inserted, but otherwise content in place, and approved by supervisor, **prior to departure for GUSLA set up in June**.  | *6/1/2017* |  |  |
| 38 | Create Student Certificates, with spaces for photos to be inserted, if applicable, but otherwise complete, prior to departure for GUSLA set up in June. | *6/1/2017* |  |  |
| 41 | GUSLA Evaluation Results are processed and analyzed in time for annual Site Coordinator Meeting (**August 2017**). | *8/1/2017* |  |  |
| 42 | Create and distribute “Community Service Hours” certificates for students | *8/1/2017* |  |  |

1. Grayed rows have been completed. [↑](#footnote-ref-1)