



ARIZONA GEAR UP

Gaining Early Awareness and Readiness for Undergraduate Programs



Year 6 Minimum Standards & Guidelines for GEAR UP Events

I. PURPOSE

A GEAR UP event is a means for achieving, or helping to achieve, a GEAR UP goal or objective. As such, the overarching purpose of any GEAR UP event has to do with helping to prepare students for entering and succeeding in college. As an activity that requires scheduling, planning, and implementing, GEAR UP events are typically included in a school's annual GEAR UP work plan and budget.

II. PARTICIPANTS

Participants at a GEAR UP event may be GEAR UP students, their parents, or both.

III. PRESENTERS, SPEAKERS, ETC.

Any individual invited to speak, present, or participate in any way at a GEAR UP event, will be informed (both verbally and in writing) of the following: a) what is 'GEAR UP'-- its purpose generally, and the event specifically, b) expectations surrounding his or her involvement in the event (what you need them to do for you in order to achieve your event goals), and c) event logistics (date, time, place, etc.)

Arrangements regarding necessary support (handouts, audio-visual equipment, etc.) will be discussed or negotiated with speakers, presenters, etc. in advance of the event, with such details also reiterated in writing.

IV. PROGRAM / AGENDA / CONTENT

GEAR UP events will be structured in a manner that best meets the objective(s) of the event and the needs of the participants, including the provision of translation services as needed.

The **Arizona GEAR UP Event Notification Form** will be submitted to the State Office at least two weeks prior to each event.

A copy of the program and/or agenda for the event, if one was created and if it was not already included in the event notification form, will be provided to the State Office with the sign in sheet.

V. SCHEDULING / LOGISTICS

The date of the event will be selected carefully, so as not to conflict with major holidays, religious observances or other major school events that may draw the same target audience (athletics, drama, clubs, celebrations, etc.). Co-hosting or co-sponsoring with another school-related activity should be considered for the mutual benefits such coordination might afford (including partnership / match opportunities)

The time of the event should be viable and convenient for participants. For families, this can mean a weekday evening.

The location of the event will depend on the type of event, space availability, and other factors. Generally, the location or space should be selected on the basis of its capacity to facilitate or accommodate the particular

event requirements (space that is adequate to suit the number of anticipated attendees and what they will be doing – taking notes or breaking into small groups for example; space that meets AV needs of presenters; etc.). The selected location or facility will be accessible to individuals with disabilities. Reserving space for an event will be accomplished through adherence to school policies and procedures, as applicable. Similarly, securing or procuring auxiliary services (security, room set-up, catering, audio-visual, custodial, etc.), will also adhere to all applicable policies and procedures.

VI. EVENT PROMOTION

The advertising or promotion of a GEAR UP event will depend on the nature of the event, who is invited (students or parents only, or both) and other factors. Generally, advance communication about an event can occur through flyers, newsletters, txtGU, school announcements, word-of-mouth, etc., and should include enough advance notice that people can make arrangements to attend (3-4 weeks in advance). In addition, Coordinators should send “week before” and “day-before” reminders, which may be done through the school’s “all-call” system or txtGU, if applicable. Social media mechanisms, if allowed by the school district, may also be used.

VII. FOOD

Allowance for the provision of food and drinks at a GEAR UP event depends on necessity, i.e., whether the timing of the event coincides with a meal time, whether food can be used to reinforce a theme or specific accomplishment being celebrated, or whether provision of refreshments would attract more attendees. Additionally: food and drinks must (1) adhere to standards on reasonableness, (2) meet GEAR UP guidelines and (3) be approved in advance by the NAU/GEAR UP Office through an Event Notification Form. Note: per GEAR UP guidelines, “Costs for candy, chips, junk food and other high calorie, low-nutrition items will not be reimbursed or counted as cost share.”

VIII. COLLATERAL MATERIALS

GEAR UP events will, to the extent possible, include the provision of participant materials that serve to underscore the content, purpose, theme, etc. of the event. Such resource materials, when provided by a vendor, sponsor, speaker, etc. will be reviewed in advance by the GEAR UP Coordinator. Materials originated by the GEAR UP school, where applicable, will be provided in both English and Spanish, and will include the following statement: *Arizona GEAR UP is a project of the College of Education at NAU. It is supported by the United States Department of Education, although the federal government does not endorse the information provided at this event, nor does it necessarily represent the policy of the Department of Education.* Materials and supplies (such as college themed clothing) may be used as incentives for attendance, if funded in the work plan / budget.

IX. DOCUMENTATION

Sign-in sheets will be used to document attendance at GEAR UP events. The sheets will: (1) include each participant’s name (printed) and signature, (2) include the name of the event, the date, the associated work plan task number, and applicable NOS code(s), and (3) be submitted to the NAU/GEAR UP Office with the Weekly Services Logs (WISLs). Sign-in sheets provided by the State Office are to be used, unless an alternative form is requested and approved.

X. EVALUATION

It is not required that students or parents complete a feedback form/evaluation when attending a GEAR UP event in Year 6.