



(Doc. 7) **GEAR UP Southern West Virginia (GEAR UP SWV) Work Plan Policies and Procedures**

PURPOSE

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

A. POLICY

District Liaisons, in conjunction with local coordinators, will submit a work plan detailing the scope of intended activities and materials for the period of a school year and summer.

B. 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. Services may include, but are not limited to mentoring, tutoring, after school programs, homework assistance, CFV 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. District Liaisons, with the support of local coordinators, will submit proper documentation requesting approval for all work plans **PRIOR** to implementing activities or purchasing of materials.
3. District Liaisons, with the support of local coordinators, will utilize the [Doc. 8-Work Plan Template 2023-2024-Y2.xlsx](#) document to submit work plans.
 - a. Complete *Activities for College Ready Academics, Skills, and Support* section of the [Doc. 8-Work Plan Template 2023-2024-Y2.xlsx](#) along with detailed information to include number served, cost break-down, and total cost.
 - b. Detail each program using a narrative format, to fully describe how the activity meets the GEAR UP goals and objectives.
 - c. Complete the Yearly Budget Tab. [Sheet 3 of [Work Plan Template \(doc. 8\)](#)]
 - d. GEAR UP SWV central office staff will check the appropriate box and date, showing they have reviewed and approved the work plan.



4. The District Liaison 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 emailing a copy of the work plan marked *approved and dated* to the Local Coordinators, District Liaison, and Director. The Director will file a paper copy in the master county file with the subcontract and a digital copy in the GEAR UP SWV drive. Unapproved requests will be filed in the specific LEA folder in the GEAR UP SWV drive.
7. If amendments are required for approved work plans, please refer to *Amended Work Plan*.

Go to <https://www.concord.edu/gearup> to access all GEAR UP SWV documents.