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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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* | *Dates are* ***June 11-16, 2017. Booking for three years, locked in prices with NAU.*** | April 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** * **~~XXX is reserved for the Movie on XXX (TBD)~~** * **Reserved as large group classroom spaces (TBD)** | *11/11/2016* | **12/12/2016: Completed**   * *Mountain View – Update – 11/30/2016. Mountain View will be offline for the summer of 2017. GUSLA will now be in Allen Hall* * *Opening and Closing Ceremony – Ashurst reserved* * *Dance – Ashurst reserved* * *Talent Show – waiting to hear if Prochnow is available* * *Movie Night – No movie night* * *2 Large Classroom Space – Ashurst is reserved for one. Waiting to hear about the second space, possible Kaibab.]*   ***11/15/2013 – Update*** *We will only need one (1) Large Classroom Space for Seeds Training. It will be Ashurst.*  ***12/12/16 Update****: Mountain View will not be available. We will be in Allen Hall.* | 1/13/2017 |
| 2b | COE Classrooms are reserved **by 3/3/17,** if needed. | *3/3/2017* | *6 COE classrooms have been reserved.* | 8/22/2016 |
| 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* | *New allocations resolved; all affected site coordinators agreed to changes. New total student count* ***= 236***  *BMHS=18*  *CGUHSD=40*  *MHS=22*  *RVHS=13*  *DHS=30*  *HHS=11*  *KHS=11*  *LWHS=13*  *MUHS=14*  *WHS=14*  *SLHS=50* | 9/30/2016 |
| 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* | *8/24/16 & 9/30/16: Discussed having the day be half Seeds and half workshops, with recreational electives in between (mid-day) and evening activities such as Talent Show, Scavenger Hunt, Dance and Seeds Closing Session (maybe board breaking).*  *10/27/2016 – emailed Mijon Pak from Seeds about scheduling a phone conference to discuss the GUSLA 2017 structure and Seeds curriculum.*  *11/10/2016 – Seeds Training Teleconference Meeting with Mijon Pak & Greg Evens. Seeds Training was comfortable with the proposed schedule and our decision for a Beginner (Level 1) and Advanced (Level 2) Track. The closing activity, board breaking, it was proposed that the Advanced Students could be mentors to the Beginner Students.*  *We also discussed the weakness of the Team Leader Training, they assured us that it will be more focused and that the Team Leaders would receive Activity Descriptions, Goals/Outcomes and a schedule during the training.*  *11/15/2016 – Steve has received the DRAFT contract from Seeds Training. Maureen Lintel (NAU Purchasing) has reviewed and approved the procurement process.* *Steve is waiting for Mijon Pak to make some final tweaks to the contract and submit a copy of their insurance certificate. Then he will submit the contract to NAU Contracts.*  *12/1/16 – NAU issued contract to Seeds for signature.*  *12/5/16 – Seeds contract finalized (signed by Seeds and NAU)* | 12/5/2017 |
| 3c | * Changes to daily schedule | *11/12/2016* | *8/24/16 & 9/30/16: Discussed having the day be half Seeds and half workshops, with recreational electives in between (mid-day) and evening activities such as Talent Show, Scavenger Hunt, Dance and Seeds Closing Session (maybe board breaking). Schedule needs to take into account returning students will need “advanced” seeds; first time attendees can have same Seeds curriculum as last year. Schedule (and staffing) also needs to take into account that we can’t ask ‘volunteers’ (e.g., toastmasters or chamber of commerce) to repeat the same workshop 8 times.*  ***10/26/2016*** *– Drafted Daily Schedule. Need to finalize Workshops in order to finalize the schedule.*  ***12/2/2016:*** *Schedule updated to account for Workshop decisions made at 1126/16 meeting described in 3k.*  ***12/13/2016:*** *BAS and TG reviewed schedule; some final edits and changes are needed.* | 12/23/2016 |
| 3d | * Development of /changes to R.A./TA/TL/Workshop Facilitator (WF) expectations/responsibilities | *11/16/2016* | ***11/21/16****: TG and BAS decided that if budget allows for it, we should hire 4 teachers (plus use coordinators) to facilitate workshops rather than extra TLs. TLs will each, then, have half the day off each day, while their students are in workshops.*  ***11/22/16*** *In budget meeting with SH, it was determined that the budget would allow for these four additional staff positions. We will call them Workshop Facilitators (WFs).* | 12/23/2016 |
| 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* | *We will keep the HC Offices in the same rooms as GUSLA 2016; HC duties and schedule will be the same as 2016.* | 8/24/2016 |
| 3f | * Decision about whether students can attend more than once; if so whether “two tracks” are needed | *10/1/2016* | *Resolved: Students may attend multiple times although we will still tell coordinators to give priority to students who have never attended. An “advanced” Seeds track will be needed.* | 9/30/2016 |
| 3g | * timing of post-GUSLA survey | *11/4/2016* | *Thursday, June, 15, 2016 from 4:00pm – 5:00pm* | 10/26/2016 |
| 3h | * re-think service project implementation | *10/1/2016* | *Service Projects will be the same as GUSLA 2016, each group will participate in a 2 hour service project.*  ***11/26/16:*** *Service projects will be done in small groups with TLs but will not be exactly the same as last year, some may be at off-site locations such as the shelter, the foodbank or a natural site that needs, say, invasive species eradication. This will entail transportation arrangements. (See #19)* | 8/24/2016 |
| 3i | * Decision about adding Saturday to the schedule (June 17, 2017) | *10/1/2016* | *It was decided not to add a Saturday for GUSLA 2017* | 8/24/2016 |
| 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* | *9/30/2016 Resolved: electives will be generally the same as 2016. Changes will primarily be driven by staff talents / interests / abilities. One new Elective: “Quiet Time” will be offered that students may sign up for ONCE. Students may nap, read, cloud-watch, etc., during this elective.*  ***Resolved:*** *Students will select their following day elective at the end of the current day elective. The GUSLA Office Staff will input the information in a spreadsheet and provide the elective rosters to the GUSLA Director by 5:00pm. The GUSLA Director will provide the elective lists to the Residential TLs so they can let their students know their next day elective during the ‘Prepare for Lights Out’ time, so the students are prepared for their activity.* | 10/26/2016 |
| 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* | *8/24/16/16: Possible Workshops:*   * *College Reality Checks (Self-Advocacy Exercise)* * *Scholarship Search & Apply* * *Toastmasters/Elevator Speech* * *Ropes Course (outdoor)* * *Community Service Projects* * *Mock Interviews* * *FAFSA4Caster/Fin Aid Package Review* * *College Schedule Game/Time Management* * *Personal Statement* * *College Student Panel*   *Possible facilitators:*   * *NACRC* * *NAU Financial Aid Office* * *ToastMasters* * *NAU Career Services or Flagstaff Chamber of Commerce (mock interviews)* * *NAU COE Students* * *The Team Leaders themselves* * *GU Coordinators and/or GU Teachers* * *GU State Office Staff (Steve, Dawne, Shawn, etc.)*   *10/26/2016 – We will be working on finalizing the final GU Workshops at the next GUSLA Meeting, Wednesday, November 16, 2016. Rhae Lynne will come with material proved from GU Coordinator Diane and Amber for their elevator activities.*  ***11/26/16:******Resolved*** *workshops as follows:*  *1. FAFSA/Financial Aid Pkg Review – RL will contact her sister about getting a copy of her financial aid package;* ***Completed***  *2. Mock Interviews/Elevator Speeches –* ***RL*** *will contact Diane B and Amber P to request a description and the materials they used for their workshop on this topic and* ***JW*** *will ask them if they could help facilitate this workshop during GUSLA. RL 11/23/16.* ***Completed***  *3. Time Management planned around the Planwell University College Schedule “game” which BAS has saved to the G drive / GUSLA / Workshop Materials folder.* ***Completed***  *4. Student & Faculty Panel Q&A –* ***TG and RL*** *committed to finding students and faculty to serve on the panels.* **In progress*****AGS*** *will ask ASU Sparks for training materials they have. TLs will be expected to solicit questions from students in advance of this workshop.* ***Completed.***  *5. Scholarship Searches in computer lab (not every team will be able to attend this one, but materials with search engines, etc. will be provided to all students.* ***TG*** *committed to preparing an outline/script for this workshop.*  *The “Self Advocacy” exercise will be the Monday Evening Activity.* ***RL and AGS*** *will take the Summer Program Scenarios that BAS got at an NCCEP Workshop last year (saved to the G drive) and modify them to fit the NAU campus. Since this will be an evening activity and personnel from the various campus departments won’t be there and offices will be closed, it was decided that the TLs will be given scripts to talk about what kinds of services are available at each location and the circumstances in which college students would go to each department. Update: 12/19/2017 It was decided at the GUSLA meeting that RL and AGS will complete this by May 1, 2017.*  *The Personal Statement will be done in large groups (large lecture hall format). TG will contact NAU Career Center or Grad students who work in writing center to see if they’re available to present at this workshop on Thursday from 2:30 to 3:00 or so, followed by providing support, along with TLs to students as they write their personal statements in blue books (which TG will purchase in advance). The session will start with an explanation of the “Lecture Hall” format of some college classes and the use of bluebooks for tests in some college classes. The expectation is that students will be taken through a process of developing a ‘thesis’ or “main” statement, then an outline, a first draft and a final personal statement. This workshop will be held after the Community Service Projects so could be a reflective essay on that project…* ***AGS*** *will prepare a paragraph that describes this workshop and/or the introductory presentation of this workshop. The Washington GU 12th Year Campaign Junior/Senior Student workbook has, on page 17, a nice list of Personal Statement & Essay Tips that could be used in this workshop.* ***AGS*** *has a copy of this workbook in electronic format. –* ***Completed***  *Immediately following the community service projects on Thursday, TLs will lead their students in “Socratic Circles”.* ***RL*** *will provide materials and prepare/train TLs to do this.* ***– Completed***  ***JW*** *will also contact Alfred, Carmen and Yolanda (as well as Diane and Amber P) to see if they would like to stay the week at GUSLA and help with workshops and Seeds Sessions. –* ***Completed***  ***TG*** *will slot these workshops into the Schedule, ensuring that every “team” has workshops 1-4 and most have workshop 5. –* ***Completed*** |  |
| 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* | *There were no changes made to NAU’s Minor Consent Form, which the GUSLA Application is based on, so there is no need to have Risk Management review the application.* | 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* | *Complete. See comment in item 4.* | 12/2/2016 |
| 4b | * Health Coordinator Qualifications and Responsibilities | *12/2/2016* | *Complete. See comment in item 4.* | 12/2/2016 |
| 4c | * Liability and/or blanket medical insurance requirements/purchase if needed | *12/2/2015* | *Aaron Kaminski recommended not purchasing, so we will not.* | 12/7/2015 |
| 6 | Budget is finalized with Leadership Team by **mid-November 2016**. | *11/18/2016* | *Teena approved a maximum budget equal to last year - $157,370.* | 12/5/2016 |
| 6b | Finalize detailed (line-item) budget with Fiscal Ops Manager | *12/16/2016* | *11/22/2016 – TG, BAS and SH met to draft detailed budget. Teena approved it on 12/5/2016* | 12/5/2016 |
| 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* | *11/14/2016 – Submitted DRAFT to supervisor.*  *11/15/2016 – Reviewed, revised and approved English version. Supervisor made it a FINAL document.*  *12/19/2016 – Done. GUSLA Spanish Application Cover Letter updated and reviewed by AGS*  ***12/27/2016: Completed*** | 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* | *To supervisor by mid-November*  *11/14/2016 – Submitted to DRAFT supervisor.*  *11/15/2016 – Reviewed. BAS added Page 12, Dance and Talent Show, needs to be finished and the Table of Content adjusted. Update: 12/2/2016 – Table of Content adjusted*  *12/2/16 – Revised version finalized. 12/16/2016. New page 12 DropBoxed to Artie for translation.*  *12/29/16 – Translation received.* | 12/29/2016 |
| 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* | *11/14/2016 – Submitted to DRAFT supervisor.*  *11/15/2016 – Reviewed, revised and approved in English. Supervisor made it a FINAL document.*  *12/19/2016 – Compete. GUSLA Acceptance Letter was translated and reviewed by AGS.*  *12/29/16 – Spanish Translation completed* | 12/29/2016 |
| 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* | *11/15/2016 – The only additional material needed by ISP, to date, is the T-Shirt Completion Flyer and Template, DRAFT was submitted to supervisor on 11/15/2016 and was reviewed, revised and FINALIZED by the supervisor* | 11/15/2016 |
| 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**. Update: The decision was made that there would not be a GUSLA Webinar due to the Signal Vine Webinars and that almost all coordinators are familiar with the GUSLA process. Materials will be distributed by email TG by February 1, 2017. | *~~1/9/2017~~*  *~~1/23/2017~~*  *2/1/2017* | *Update. 12/16/2016 it was proposed at the GUSLA meeting that we move the ACT/GUSLA Coordinator webinar to 2/9/2017. The reason for the change was to keep the Signal Vine webinars consecutive,*  ***1/11/2017 & 1/24/2017****. Keeping the same timeframe of about two weeks prior to the GUSLA webinar to distribute GUSLA materials to the Coordinators, the materials will not be emailed by 1/23/201.*  ***1/25/2017:*** TG talked to BAS about added the GUSLA Alum field in SCRIBE so the SSS can run a SCRIBE report on which students have attended GUSLA in the past for the GU Coordinators. BAS recommended running a SCRIBE report using the Residential Summer Program Code and filter using the hours. RL liked the idea and will run this report on 1/28/2017  ***Completed*** | 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* | *11/22/16: At budget meeting resolved staff will be responsible for own finger prints; if they want to come to NAU, TG can fingerprint them here (same as last year).* | 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* | *11/16/2016 – DRAFT submitted to supervisor for review* | 11/18/2016 |
|  | * 1. Application with cover letter and attachments. Application to solicit information about ‘electives’ applicant can teach/co-teach/facilitate | *12/2/2016* | *11/16/2016 – DRAFT submitted to supervisor for review*  *12/13/16 – Reviewed doc back to TG to make final changes* | 12/23/2017 |
|  | * 1. Job Descriptions for each position: |  |  |  |
|  | * + R.A./ Team Leader | *12/2/2016* | *11/16/2016 – DRAFT submitted to supervisor for review*  *12/13/16 – discussed draft with Sup; minor changes needed (e.g., half day off, etc.* ***JW*** *will review next draft* | 12/23/2017 |
|  | * + Health Coordinator | *12/2/2016* | *11/16/2016 – DRAFT submitted to supervisor for review* | 12/23/2017 |
|  | * + Workshop Facilitator | *12/2/16* | *12/2/16 – DRAFT submitted to supervisor for review*  *12/13/16 – Draft back with changes needed, especially on WF daily schedule* ***JW*** *will review next draft* | 12/23/2017 |
|  | * + GEAR UP Staff deployed to GUSLA | *3/31/2017* |  |  |
|  | * 1. Standards of Staff Conduct | *12/2/16* | *12/13/16 – TG reports no changes are needed from last year.* ***JW*** *will review* | 12/23/2017 |
|  | * 1. Offer Letter | *3/3/2017* |  | 12/23/2017 |
| 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* | *None as of 4/11/2017* |  |
| 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 12 (if we keep the same structure as GUSLA 2016)! Reiterate priority to students who have not attended GUSLA previously, but open to all. It was decided to not have the GUSLA Webinar and that all materials will be emailed to all the coordinators by TG. | *~~January 10,2017~~*  *2/1/2017* | ***Canceled*** | Canceled |
| 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**. | *~~1/13/2017~~*  *2/1/2017* | ***Completed. Emailed to all GU Coordinators and Assistants*** | 1/31/2017 |
| 17 | Make presentations at ISP Sites, upon request of ISP Team and with Supervisor approval, **between February and March, 2017.** | *TBD – Feb-Mar 2017* | ***Completed*** | No one needed TG to come to their school |
| 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* | *The Theme will be “ACHIEVE” – keeping with the ISP Theme for the year.* |  |
| 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* | *Possible Community Service Projects (need 8):*  *Off Campus – transportation needed*   * *2 at the Flagstaff Foodbank*   ***4/7/2017 –*** *Emailed Michael Ness about service project. He is going to be checking with the Volunteer Coordinator for the kitchen to help plan this service project.*   * *Walnut Canyon (invasive species removal).*   ***3/31/2017*** *– emailed Steven Rossi about service project. Waiting to hear by if there is enough time to get to the site, work and be back by 10am.*   * *Women’s’ Shelter*   ***4/7/2017*** *- Emailed the Hope Cottage.*  *On Campus*   * *Operation Holiday Card*   ***3/31/2017 –*** *Talked to Mariah Acedo and confirmed that she will run this project*   * *Kid Fun Kits for the shelters* * *Riordan Ranch Mansion cleanup*   ***4/7/2017 –*** *Email Nikki Lober and Sacha Siskonen about the service project.*   * *Community Garden*   ***4/11/2017 –*** *Emailed Terra BIRDS whom assists the City of Flagstaff with their city community gardens.* |  |
| 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* |  | 1/11/2017 |
| 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* | ***4/11/2017 –*** *Catherine has begun this project starting with Douglas HS and then will move on to Holbrook HS* |  |
| 22 | Decisions about deployment of NAU staff to GUSLA are made with Leadership Team by **early March, 2017**. | *3/1/2017* | * *Catherine Curtis (Thursday, June, 8 – Friday, June, 16, 2017)* * *Roxanne Reindl (Thursday, June 8 – Thursday, June 15, 2017)* * *Andrea Gonzalez Sotelo & Rhae Lynne Clawson (Friday, June 9 – Friday, June 16, 2017)* * *Shawn Donnelly (Sunday, June 11 – Friday, June 16, 2017)* * *Tie Guy (Wednesday, June 7 – Saturday, June 12, 2017)* | 12/23/2017 |
| 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* | *We have 20 returning staff:*  ***TLs***   * *Itzel Andrade*   + *Complete* * *Rayleen Bustamante*   + *Complete* * *Isabella Callaway*   + *Missing Fingerprint Card* * *Lacey Chubb*   + *Complete* * *Geina Corrente*   + *Complete* * *Camille Dyches*   + *All hiring documents submitted* * *Kimberly Dyches*   + *Missing Fingerprint Card* * *Kindra Holliday*   + *Complete* * *Elizabeth Medina*   + *Complete* * *Eleanor Proano*   + *Complete* * *Josely Rendon*   + *Complete* * *Timothy Wiley*   + *Complete* * *Kevin Wright*   + *Complete* * *Christian Taffe*   + *Missing Fingerprint Card* * *Eliazar Mayoral*   + *Complete* * *Jacob Rivera*   + *Complete* * *Jeremy Mendoza*    + *Complete* * *Efrain Villa*   + *Complete* * *RJ Callaway*   + *Complete* * *Christian Perez*   + *Missing Fingerprint Card*   ***WFs***   * *Maria Valencia*   + *Missing Background Check* * *Daniel Nelson*   + *Missing Fingerprint Card* * *Rena Traslavina*   + *Missing Fingerprint Card* * *Pamela Flores*   + *Complete*   *We have one new staff member, Taylor Jacobsen, who will be our Health Coordinator. All hiring paperwork is complete.* |  |
| 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* | *6 people are still missing their fingerprint cards:*   * *Isabella Callaway* * *Kimberly Dyches* * *Daniel Nelson* * *Rena Traslavina* * *Christian Taffe* * *Christian Perez* |  |
| 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* | ***4/11/2017 –*** *All background checks have been completed and cleared, except Maria Valencia. We are working with Maria Valencia to complete this background check. She is having difficulty receiving the link in her email* |  |
| 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 (if we keep the same structure as GUSLA 2016) * 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 (Saturday from 1 to 5 pm) | *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 (from SEEDS, if applicable) * 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* | ***February 22, 2017*** *– Ordered Water Bottles from Quality Logo. Delivered to NAU Main Campus on 3/1/2017. Ordered the GUSLA binder and student material from Staples. Delivered to NAU Main Campus & NAU GU Office on 2/23/2017*  ***February 23, 2017*** *– Ordered the backpacks from Mountain T’s. Completed the order on 3/3/2017*  ***February 27, 2017 –*** *Ordered the glow necklaces and bracelets from SureGlow for the Dance. Delivered to the GU Office on 3/3/2017*  *The last order to make prior to GUSLA is the T-shirts, which I am shooting for a May 5, 2017 order date.* |  |
| 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)