



# GEAR UP TEAM OVERVIEW

*An overview of coordinator and team responsibilities  
including a yearly calendar.*



## GEAR UP Coordinator & GEAR UP Team Responsibilities

The GEAR UP Coordinator is the main contact with the central office for each cluster (the middle and high schools participating in the GEAR UP grant). The GEAR UP coordinator, with the help of their GEAR UP team, is responsible for doing or delegating the following responsibilities:

RESPONSIBILITY	RESOURCES
Initiate, lead and/or participate in a GEAR UP Team	<ul style="list-style-type: none"> <li>Build a Team (<i>Section C</i>)</li> </ul>
Write a yearly plan and evaluate annually	<ul style="list-style-type: none"> <li>TOC School Planning Tool (<i>Section D/E</i>)</li> <li>Outline A 6-Year Plan (<i>Section F</i>)</li> <li>Past Yearly Plans &amp; Evaluations (<i>Section G</i>)</li> </ul>
Run activities & events	<ul style="list-style-type: none"> <li>Oregon GEAR UP website &amp; resources</li> </ul>
Track grant expenses and submit invoices	<ul style="list-style-type: none"> <li>Grant Management: Reimbursements &amp; Invoicing (<i>Section H</i>)</li> </ul>
Track cost share and event participation, collect data for surveys	<ul style="list-style-type: none"> <li>Grant Management: Events &amp; Cost Share Tracker (<i>Section H</i>)</li> <li>Events &amp; Cost Share Tracker User Guide &amp; Tutorials</li> </ul>
Retain required records	<ul style="list-style-type: none"> <li>Grant Management: Record Retention (<i>Section H</i>)</li> </ul>
Attend GEAR UP meetings throughout the year	<ul style="list-style-type: none"> <li>Yearly Calendar with a list of required meetings</li> </ul>
Overall implementation of yearly GEAR UP plan	<ul style="list-style-type: none"> <li>GEAR UP Team Binder</li> <li>Your GEAR UP Team</li> <li>GEAR UP staff</li> </ul>

## Communication & Contact Information

**GEAR UP Bulletin:** The weekly notice of important resources and due dates – just for GEAR UP coordinators and select team members (e-mail [dana.beck@oregonstate.edu](mailto:dana.beck@oregonstate.edu) if you want to add anyone to this list from your school). The bulletin comes out every Tuesday during the school year – coordinators will automatically be added to receive these e-mails. Key info is also included on the Grant Management section of the website.

**GEAR UP Newsletter:** A general update of college readiness news and research, plus upcoming events, professional development, and grant opportunities delivered each Wednesday during the school year. Some information may be repeated from the bulletin, but much of it is new and useful. Coordinators and administrators are already signed up to receive the newsletter; others are welcome to sign up on the website.

**GEAR UP Coordinator’s Facebook Group:** ([facebook.com/groups/oregongearupcoordinators](https://facebook.com/groups/oregongearupcoordinators)) Specifically for past and present coordinators (GEAR UP staff are also included, to help answer questions or point to resources as needed). Ask questions, share ideas, and upload files. The group is "closed" for privacy.

**GEAR UP Website:** The main GEAR UP website at [oregongearup.org](http://oregongearup.org) has resources for educators (and to a lesser extent, students and parents) on preparing and paying for college, as well as information about our program and the schools we serve.

- **Grant Management:** (<http://oregongearup.org/grant>) A coordinator’s best resource! Check on deadlines and what still needs to be done (click on the “What am I missing?” link on the main page) as well as information about meetings, invoicing, cost share, surveys, yearly plans for all schools past and present, photo releases, the Oregon GEAR UP logo and more.
- **Toolkits:** (<http://oregongearup.org/resources/toolkits>) An all-in-one, “just add water” resource that includes planning guides and customizable templates for college visits, career days and more.
- **Publications:** (<http://oregongearup.org/resources/publications>) Printable publications including posters, parent newsletters and workshops and more.
- **Additional Resources:** (<http://oregongearup.org/resources/search>) Use our searchable database to find curriculum, research, and programs in Oregon and across the country.

**Social Media:** Other ways to learn and share information with students, parents and other audiences.

- **YouTube:** ([youtube.com/oregongearup](https://youtube.com/oregongearup)) Show off what Oregon GEAR UP is all about, or use some of the suggested videos to help explain how to prepare and pay for college.
- **Facebook:** ([facebook.com/oregongearup](https://facebook.com/oregongearup)) Like our page to get a regular dose of scholarships and opportunities for students – encourage your students to like our page as well!
- **Twitter:** ([twitter.com/oregongearup](https://twitter.com/oregongearup)) Do you tweet? If so, follow us and help us spread our message about college readiness and the importance of GEAR UP to elected officials and other organizations.
- **Pinterest:** ([pinterest.com/oregongearup](https://pinterest.com/oregongearup)) Collect ideas for creating a college-going culture and spread the GEAR UP message to a wider audience of other educators!
- **Instagram:** ([instagram.com/oregongearup](https://instagram.com/oregongearup)) Photos of our events as well as key info for students.

**Oregon Goes To College:** ([oregonquestcollege.org](http://oregonquestcollege.org), [facebook.com/oregonquestcollege](https://facebook.com/oregonquestcollege), [twitter.com/orgoestcollege](https://twitter.com/orgoestcollege)) The home for our statewide initiatives such as College Application Week as well as It’s A Plan college checklists for each grade. Includes information for students and parents (in Spanish, too).

## GEAR UP STAFF CONTACT LIST

<i>who &amp; how</i>	<i>contact me for</i>
<b>Stephanie Carnahan</b> Project Director stephanie.carnahan@oregonstate.edu 541-737-2633	<ul style="list-style-type: none"> <li>• questions about the overall program</li> <li>• college access in Oregon</li> </ul>
<b>Susie Snelling</b> School Liaison susie.snelling@oregonstate.edu 541-632-0544	<ul style="list-style-type: none"> <li>• first point of contact</li> <li>• yearly plans and budget</li> <li>• implementing GEAR UP activities</li> <li>• general advice</li> </ul>
<b>Gary Campbell</b> School Liaison gary.campbell@oregonstate.edu 541-207-5336	<ul style="list-style-type: none"> <li>• first point of contact</li> <li>• yearly plans and budget</li> <li>• implementing GEAR UP activities</li> <li>• general advice</li> </ul>
<b>Jennica Vincent</b> Research & Evaluation Specialist jennica.vincent@oregonstate.edu 541-737-6180	<ul style="list-style-type: none"> <li>• surveys</li> <li>• data</li> <li>• event/activity evaluation</li> <li>• measurable objectives</li> </ul>
<b>Anne Stephens</b> Events Specialist anne.stephens@oregonstate.edu 541-968-7189	<ul style="list-style-type: none"> <li>• meetings</li> <li>• professional development</li> <li>• student events</li> </ul>
<b>Dana Beck</b> Communications Specialist dana.beck@oregonstate.edu 541-224-7630	<ul style="list-style-type: none"> <li>• website or social media</li> <li>• t-shirts and promotional materials</li> <li>• anything communications-related</li> </ul>
<b>Adrienne Enriquez</b> Strategic Initiatives & Partnerships Specialist adrienne.enriquez@oregonstate.edu 541-714-3271	<ul style="list-style-type: none"> <li>• senior year events (CAW, CCC, &amp; DD) and other statewide initiatives</li> <li>• building and maintaining partnerships</li> </ul>
<b>Natalie Smith</b> Data Manager natalie.smith@oregonstate.edu 541-737-9418	<ul style="list-style-type: none"> <li>• data and analysis</li> </ul>
<b>Ashley Edwards</b> Program Assistant ashley.edwards@oregonstate.edu 541-241-6044	<ul style="list-style-type: none"> <li>• events and cost share tracker</li> <li>• invoices, cost share, meeting registrations</li> </ul>

**Website:** [oregongearup.org](http://oregongearup.org)