



GEAR UP ACTIVITY TYPE DEFINITIONS

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GEAR UP Activity Type Definitions

Use the GEAR UP Student Service Definitions to determine the Activity Type for GEAR UP services. It is imperative that you follow these guidelines; as they are aligned with GEAR UP reporting and evaluation requirements

If you have any questions, please contact Kelly Keeney at kellyk@wsac.wa.gov or 360-753-7838.

What is entered in the portal?

When determining what should be documented as a GEAR UP activity, the first question is always, "Is this happening because of GEAR UP, or would it occur anyway (absent GEAR UP funding or staff)?" Only activities that are directly tied to the GEAR UP work plan, budget, and staff are documented as GEAR UP activities.

All services or activities provided by GEAR UP are entered in the portal. These include:

- Direct services: GEAR UP paid staff time spent working with students (tutoring, mentoring, counseling, and providing workshops).
- Activities that are provided by GEAR UP: Field trips, assemblies, workshops, classes, and events that are planned, facilitated and/or supervised by GEAR UP staff.
- Activities that are paid for or required by GEAR UP: College placement testing, course tuition, credit retrieval courses, summer school, etc.

What's not entered in the portal?

- When GEAR UP purchases materials for classroom use, but no direct service is provided by GEAR UP paid staff, this is not entered in the portal. Examples include robotics supplies, classroom calculators, WOIS subscriptions, etc.
- Activities that support GEAR UP goals, but are not part of your approved work plan and would exist on their own without GEAR UP are not entered in the portal. Examples include, EOC assessments, SBAC, Running Start, or other programs that have been supported in your school prior to GEAR UP.
- Student led conferences are not USUALLY a GEAR UP activity, if your school had them in place prior to GEAR UP. However, if there is an activity that you do as part of GEAR UP to enhance student led conferences, they may be entered in the portal.
- Activities that are less than 5 minutes in duration.

➤ **Not sure? Check with Kelly, kellyk@wsac.wa.gov or 360-753-7838.**

**GEAR UP Student Service Definitions
Tutoring & Homework Assistance**

Tutoring/Homework Assistance - Tutoring and homework assistance services that provide additional academic instruction designed to increase the academic achievement of students.

Tutoring can occur one-on-one or in small groups before school, during school, after school, during study time, lunch breaks, or on weekends.

Services are provided by any of the following:

- GEAR UP staff.
- GEAR UP hired tutors.
- Teachers (only when tutoring is provided outside of the contract day, or if teachers are paid by GEAR UP for tutoring).
- Trained peers.
- Volunteers.

Tutoring should be recorded by these subject areas when tutoring is specific in content:

- Tutoring/HWA/Language Arts.
- Tutoring/HWA/Math.
- Tutoring/HWA/Science.
- Tutoring/HWA/Social Sciences.

Tutoring/HWA/General – when tutoring is not specific in content, such as in an afterschool program

Example Tutoring Activities include but are not limited to:

- Before/After school tutoring.
- After school book clubs.
- In-class assistance provided by GU staff.
- Lunch homework help.
- Saturday school.

Virtual tutoring/homework assistance: Virtual tutoring services include services that are provided via remote access through the internet or other means.

Note: *If you provide virtual tutoring, please contact Kelly for clarification.*

Activity Notes: _____

**GEAR UP Student Service Definitions
Comprehensive Mentoring**

Comprehensive Mentoring - Comprehensive mentoring services are provided when GEAR UP staff, teachers, or other school staff identify students who would benefit from an ongoing, supportive relationship with a trained, caring adult or older student, i.e., "mentor." Mentors meet regularly with their assigned student(s). Meetings may be on or off campus and either during or outside of the school day. Typical issues addressed during mentoring meetings are academic, social, organization, or life skills development.

Examples of mentoring topics:

- Academic support: helping student learn to ask for help, access resources, develop study habits.
- Social skills: how to get along with others, ways to get involved in school and community, developing healthy relationships.
- Organizational support: organizing binders/lockers, turning in work on time, time management.
- Life skills: self-advocacy, perseverance, decision making.
- Transition activities that have a mentoring component – for example, HS students mentoring MS students.

Mentoring programs may include:

- Traditional mentoring programs that match one youth and one adult.
- Group mentoring that links one adult with a small group of young people.
- Team mentoring that involves several adults working with small groups of young people, ideally with a ratio of no more than four youth to one adult.
- Peer mentoring that connects caring youth with other adolescents.
- E-mentoring that functions via email and the internet.

Note: When GEAR UP Staff are providing direct service to students, it may be Comprehensive Mentoring, or Counseling/Advising/Academic Planning/Career Counseling (CAAPCC) activity type. Please review both definitions to determine the best match based on the services provided.

Example Mentoring Activities include but are not limited to:

- | | |
|--------------------------------|------------------------------------|
| • Community member mentors. | • Hero Programs. |
| • Check & Connect. | • Link Crew. |
| • Peer or near peer mentoring. | • Individual student intervention. |

Virtual comprehensive mentoring: Virtual comprehensive mentoring includes services that are provided via remote access through the internet or other means.

Note: *If you provide virtual mentoring, please contact Kelly for clarification.*

Activity Notes: _____

GEAR UP Student Service Definitions
Counseling/Advising/Academic Planning/Career Counseling (CAAPCC)

Counseling/Advising/Academic Planning/Career Counseling (CAAPCC)–

Counseling, advising, academic planning and career counseling services span a spectrum of activities with individual students or small groups of students. Services are defined as follows:

- **Counseling** – Discussing personal growth issues such as decision making, problem solving, goal setting, attendance, behavior concerns, or family issues.
- **Advising** – Providing assistance on course selection (secondary or postsecondary), college and/or career choices, or college and/or career planning.
- **Academic Planning** – Providing assistance on coursework selection, course of study choices, college major selection, assessment advising or interpretation of scores, or assistance with placement tests.
- **Career Counseling** – Providing assistance about career choices, career planning, internships, or career interests.

In general, activities in this category are **individualized conversations** that are applicable specifically to the student(s) involved. Participants leave the session with individualized advice or direction based on the discussion about their unique, specific situation. Small group activities may be considered only when the information remains specific to the individuals participating. In most cases, the services are provided by GEAR UP staff and not others.

Note: If activities do not meet the “individualized” criteria, it is likely a [Student Workshop](#). Review that definition to determine the appropriate activity type. Some of the examples listed below, could be either CAAPCC or a Student Workshop depending on the content of the activity, (individualized vs. generic).

Example CAAPCC Activities include but are not limited to:

- | | |
|---|--|
| • GEAR UP staff providing individualized support to students. | • College research activities. |
| • Career interest inventories. | • Reviewing Aspire, PLAN, ACT, and SAT results. |
| • College & military rep visits. | • College application week activities that are individualized. |

Virtual Counseling/Advising/Academic Planning/Career Counseling: Virtual counseling/advising/academic planning/career counseling includes services that are provided via remote access through the internet or other means.

Note: *If you provide virtual counseling, please contact Kelly for clarification.*

Activity Notes

GEAR UP Student Service Definitions- College Visit/College Student Shadowing

College Visit/College Student Shadowing – College visit and college student shadowing activities are services that take place on a college campus.

Meeting the College Visit Benchmark: Schools are required to ensure that all GEAR UP students visit a vocational school, a 2-year school, and a 4-year school by the end of 9th grade. Some 2-year schools may meet the requirement for both a vocational and 2 year visit, but **only if** the visit includes both types of programs. Another option is to visit the school twice, with one visit focusing on the traditional academic programs and degrees and the other focusing on the vocational programs. To ensure proper credit in the portal entry, please use the following naming conventions: "Name Of College – Vocational Visit," "Name of College – 2 Year Visit," "Name of College – 4 year Visit."

College Visit: Is a physical visit to a college campus by a student and is facilitated/supervised/led by GEAR UP staff, teachers, college representatives, or other school staff. College visits should include:

1. A campus tour led by the college's admission department, visitation program, or other on-campus entity that regularly provides this service.
2. Presentations by admissions, financial aid, academic departments, athletics, student affairs, residence life, multicultural affairs, student services or other college departments.
3. A classroom experience, or participation in a college level discussion. When this is not possible, time with a professor or graduate student instructor is acceptable.
4. College fairs and other visits to a college campus that do not include the criteria above, are NOT considered a college visit, and may be a '[Student Workshop](#)' or '[Educational Field Trip](#)' activity type. Review all definitions before making a determination.
5. College Planning Days are NOT considered a College Visit, they are a [Student Workshop](#).
6. Most for-profit institutions **will not** be approved as college visits.

College Student Shadowing: A one-on-one experience in which a middle or high school student spends a day on a college campus with an undergraduate student experiencing college life for a typical undergraduate.

Virtual College Visit: Virtual college visit includes services that are provided via remote access through the internet or other means. Virtual college visits must be facilitated/supervised/led by GEAR UP staff, teachers, or other school staff and include the same elements as a physical college visit.

Note: Data entry needs to indicate whether the college visit services are "in-person" or "virtual," as well as the name and/or type of college visited, i.e., 2- or 4-year college.

**GEAR UP Student Service Definitions-
Educational Fieldtrips**

Educational Field Trips– Educational field trips are services during which students leave their school and travel to another location, and also include an academic component that is linked to classroom activities. Examples would include a science demonstration on a college campus (the purpose of the event was the science demonstration not a college visit), a class trip to attend a science or history museum linked to curriculum, academic competitions, cultural experiences such as performing arts, museums, or similar activity, and field trips that complement and enhance existing curriculum in key content areas.

Note: *For activities on college campuses:* If the purpose of the field tip is to support academic engagement or enhance classroom learning, then the activity is an 'Educational Field Trip'. If the purpose of the trip is to inform students of a specific program or field of study, then the activity is a 'College Visit/Student Shadowing' activity. For example, UW Math Days focuses on academic preparation for college, so it is an Educational Field Trip. A college tour and related activities provided by the Engineering Department would be a College Visit.

Educational Field Trips should be recorded by subject area and must support one of the five What Works Clearinghouse Recommendations:

- Educational Field Trip – Language Arts.
- Educational Field Trip – Mathematics.
- Educational Field Trip – Other.
- Educational Field Trip – Science.
- Educational Field Trip – Social Science

Example Educational Field Trip Activities *include but are not limited to:*

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| <ul style="list-style-type: none">• College sponsored academic events like Math Days, Engineering Days, and Health Sciences Fair.• Museums.• Theater performances.• Academic competitions like robotics. | <ul style="list-style-type: none">• Cultural events on college campuses.• Activities that are directly tied to classroom curriculum (wind farm field trip as an extension of science class; water quality testing as an extension of marine biology). |
|---|--|

Activity Notes:

**GEAR UP Student Service Definitions-
Student Workshops**

Student Workshops - Student workshops are services that include interactive, informational classroom-level, large - or small-group sessions that involve hands-on experience for each student in the workshop. Workshops are offered to groups of students on topics like secondary school success and college awareness, and general elements of college readiness such as study skills, self-monitoring, goal-setting, time management, and problem-solving. This includes guest speakers that motivate students and highlight careers.

Student Workshops Generally -

- May be held on school campus or an off-campus venue.
- All students receive the same information during the workshop, it is not individualized.
- Are informational in nature and are not intended to provide direct counseling or guidance to individual or small groups of students. (Activities of this nature are [CAAPCC](#), as defined).
- Have a presenter or guest speaker.
- Have an agenda or lesson plan.
- May have visual aids and/or handouts.
- Start and end at a set time, and all students participate for that set time.
- Generally, participants leave the session with a better general understanding of the topic addressed.

Example Student Workshop Activities include but are not limited to:

- | | |
|---|---|
| <ul style="list-style-type: none">• College fairs.• Career fairs.• Guest Speakers (not college recruiters).• College application activities that are general in nature.• First Aid/CPR.• HS Transition activities offered to groups. | <ul style="list-style-type: none">• Speed Jobbing.• College Planning Days.• Latina Youth Conference.• CISPUS Leadership Camp.• Ropes/Challenge course.• Advisory lessons that are not financial aid/literacy focused.• College Planning Days. |
|---|---|
- **Virtual Student Workshops** - Virtual student workshops include services that are provided via remote access through the internet or other means.

Note: Data entry needs to indicate whether the workshop services are "in-person" or "virtual."

Activity Notes:

GEAR UP Student Service Definitions- Tests/Test Preparation

Tests/Test Preparation – College readiness assessments, or preparation activities for assessments.

- **Entering Student Assessments:** Enter assessment participation for the following assessments *whether GEAR UP pays for it or not*. This is the only method we have of tracking your compliance with this requirement.
 - Aspire (previously EXPLORE, PLAN).
 - ACT.
 - Compass.
 - ASVAB.
 - PSAT.
 - SAT.
 - Accuplacer.
- **Priority Schools:** You must enter all GEAR UP students who complete any of the listed assessments. You may opt to enter non-GEAR UP students, but it is not required.
- **Cohort Schools:** You must enter all GEAR UP students (Class of 2023). Do not enter other students.
- **Test Preparation:** Any test preparation, for any assessment that is provided by GEAR UP must be entered in the portal. This may include the required assessments above, and those we don't track, listed below. For example, we don't record End of Course Exams (EOC) as a GEAR UP activity in the portal because it does not qualify as a GEAR UP activity (it would happen without GEAR UP). However, if GEAR UP staff facilitate an EOC preparation activity, or GEAR UP pays for an EOC preparation class, then the preparation activity is entered in the portal (because that activity wouldn't happen without GEAR UP).
- **Assessments that are not Entered in the Portal:**
 - End of Course Exams (EOC).
 - MSP/HSPE/SBA.
 - MAPS

Reporting Assessment Participation in the Portal:

- Enter assessments for each day they are offered for your students.
- If the assessment is offered on multiple days, create a multi-day activity.
- Enter the actual number of hours the test is offered, which is the standard time the test is expected to complete. The completion time does not have to be adjusted by student.

➤ **Test/Test Preparation continued on next page**

GEAR UP Student Service Definitions- Summer Programs

Summer Programs - Summer programs are services that include an experience over one or multiple days during the summer, (or other non-school year time, i.e., for year round schools). Summer programs could be a statewide GEAR UP summer camp, a local summer camp funded by GEAR UP, a residential GEAR UP program hosted by a college/university/community organization, or another camp attended by a GEAR UP student that supports the GEAR UP mission.

Summer Programs Activity Types Include:

- **Summer Programs - Academic Enrichment:** These are summer experiences that enhance a student's academic experience, increase their knowledge of college preparation and planning, or provide access to rigorous coursework. These may include:
 - **Summer School:** when facilitated or taught by GEAR UP paid staff and is rigorous or advanced in nature (not remedial or credit retrieval). GEAR UP staff must provide direct service to the students, and only the time providing direct service is documented. For example, the student is in class 4 hours per day and the class is taught by a non-GEAR UP paid staff. The GEAR UP staff provides assistance to the student for 20 minutes per day, or it may vary. Only the time spent directly with the student is recorded.
 - **GEAR UP Summer Camps:** These camp experiences are fully funded by GEAR UP, so the full time students spend in the program are documented in the portal: For example --
 - GEAR UP Summer Camp (GEAR UP, Get Ready!, GEAR UP Focus Camps).
 - GEAR UP Leadership Institute at UW.
 - NCCEP/GEAR UP Leadership Institute.

- **Summer Programs – Remedial Services:** These are summer experiences that help students make up credit deficiencies, or build academic skills where there are gaps. These may include:
 - Summer school when facilitated or taught by GEAR UP paid staff.
 - Credit recovery or retrieval taken in summer school that is facilitated or taught by GEAR UP paid staff.
 - GEAR UP staff must provide direct service to the students, and only the time providing direct service is documented.
 - For example, the student is in class 4 hours per day and the class is taught by a non-GEAR UP paid staff. The GEAR UP staff provides assistance to the student for 20 minutes per day, or it may vary. Only the time spent directly with the student is recorded.

➤ **Summer Programs continued on next page**

GEAR UP Student Service Definitions- "Other" and "Other-Fee" Only

Other– This category is only used when a GEAR UP activity does not fit into any other Activity Type.

Examples of 'Other' Activities Include, but are not Limited to:

- **National GEAR UP week activities:** Only those activities that provide a direct service are entered in the portal. You may do other, fabulous things, but they don't qualify for portal entry, such as, having your students wear college gear for a day. All NGU Week activities, both direct service and non-direct service, must be reported via <https://gearup.wa.gov/webform/national-gear-week-2017-report-form> at the conclusion of NGUW so you will get credit for them in this way. Here are some examples of what should be entered in the portal for NGUW:
 - Student time spent decorating bulletin boards or classroom doors.
 - Daily announcements by GEAR UP staff – must be at least 5 minutes in duration.
 - GEAR UP Bingo, Jeopardy or other games.
 - College Knowledge Passports.
 - Community service activities.
 - **NOTE:** Activities during NGUW that fit within other Activity Types, you will enter it as such. For example, if you provide a career research activity during NGUW, it is a "Student Workshop", and not "Other."
- **Academic recognition events:** specific to GEAR UP program For example, "Pi Day" to celebrate GEAR UP students who have a 3.14 GPA or better is an "Other." A graduation celebration at the end of the year is not a GEAR UP activity, usually, since they would happen anyway, unless GEAR UP is providing a specific activity.
- **Classes during the school day:** when GEAR UP is paying for the teacher's time. For example, if a teacher is paid with GEAR UP funds to provide a robotics class as part of the regular school day, all participation data is entered under 'Other'.

Other – 'Fee Only' Service Category Description – Use this Activity Type when GEAR UP pays a required fee on behalf of a student to participate in an activity, but no direct service is provided by GEAR UP staff or other staff paid by GEAR UP.

Examples may include:

- AP Test Fees-name of activity should be 'AP Test – name of subject tested'.
- Accelerated/rigorous course tuition when no additional support is provided by GEAR UP staff.
- College in the High School when fees are paid by GEAR UP.
- STAMP (language proficiency exam) when fees are paid by GEAR UP.
- Credit retrieval course tuition.
- Food Handlers Card and First Aid Classes.

Note: Summer activities, including summer school or camp, are not included in "Other-Fee Only." See section on Summer activities for detail.

Entering and Tracking College Applications in the Portal

College Applications - College applications must be tracked by individual student on the 'Student Tab' in the GEAR UP Activity Portal. If there was direct service provided to the student or students, that activity would be entered separately under the corresponding Activity Type, 'Counseling and Advising', or, depending on the activity, "Student Workshops".

1. Login to the WSAC Portal.
2. Choose "Program" then "GEAR UP" from the blue bar menu.
3. Choose "Students" from the blue bar menu.
4. Search for the GEAR UP student by SSID, First Name, or Last Name. Type the student's full first or last name, it will not self-populate. Clicking "Search" without filtering opens a roster of all students enrolled in the school.
5. Click on the student's SSID number to open the individual student's record.
6. Under the student's name, there are three tabs, 'Activities,' 'College Apps', and 'Notes'.
7. Click on the 'College Apps' tab.
8. Click on the '+ Add Application' button.
9. Select the College the student applied to from the drop down "College" menu. If you type the first few letters of the college, it will narrow the results.
10. Enter the date the application was submitted.
11. Click on the 'Save' button at the bottom right hand corner of the 'College Application' box.
12. The college the student applied to will now show up on the student's 'College Apps' tab.
13. Repeat these steps to enter additional college applications.

For Running Start Students – Enter a college application for all Running Start seniors who plan to continue at the college they are currently attending. Follow the directions above, with the date of the application submitted as the date they have made the final decision to continue in the same school, and mark them as accepted. For Running Start seniors who do not plan to continue at their current college, enter their college applications just like for other students.

Activity Notes:

GEAR UP Service Definitions
Family Events-Counseling & Advising

Family Events-Counseling & Advising – Family counseling and advising activities provide services that span a spectrum of activities. These activities can include one-on-one or small group advising for parents, guardians or adult family members. These activities are designed to meet the specific needs of the individuals engaged in the activity.

- **Counseling:** Meeting with parents/guardians to discuss student's personal growth issues such as decision making, goal setting, behavior concerns, family issues, home visits, etc.
- **Advising:** Providing individual assistance to parents/guardians on their student's college choices, college planning, financial aid planning, etc.

Family Counseling & Advising Example Activities –

- Academic planning and intervention.
- Individual in-person meetings, phone meetings with family (not robo-calls).
- Providing information about course requirements, registration, and transition to high school activities.

Note: Student-led conferences may, or may not be, a GEAR UP activity. To help you decide, review these considerations:

1. Is the student-led conference a part of your approved work plan and budget? If yes, then you should be enter this activity in the portal under the 'Family Events-Counseling & Advising' activity type.
2. Did GEAR UP have a specific role in the student-led conference? For example, did GEAR UP staff create or facilitate an activity that was completed at the conference? If yes, then you should enter in the portal under the Activity Type that aligns with the service that was provided.
3. Did GEAR UP provide a specific activity during the event, which was separate from the conferences? If yes, then it may fall under a different Activity Type. For example, if GEAR UP provided a College Bound sign-up activity or FAFSA information workshop, then the activity would be a 'Family Event – College Prep and Financial Aid' (for a group workshop), or a Counseling & Advising if individualized.

Note: Questions? Please contact Kelly for clarification.

Activity Notes

GEAR UP Professional Development Definitions

All GEAR UP sponsored professional development must be entered in the portal. This includes our conference and workshops, but also includes other professional development that GEAR UP pays for (training fees, staff travel, staff time, etc.).

GEAR UP Led Professional Development – Enter all participation for GEAR UP led professional development, including:

- GEAR UP West Conference.
- Winter GEAR UP Professional Development Workshop.
- Spring GEAR UP Annual Planning Meeting.
- Summer Kick-Off and Training Workshop.

GEAR UP Orientation & Match Training – Provide a program orientation and match training to all staff by **November 30** of each year to ensure that they understand the program and the opportunities available to them. The match training must include what is allowable as match and how to document match accurately using GEAR UP forms. A training outline is provided in the GEAR UP Coordinator Manual.

Webinars – GEAR UP sponsored webinars, which could include, but are not limited to:

- GEAR UP technical assistance, such as data collection, portal training, and expenditure, (A19s), and match trainings.
- FAFSA/WASFA webinars.
- 12th Year Campaign webinars.
- College Bound Scholarship webinars.
- College Goal Washington webinars and site lead training.
- OSPI/WSAC Wednesday Webinars.
- NCCEP and Capacity Building Conferences.

Other – Other professional development not provided by WSAC GEAR UP but funded by GEAR UP, including:

- Onsite training provided by GEAR UP staff, such as Portal or Fiscal trainings.
- AVID professional development activities.
- AP Summer Institute.
- SREB Go Alliance Academy.
- National College Access Network E-learning.

Advisory Committee: While not a professional development activity, you will enter the required two meetings per year in the professional development section. You can add all participants, including community volunteers to the roster. From the staff drop-down box, choose "Advisory Committee Member".

Activity Notes:
