**GEAR UP Schools are required to establish and maintain a GEAR UP Advisory Committee.**

**The GEAR UP Advisory Committee will convene at least twice per year to provide guidance to the program staff and build community support of the program and students. It also serves to help create a college-going culture within the school and community.**

# Requirements:

1. All GEAR UP schools must establish an Advisory Committee by November 30 of the first year of the grant cycle.
2. Committee members shall include one or more representatives from the following groups: school administrators, teachers, counselors, students, parents/families, business, and non-profit partners.
3. You may combine the GEAR UP Advisory Committee with another pre-existing committee in the school or district if it meets the membership requirement.

# Meeting Requirements:

1. GEAR UP staff must keep a written agenda, minutes, and sign-in sheet for every meeting. These records must be retained with other grant documentation for a period of six years. They must be available for review by WSAC staff upon request
2. Advisory Committee meetings are documented in the portal, under the Professional Development tab. When entering advisory committee members who are not school district employees, choose “Advisory Committee Member” form the “Staff Role” drop-down box. For school district employees, choose the role that best applies.
3. Use the GEAR UP provided sign-in sheet (FORM: Advisory Committee Participation Log) available on gearup.wa.gov to document participation.
4. If you need assistance entering participants, contact Kelly Keeney at [kellyk@wsac.wa.gov,](mailto:kellyk@wsac.wa.gov) or 360-485-1200.

## Other Information:

1. Committee membership may change from year to year but must have the required representatives as listed above.
2. Meal, beverages, and snack expenses for this activity are not allowable (As of 9/1/19). See Coordinator Manual for guidance.