***Tips on writing measurable objectives***

Objectives state your desired outcomes for an activity, allowing you to measure the activity’s degree of success once over. How will you know if the activity is successful if you don’t know what you’re hoping to achieve? How will you know if it is worth repeating if you don’t know if and why it was successful?

There are two broad categories of objectives – process and outcome. Wherever possible and appropriate, include both kinds of objectives for your activities.

1. Process objectives are those related to the actual strategy (number of folks in attendance, satisfaction with the event, etc.).
2. Outcome objectives are the things you hope to achieve by implementing the strategy (improvement in test scores, increase in knowledge regarding financial aid, etc.). In other words the change you hope to bring about by doing this activity.

All objectives should be: **S**pecific, **M**easurable, **A**chievable, **R**ealistic and Relevant, **T**ime-oriented. Here is a quick guide for more info: <http://hr.wayne.edu/leads/phase1/smart-objectives.php>

Here are some examples of measurable objectives:

|  |  |
| --- | --- |
| Measurable objective | Source of data |
| Process outcome: 75% of language arts teachers from MS and HS will participate in curriculum alignment activities; 100% of those teachers will utilize the curriculum map developed during training | Sign in sheets for training; survey of teachers/ department heads |
| Process outcome: At least two workshops/meetings between Jr. High and High School staff will occur before June 30th, 2016 | Sign in sheets for training |
| Outcome objective: The percentage of 7th grade students on the “F” list in math classes will drop from 25% to 15%. | Student information system |
| Outcome objective: The percentage of students meeting or exceeding the standard on statewide tests in reading will increase from 45% (2009) to 52% (2011) | OAKS scores |
| Outcome objective: 80% of all freshmen will have completed a personal profile with a list of 5 to 10 potential careers that will support the lifestyle of their dreams by June, 2016 | Personal Education Plans |
| Outcome objective: 75% of parents attending financial aid workshops will have a better understanding of the topic at the end of the workshop | Surveys conducted at end of workshop |

***Sustainability and community assets***

GEAR UP is designed to bring about systemic and sustainable school change. It is important to start thinking more critically about how to sustain your efforts. If you plan to continue these activities into the future, how will you do that? Will you seek external funding? Absorb the costs internally? Partner with others who can provide the activity for you? Creating a GEAR UP/SUCCESS Team is another strategy to enhance and further develop the college-going culture in your schools.

As always, please contact us should you have any questions or concerns in completing your plan.

The GEAR UP Staff

Cluster: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# REACHING HIGHER

*Goal 1:* Create a school environment, policies, and teacher expectations that support all students’ pursuit of a postsecondary education.

*Measurable Objectives:*

1. Increase percentage of students with expectation of achieving a postsecondary degree or certificate.
2. Increase percentage of parents/families who expect their students to achieve a postsecondary degree or certificate.
3. Increase percentage of students that school staff expects to complete a postsecondary degree or certificate.
4. Increase percentage of students who graduate high school.
5. Increase percentage of students who enroll in college.

*Strategies****:***

1. Create college-going identities among students.
2. Develop a college-going culture in schools.
3. Consistently communicate the expectation of postsecondary education for all students.
4. Emphasize goal-setting, while also finding short term benefits.

|  |
| --- |
| Activity 1.1 |

Title:

Please describe the activity:

How does this activity relate to the stated objectives?

What grades will be served by this activity? (Check all that apply)

☐ Grade 7 ☐ Grade 8 ☐ Grade 9 ☐ Grade 10 ☐ Grade 11 ☐ Grade 12

Category

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Type of Service (*check one category, best fit*):** (R) indicates required activities | | | | |
|  | Supportive Services (**R)** |  | Job site visit/job shadowing | |
|  | Rigorous Academic Curricula (**R)** |  | Summer programs | |
|  | Comprehensive Mentoring(**R)** |  | Educational field trips | |
|  | Financial aid counseling/advising (**R)** |  | Workshops | |
|  | Counseling/advising/academic planning/career counseling (**R)** |  | Family/cultural events | |
|  | College visit/college student shadowing |  | Student-Led/Peer leadership activities | |
|  | Professional Development |  | Other (please specify) | |
|  | GEAR UP Club/Orientation |  | N/A (cost share only) | |

What specific, measurable objectives do you hope to achieve as a result of this activity?

|  |  |  |  |
| --- | --- | --- | --- |
| PLAN | | EVALUATION (To be completed at end of year) | |
| Measurable objective | Source of data | Actual outcome | Will you continue? If so, what changes will you make? |
|  |  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

What are your sustainability goals for this activity?

Check all that apply:

☐ Termination

☐ Continuation through external funding

☐ Institutionalization (absorb with internal funding)

☐ Scale up through external funding

☐ Other, specify:

What steps do you need to take to attain this sustainability goal?

|  |  |
| --- | --- |
| EVALUATION (To be completed at end of year) | |
| **What aspects of your sustainability plan were implemented this year?** | **If you’re planning to continue this activity in the future, what do you need to do to ensure the activity is sustained?** |
|  |  |

Budget:

|  |  |  |
| --- | --- | --- |
| Budget category | Description | Amount |
| Salaries/Wages |  |  |
| OPE/Benefits |  |  |
| Travel |  |  |
| Materials & Supplies |  |  |
| Consultants/contracts |  |  |
| Other, specify: |  |  |
| Equipment (items $5,000 or more) |  |  |

|  |
| --- |
| Activity 1.2 |

Title:

Please describe the activity:

How does this activity relate to the stated objectives?

What grades will be served by this activity? (Check all that apply)

☐ Grade 7 ☐ Grade 8 ☐ Grade 9 ☐ Grade 10 ☐ Grade 11 ☐ Grade 12

Category

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Type of Service (*check one category, best fit*):** (R) indicates required activities | | | | |
|  | Supportive Services (**R)** |  | Job site visit/job shadowing | |
|  | Rigorous Academic Curricula (**R)** |  | Summer programs | |
|  | Comprehensive Mentoring(**R)** |  | Educational field trips | |
|  | Financial aid counseling/advising (**R)** |  | Workshops | |
|  | Counseling/advising/academic planning/career counseling (**R)** |  | Family/cultural events | |
|  | College visit/college student shadowing |  | Student-Led/Peer leadership activities | |
|  | Professional Development |  | Other (please specify) | |
|  | GEAR UP Club/Orientation |  | N/A (cost share only) | |

What specific, measurable objectives do you hope to achieve as a result of this activity?

|  |  |  |  |
| --- | --- | --- | --- |
| PLAN | | EVALUATION (To be completed at end of year) | |
| Measurable objective | Source of data | Actual outcome | Will you continue? If so, what changes will you make? |
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What are your sustainability goals for this activity?

Check all that apply:

☐ Termination

☐ Continuation through external funding

☐ Institutionalization (absorb with internal funding)

☐ Scale up through external funding

☐ Other, specify:

What steps do you need to take to attain this sustainability goal?

|  |  |
| --- | --- |
| EVALUATION (To be completed at end of year) | |
| **What aspects of your sustainability plan were implemented this year?** | **If you’re planning to continue this activity in the future, what do you need to do to ensure the activity is sustained?** |
|  |  |

Budget:

|  |  |  |
| --- | --- | --- |
| Budget category | Description | Amount |
| Salaries/Wages |  |  |
| OPE/Benefits |  |  |
| Travel |  |  |
| Materials & Supplies |  |  |
| Consultants/contracts |  |  |
| Other, specify: |  |  |
| Equipment (items $5,000 or more) |  |  |

|  |
| --- |
| Activity 1.3 |

Title:

Please describe the activity:

How does this activity relate to the stated objectives?

What grades will be served by this activity? (Check all that apply)

☐ Grade 7 ☐ Grade 8 ☐ Grade 9 ☐ Grade 10 ☐ Grade 11 ☐ Grade 12

Category

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Type of Service (*check one category, best fit*):** (R) indicates required activities | | | | |
|  | Supportive Services (**R)** |  | Job site visit/job shadowing | |
|  | Rigorous Academic Curricula (**R)** |  | Summer programs | |
|  | Comprehensive Mentoring(**R)** |  | Educational field trips | |
|  | Financial aid counseling/advising (**R)** |  | Workshops | |
|  | Counseling/advising/academic planning/career counseling (**R)** |  | Family/cultural events | |
|  | College visit/college student shadowing |  | Student-Led/Peer leadership activities | |
|  | Professional Development |  | Other (please specify) | |
|  | GEAR UP Club/Orientation |  | N/A (cost share only) | |

What specific, measurable objectives do you hope to achieve as a result of this activity?

|  |  |  |  |
| --- | --- | --- | --- |
| PLAN | | EVALUATION (To be completed at end of year) | |
| Measurable objective | Source of data | Actual outcome | Will you continue? If so, what changes will you make? |
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What are your sustainability goals for this activity?

Check all that apply:

☐ Termination

☐ Continuation through external funding

☐ Institutionalization (absorb with internal funding)

☐ Scale up through external funding

☐ Other, specify:

What steps do you need to take to attain this sustainability goal?

|  |  |
| --- | --- |
| EVALUATION (To be completed at end of year) | |
| **What aspects of your sustainability plan were implemented this year?** | **If you’re planning to continue this activity in the future, what do you need to do to ensure the activity is sustained?** |
|  |  |

Budget:

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| --- | --- | --- |
| Budget category | Description | Amount |
| Salaries/Wages |  |  |
| OPE/Benefits |  |  |
| Travel |  |  |
| Materials & Supplies |  |  |
| Consultants/contracts |  |  |
| Other, specify: |  |  |
| Equipment (items $5,000 or more) |  |  |

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| --- |
| Activity 1.4 |

Title:

Please describe the activity:

How does this activity relate to the stated objectives?

What grades will be served by this activity? (Check all that apply)

☐ Grade 7 ☐ Grade 8 ☐ Grade 9 ☐ Grade 10 ☐ Grade 11 ☐ Grade 12

Category

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Type of Service (*check one category, best fit*):** (R) indicates required activities | | | | |
|  | Supportive Services (**R)** |  | Job site visit/job shadowing | |
|  | Rigorous Academic Curricula (**R)** |  | Summer programs | |
|  | Comprehensive Mentoring(**R)** |  | Educational field trips | |
|  | Financial aid counseling/advising (**R)** |  | Workshops | |
|  | Counseling/advising/academic planning/career counseling (**R)** |  | Family/cultural events | |
|  | College visit/college student shadowing |  | Student-Led/Peer leadership activities | |
|  | Professional Development |  | Other (please specify) | |
|  | GEAR UP Club/Orientation |  | N/A (cost share only) | |

What specific, measurable objectives do you hope to achieve as a result of this activity?

|  |  |  |  |
| --- | --- | --- | --- |
| PLAN | | EVALUATION (To be completed at end of year) | |
| Measurable objective | Source of data | Actual outcome | Will you continue? If so, what changes will you make? |
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What are your sustainability goals for this activity?

Check all that apply:

☐ Termination

☐ Continuation through external funding

☐ Institutionalization (absorb with internal funding)

☐ Scale up through external funding

☐ Other, specify:

What steps do you need to take to attain this sustainability goal?

|  |  |
| --- | --- |
| EVALUATION (To be completed at end of year) | |
| **What aspects of your sustainability plan were implemented this year?** | **If you’re planning to continue this activity in the future, what do you need to do to ensure the activity is sustained?** |
|  |  |

Budget:

|  |  |  |
| --- | --- | --- |
| Budget category | Description | Amount |
| Salaries/Wages |  |  |
| OPE/Benefits |  |  |
| Travel |  |  |
| Materials & Supplies |  |  |
| Consultants/contracts |  |  |
| Other, specify: |  |  |
| Equipment (items $5,000 or more) |  |  |

# RIGOR

*Goal 2:* Academically prepare all students for postsecondary education through rigorous curriculum and necessary academic support.

*Measurable Objectives:*

1. Increase performance on standardized test scores.
2. Reduce the percentage of students with failing grades.
3. Increase the percentage of students who pass pre-algebra by the end of 8th grade.
4. Increase the percentage of students who pass Algebra I by the end of 9th grade.
5. Increase the percentage of students who take two years of math beyond Algebra I by the end of 12th grade.
6. Increase the percentage of students who are on track to graduate at the end of each grade.
7. Increase the number of AP/IB and dual credit classes offered and taken.

*Strategies****:***

1. Ensure that students have necessary academic content knowledge for success in postsecondary education.
2. Develop students’ learning skills and techniques; provide just enough assistance for them to learn to do tasks themselves.
3. Provide professional development to enhance the quality of teaching and learning.

|  |
| --- |
| Activity 2.1 |

Title:

Please describe the activity:

How does this activity relate to the stated objectives?

What grades will be served by this activity? (Check all that apply)

☐ Grade 7 ☐ Grade 8 ☐ Grade 9 ☐ Grade 10 ☐ Grade 11 ☐ Grade 12

Category

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Type of Service (*check one category, best fit*):** (R) indicates required activities | | | | |
|  | Supportive Services (**R)** |  | Job site visit/job shadowing | |
|  | Rigorous Academic Curricula (**R)** |  | Summer programs | |
|  | Comprehensive Mentoring(**R)** |  | Educational field trips | |
|  | Financial aid counseling/advising (**R)** |  | Workshops | |
|  | Counseling/advising/academic planning/career counseling (**R)** |  | Family/cultural events | |
|  | College visit/college student shadowing |  | Student-Led/Peer leadership activities | |
|  | Professional Development |  | Other (please specify) | |
|  | GEAR UP Club/Orientation |  | N/A (cost share only) | |

What specific, measurable objectives do you hope to achieve as a result of this activity?

|  |  |  |  |
| --- | --- | --- | --- |
| PLAN | | EVALUATION (To be completed at end of year) | |
| Measurable objective | Source of data | Actual outcome | Will you continue? If so, what changes will you make? |
|  |  |  |  |
|  |  |  |
|  |  |  |
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What are your sustainability goals for this activity?

Check all that apply:

☐ Termination

☐ Continuation through external funding

☐ Institutionalization (absorb with internal funding)

☐ Scale up through external funding

☐ Other, specify:

What steps do you need to take to attain this sustainability goal?

|  |  |
| --- | --- |
| EVALUATION (To be completed at end of year) | |
| **What aspects of your sustainability plan were implemented this year?** | **If you’re planning to continue this activity in the future, what do you need to do to ensure the activity is sustained?** |
|  |  |

Budget:

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| --- | --- | --- |
| Budget category | Description | Amount |
| Salaries/Wages |  |  |
| OPE/Benefits |  |  |
| Travel |  |  |
| Materials & Supplies |  |  |
| Consultants/contracts |  |  |
| Other, specify: |  |  |
| Equipment (items $5,000 or more) |  |  |

|  |
| --- |
| Activity 2.2 |

Title:

Please describe the activity:

How does this activity relate to the stated objectives?

What grades will be served by this activity? (Check all that apply)

☐ Grade 7 ☐ Grade 8 ☐ Grade 9 ☐ Grade 10 ☐ Grade 11 ☐ Grade 12

Category

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Type of Service (*check one category, best fit*):** (R) indicates required activities | | | | |
|  | Supportive Services (**R)** |  | Job site visit/job shadowing | |
|  | Rigorous Academic Curricula (**R)** |  | Summer programs | |
|  | Comprehensive Mentoring(**R)** |  | Educational field trips | |
|  | Financial aid counseling/advising (**R)** |  | Workshops | |
|  | Counseling/advising/academic planning/career counseling (**R)** |  | Family/cultural events | |
|  | College visit/college student shadowing |  | Student-Led/Peer leadership activities | |
|  | Professional Development |  | Other (please specify) | |
|  | GEAR UP Club/Orientation |  | N/A (cost share only) | |

What specific, measurable objectives do you hope to achieve as a result of this activity?

|  |  |  |  |
| --- | --- | --- | --- |
| PLAN | | EVALUATION (To be completed at end of year) | |
| Measurable objective | Source of data | Actual outcome | Will you continue? If so, what changes will you make? |
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What are your sustainability goals for this activity?

Check all that apply:

☐ Termination

☐ Continuation through external funding

☐ Institutionalization (absorb with internal funding)

☐ Scale up through external funding

☐ Other, specify:

What steps do you need to take to attain this sustainability goal?

|  |  |
| --- | --- |
| EVALUATION (To be completed at end of year) | |
| **What aspects of your sustainability plan were implemented this year?** | **If you’re planning to continue this activity in the future, what do you need to do to ensure the activity is sustained?** |
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Budget:

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| --- | --- | --- |
| Budget category | Description | Amount |
| Salaries/Wages |  |  |
| OPE/Benefits |  |  |
| Travel |  |  |
| Materials & Supplies |  |  |
| Consultants/contracts |  |  |
| Other, specify: |  |  |
| Equipment (items $5,000 or more) |  |  |

|  |
| --- |
| Activity 2.3 |

Title:

Please describe the activity:

How does this activity relate to the stated objectives?

What grades will be served by this activity? (Check all that apply)

☐ Grade 7 ☐ Grade 8 ☐ Grade 9 ☐ Grade 10 ☐ Grade 11 ☐ Grade 12

Category

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Type of Service (*check one category, best fit*):** (R) indicates required activities | | | | |
|  | Supportive Services (**R)** |  | Job site visit/job shadowing | |
|  | Rigorous Academic Curricula (**R)** |  | Summer programs | |
|  | Comprehensive Mentoring(**R)** |  | Educational field trips | |
|  | Financial aid counseling/advising (**R)** |  | Workshops | |
|  | Counseling/advising/academic planning/career counseling (**R)** |  | Family/cultural events | |
|  | College visit/college student shadowing |  | Student-Led/Peer leadership activities | |
|  | Professional Development |  | Other (please specify) | |
|  | GEAR UP Club/Orientation |  | N/A (cost share only) | |

What specific, measurable objectives do you hope to achieve as a result of this activity?

|  |  |  |  |
| --- | --- | --- | --- |
| PLAN | | EVALUATION (To be completed at end of year) | |
| Measurable objective | Source of data | Actual outcome | Will you continue? If so, what changes will you make? |
|  |  |  |  |
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|  |  |  |

What are your sustainability goals for this activity?

Check all that apply:

☐ Termination

☐ Continuation through external funding

☐ Institutionalization (absorb with internal funding)

☐ Scale up through external funding

☐ Other, specify:

What steps do you need to take to attain this sustainability goal?

|  |  |
| --- | --- |
| EVALUATION (To be completed at end of year) | |
| **What aspects of your sustainability plan were implemented this year?** | **If you’re planning to continue this activity in the future, what do you need to do to ensure the activity is sustained?** |
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Budget:

|  |  |  |
| --- | --- | --- |
| Budget category | Description | Amount |
| Salaries/Wages |  |  |
| OPE/Benefits |  |  |
| Travel |  |  |
| Materials & Supplies |  |  |
| Consultants/contracts |  |  |
| Other, specify: |  |  |
| Equipment (items $5,000 or more) |  |  |

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| --- |
| Activity 2.4 |

Title:

Please describe the activity:

How does this activity relate to the stated objectives?

What grades will be served by this activity? (Check all that apply)

☐ Grade 7 ☐ Grade 8 ☐ Grade 9 ☐ Grade 10 ☐ Grade 11 ☐ Grade 12

Category

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Type of Service (*check one category, best fit*):** (R) indicates required activities | | | | |
|  | Supportive Services (**R)** |  | Job site visit/job shadowing | |
|  | Rigorous Academic Curricula (**R)** |  | Summer programs | |
|  | Comprehensive Mentoring(**R)** |  | Educational field trips | |
|  | Financial aid counseling/advising (**R)** |  | Workshops | |
|  | Counseling/advising/academic planning/career counseling (**R)** |  | Family/cultural events | |
|  | College visit/college student shadowing |  | Student-Led/Peer leadership activities | |
|  | Professional Development |  | Other (please specify) | |
|  | GEAR UP Club/Orientation |  | N/A (cost share only) | |

What specific, measurable objectives do you hope to achieve as a result of this activity?

|  |  |  |  |
| --- | --- | --- | --- |
| PLAN | | EVALUATION (To be completed at end of year) | |
| Measurable objective | Source of data | Actual outcome | Will you continue? If so, what changes will you make? |
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|  |  |  |
|  |  |  |

What are your sustainability goals for this activity?

Check all that apply:

☐ Termination

☐ Continuation through external funding

☐ Institutionalization (absorb with internal funding)

☐ Scale up through external funding

☐ Other, specify:

What steps do you need to take to attain this sustainability goal?

|  |  |
| --- | --- |
| EVALUATION (To be completed at end of year) | |
| **What aspects of your sustainability plan were implemented this year?** | **If you’re planning to continue this activity in the future, what do you need to do to ensure the activity is sustained?** |
|  |  |

Budget:

|  |  |  |
| --- | --- | --- |
| Budget category | Description | Amount |
| Salaries/Wages |  |  |
| OPE/Benefits |  |  |
| Travel |  |  |
| Materials & Supplies |  |  |
| Consultants/contracts |  |  |
| Other, specify: |  |  |
| Equipment (items $5,000 or more) |  |  |

# RELEVANCE

*Goal 3:* Link students’ career aspirations with their educational goals.

*Measurable Objectives:*

1. Increase percentage of students with a personal education plan that includes some form of education beyond high school.
2. Increase # of opportunities available for students to explore career options through career fairs, job shadows, internships or other career-related learning experiences
3. Increase # of businesses and community partners that collaborate with the school.

*Strategies****:***

1. Provide opportunities for students to learn about a wide array of careers.
2. Build on youths’ interests and passions to tap into intrinsic motivation for college, helping them see the value of learning for its own sake and for the purpose of pursing interesting work later.

|  |
| --- |
| Activity 3.1 |

Title:

Please describe the activity:

How does this activity relate to the stated objectives?

What grades will be served by this activity? (Check all that apply)

☐ Grade 7 ☐ Grade 8 ☐ Grade 9 ☐ Grade 10 ☐ Grade 11 ☐ Grade 12

Category

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Type of Service (*check one category, best fit*):** (R) indicates required activities | | | | |
|  | Supportive Services (**R)** |  | Job site visit/job shadowing | |
|  | Rigorous Academic Curricula (**R)** |  | Summer programs | |
|  | Comprehensive Mentoring(**R)** |  | Educational field trips | |
|  | Financial aid counseling/advising (**R)** |  | Workshops | |
|  | Counseling/advising/academic planning/career counseling (**R)** |  | Family/cultural events | |
|  | College visit/college student shadowing |  | Student-Led/Peer leadership activities | |
|  | Professional Development |  | Other (please specify) | |
|  | GEAR UP Club/Orientation |  | N/A (cost share only) | |

What specific, measurable objectives do you hope to achieve as a result of this activity?

|  |  |  |  |
| --- | --- | --- | --- |
| PLAN | | EVALUATION (To be completed at end of year) | |
| Measurable objective | Source of data | Actual outcome | Will you continue? If so, what changes will you make? |
|  |  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

What are your sustainability goals for this activity?

Check all that apply:

☐ Termination

☐ Continuation through external funding

☐ Institutionalization (absorb with internal funding)

☐ Scale up through external funding

☐ Other, specify:

What steps do you need to take to attain this sustainability goal?

|  |  |
| --- | --- |
| EVALUATION (To be completed at end of year) | |
| **What aspects of your sustainability plan were implemented this year?** | **If you’re planning to continue this activity in the future, what do you need to do to ensure the activity is sustained?** |
|  |  |

Budget:

|  |  |  |
| --- | --- | --- |
| Budget category | Description | Amount |
| Salaries/Wages |  |  |
| OPE/Benefits |  |  |
| Travel |  |  |
| Materials & Supplies |  |  |
| Consultants/contracts |  |  |
| Other, specify: |  |  |
| Equipment (items $5,000 or more) |  |  |

|  |
| --- |
| Activity 3.2 |

Title:

Please describe the activity:

How does this activity relate to the stated objectives?

What grades will be served by this activity? (Check all that apply)

☐ Grade 7 ☐ Grade 8 ☐ Grade 9 ☐ Grade 10 ☐ Grade 11 ☐ Grade 12

Category

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Type of Service (*check one category, best fit*):** (R) indicates required activities | | | | |
|  | Supportive Services (**R)** |  | Job site visit/job shadowing | |
|  | Rigorous Academic Curricula (**R)** |  | Summer programs | |
|  | Comprehensive Mentoring(**R)** |  | Educational field trips | |
|  | Financial aid counseling/advising (**R)** |  | Workshops | |
|  | Counseling/advising/academic planning/career counseling (**R)** |  | Family/cultural events | |
|  | College visit/college student shadowing |  | Student-Led/Peer leadership activities | |
|  | Professional Development |  | Other (please specify) | |
|  | GEAR UP Club/Orientation |  | N/A (cost share only) | |

What specific, measurable objectives do you hope to achieve as a result of this activity?

|  |  |  |  |
| --- | --- | --- | --- |
| PLAN | | EVALUATION (To be completed at end of year) | |
| Measurable objective | Source of data | Actual outcome | Will you continue? If so, what changes will you make? |
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What are your sustainability goals for this activity?

Check all that apply:

☐ Termination

☐ Continuation through external funding

☐ Institutionalization (absorb with internal funding)

☐ Scale up through external funding

☐ Other, specify:

What steps do you need to take to attain this sustainability goal?

|  |  |
| --- | --- |
| EVALUATION (To be completed at end of year) | |
| **What aspects of your sustainability plan were implemented this year?** | **If you’re planning to continue this activity in the future, what do you need to do to ensure the activity is sustained?** |
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Budget:

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| Budget category | Description | Amount |
| Salaries/Wages |  |  |
| OPE/Benefits |  |  |
| Travel |  |  |
| Materials & Supplies |  |  |
| Consultants/contracts |  |  |
| Other, specify: |  |  |
| Equipment (items $5,000 or more) |  |  |

|  |
| --- |
| Activity 3.3 |

Title:

Please describe the activity:

How does this activity relate to the stated objectives?

What grades will be served by this activity? (Check all that apply)

☐ Grade 7 ☐ Grade 8 ☐ Grade 9 ☐ Grade 10 ☐ Grade 11 ☐ Grade 12

Category

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Type of Service (*check one category, best fit*):** (R) indicates required activities | | | | |
|  | Supportive Services (**R)** |  | Job site visit/job shadowing | |
|  | Rigorous Academic Curricula (**R)** |  | Summer programs | |
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|  | Professional Development |  | Other (please specify) | |
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☐ Scale up through external funding

☐ Other, specify:

What steps do you need to take to attain this sustainability goal?

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| Travel |  |  |
| Materials & Supplies |  |  |
| Consultants/contracts |  |  |
| Other, specify: |  |  |
| Equipment (items $5,000 or more) |  |  |

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| --- |
| Activity 3.4 |

Title:

Please describe the activity:

How does this activity relate to the stated objectives?

What grades will be served by this activity? (Check all that apply)

☐ Grade 7 ☐ Grade 8 ☐ Grade 9 ☐ Grade 10 ☐ Grade 11 ☐ Grade 12

Category

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
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|  | College visit/college student shadowing |  | Student-Led/Peer leadership activities | |
|  | Professional Development |  | Other (please specify) | |
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☐ Other, specify:

What steps do you need to take to attain this sustainability goal?

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| OPE/Benefits |  |  |
| Travel |  |  |
| Materials & Supplies |  |  |
| Consultants/contracts |  |  |
| Other, specify: |  |  |
| Equipment (items $5,000 or more) |  |  |

# RELATIONSHIPS

*Goal 4:* Foster relationships that encourage students’ academic success.

*Measurable Objectives:*

1. Increase the number of recognized student clubs/organizations focused on academics, careers, and/or college.
2. Increase the number of families involved in academic, career and college planning.
3. Increase the percentage of students who report that their teachers expect them to go to college.

*Strategies****:***

1. Draw on the power of peers.
2. Provide opportunities for every student to develop positive mentoring relationships with older students and adults.
3. Engage families.

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| Activity 4.1 |

Title:

Please describe the activity:

How does this activity relate to the stated objectives?

What grades will be served by this activity? (Check all that apply)

☐ Grade 7 ☐ Grade 8 ☐ Grade 9 ☐ Grade 10 ☐ Grade 11 ☐ Grade 12

Category

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
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|  | Counseling/advising/academic planning/career counseling (**R)** |  | Family/cultural events | |
|  | College visit/college student shadowing |  | Student-Led/Peer leadership activities | |
|  | Professional Development |  | Other (please specify) | |
|  | GEAR UP Club/Orientation |  | N/A (cost share only) | |

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☐ Termination

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☐ Scale up through external funding

☐ Other, specify:

What steps do you need to take to attain this sustainability goal?

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| OPE/Benefits |  |  |
| Travel |  |  |
| Materials & Supplies |  |  |
| Consultants/contracts |  |  |
| Other, specify: |  |  |
| Equipment (items $5,000 or more) |  |  |

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| Activity 4.2 |

Title:

Please describe the activity:

How does this activity relate to the stated objectives?

What grades will be served by this activity? (Check all that apply)

☐ Grade 7 ☐ Grade 8 ☐ Grade 9 ☐ Grade 10 ☐ Grade 11 ☐ Grade 12

Category

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
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What steps do you need to take to attain this sustainability goal?

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| --- |
| Activity 4.3 |

Title:

Please describe the activity:

How does this activity relate to the stated objectives?

What grades will be served by this activity? (Check all that apply)

☐ Grade 7 ☐ Grade 8 ☐ Grade 9 ☐ Grade 10 ☐ Grade 11 ☐ Grade 12

Category

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
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What are your sustainability goals for this activity?

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What steps do you need to take to attain this sustainability goal?

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| Budget category | Description | Amount |
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| Activity 4.4 |

Title:

Please describe the activity:

How does this activity relate to the stated objectives?

What grades will be served by this activity? (Check all that apply)

☐ Grade 7 ☐ Grade 8 ☐ Grade 9 ☐ Grade 10 ☐ Grade 11 ☐ Grade 12

Category

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Type of Service (*check one category, best fit*):** (R) indicates required activities | | | | |
|  | Supportive Services (**R)** |  | Job site visit/job shadowing | |
|  | Rigorous Academic Curricula (**R)** |  | Summer programs | |
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|  | Financial aid counseling/advising (**R)** |  | Workshops | |
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|  | Professional Development |  | Other (please specify) | |
|  | GEAR UP Club/Orientation |  | N/A (cost share only) | |

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What are your sustainability goals for this activity?

Check all that apply:

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☐ Scale up through external funding

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What steps do you need to take to attain this sustainability goal?

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| EVALUATION (To be completed at end of year) | |
| **What aspects of your sustainability plan were implemented this year?** | **If you’re planning to continue this activity in the future, what do you need to do to ensure the activity is sustained?** |
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Budget:

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| Budget category | Description | Amount |
| Salaries/Wages |  |  |
| OPE/Benefits |  |  |
| Travel |  |  |
| Materials & Supplies |  |  |
| Consultants/contracts |  |  |
| Other, specify: |  |  |
| Equipment (items $5,000 or more) |  |  |

# RAISING AWARENESS

*Goal 5:* Promote early awareness of college preparation, selection, admissions, financial aid and other critical steps for college entry.

*Measurable Objectives:*

1. Increase percentage of students and parents who are aware of entrance requirements for 2-year, 4-year, trade and technical schools.
2. Increase percentage of students and parents who are familiar with various forms of financial aid.
3. Increase percentage of students and parents who can correctly identify the cost of attending a public 4-year university.
4. Increase percentage of students and parents who believe they can afford some form of postsecondary education using financial aid and their family’s resources.
5. Increase the percentage of seniors submitting college applications
6. Increase the percentage of seniors submitting FAFSAs.
7. Increase the percentage of seniors submitting OSAC applications.

*Strategies****:***

1. Promote college awareness to students and families.
2. Demystify paying for college.
3. Aid in the college application process.

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| Activity 5.1 |

Title:

Please describe the activity:

How does this activity relate to the stated objectives?

What grades will be served by this activity? (Check all that apply)

☐ Grade 7 ☐ Grade 8 ☐ Grade 9 ☐ Grade 10 ☐ Grade 11 ☐ Grade 12

Category

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Type of Service (*check one category, best fit*):** (R) indicates required activities | | | | |
|  | Supportive Services (**R)** |  | Job site visit/job shadowing | |
|  | Rigorous Academic Curricula (**R)** |  | Summer programs | |
|  | Comprehensive Mentoring(**R)** |  | Educational field trips | |
|  | Financial aid counseling/advising (**R)** |  | Workshops | |
|  | Counseling/advising/academic planning/career counseling (**R)** |  | Family/cultural events | |
|  | College visit/college student shadowing |  | Student-Led/Peer leadership activities | |
|  | Professional Development |  | Other (please specify) | |
|  | GEAR UP Club/Orientation |  | N/A (cost share only) | |

What specific, measurable objectives do you hope to achieve as a result of this activity?

|  |  |  |  |
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| PLAN | | EVALUATION (To be completed at end of year) | |
| Measurable objective | Source of data | Actual outcome | Will you continue? If so, what changes will you make? |
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What are your sustainability goals for this activity?

Check all that apply:

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☐ Continuation through external funding

☐ Institutionalization (absorb with internal funding)

☐ Scale up through external funding

☐ Other, specify:

What steps do you need to take to attain this sustainability goal?

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Budget:

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| Budget category | Description | Amount |
| Salaries/Wages |  |  |
| OPE/Benefits |  |  |
| Travel |  |  |
| Materials & Supplies |  |  |
| Consultants/contracts |  |  |
| Other, specify: |  |  |
| Equipment (items $5,000 or more) |  |  |

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| Activity 5.2 |

Title:

Please describe the activity:

How does this activity relate to the stated objectives?

What grades will be served by this activity? (Check all that apply)

☐ Grade 7 ☐ Grade 8 ☐ Grade 9 ☐ Grade 10 ☐ Grade 11 ☐ Grade 12

Category

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| Activity 5.3 |

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| Activity 5.4 |

Title:

Please describe the activity:

How does this activity relate to the stated objectives?

What grades will be served by this activity? (Check all that apply)

☐ Grade 7 ☐ Grade 8 ☐ Grade 9 ☐ Grade 10 ☐ Grade 11 ☐ Grade 12

Category

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| --- | --- | --- | --- | --- |
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|  |  |  |

What are your sustainability goals for this activity?

Check all that apply:

☐ Termination

☐ Continuation through external funding

☐ Institutionalization (absorb with internal funding)

☐ Scale up through external funding

☐ Other, specify:

What steps do you need to take to attain this sustainability goal?

|  |  |
| --- | --- |
| EVALUATION (To be completed at end of year) | |
| **What aspects of your sustainability plan were implemented this year?** | **If you’re planning to continue this activity in the future, what do you need to do to ensure the activity is sustained?** |
|  |  |

Budget:

|  |  |  |
| --- | --- | --- |
| Budget category | Description | Amount |
| Salaries/Wages |  |  |
| OPE/Benefits |  |  |
| Travel |  |  |
| Materials & Supplies |  |  |
| Consultants/contracts |  |  |
| Other, specify: |  |  |
| Equipment (items $5,000 or more) |  |  |

# OTHER

Please list other activities here that don’t fit within a specific goal (GEAR UP coordinator, supplies, participation incentives, etc.).

|  |
| --- |
| Activity 6.1 |

Title:

Please describe the activity:

How does this activity relate to the stated objectives?

What grades will be served by this activity? (Check all that apply)

☐ Grade 7 ☐ Grade 8 ☐ Grade 9 ☐ Grade 10 ☐ Grade 11 ☐ Grade 12

Category

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Type of Service (*check one category, best fit*):** (R) indicates required activities | | | | |
|  | Supportive Services (**R)** |  | Job site visit/job shadowing | |
|  | Rigorous Academic Curricula (**R)** |  | Summer programs | |
|  | Comprehensive Mentoring(**R)** |  | Educational field trips | |
|  | Financial aid counseling/advising (**R)** |  | Workshops | |
|  | Counseling/advising/academic planning/career counseling (**R)** |  | Family/cultural events | |
|  | College visit/college student shadowing |  | Student-Led/Peer leadership activities | |
|  | Professional Development |  | Other (please specify) | |
|  | GEAR UP Club/Orientation |  | N/A (cost share only) | |

What specific, measurable objectives do you hope to achieve as a result of this activity?

|  |  |  |  |
| --- | --- | --- | --- |
| PLAN | | EVALUATION (To be completed at end of year) | |
| Measurable objective | Source of data | Actual outcome | Will you continue? If so, what changes will you make? |
|  |  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

What are your sustainability goals for this activity?

Check all that apply:

☐ Termination

☐ Continuation through external funding

☐ Institutionalization (absorb with internal funding)

☐ Scale up through external funding

☐ Other, specify:

What steps do you need to take to attain this sustainability goal?

|  |  |
| --- | --- |
| EVALUATION (To be completed at end of year) | |
| **What aspects of your sustainability plan were implemented this year?** | **If you’re planning to continue this activity in the future, what do you need to do to ensure the activity is sustained?** |
|  |  |

Budget:

|  |  |  |
| --- | --- | --- |
| Budget category | Description | Amount |
| Salaries/Wages |  |  |
| OPE/Benefits |  |  |
| Travel |  |  |
| Materials & Supplies |  |  |
| Consultants/contracts |  |  |
| Other, specify: |  |  |
| Equipment (items $5,000 or more) |  |  |

|  |
| --- |
| Activity 6.2 |

Title:

Please describe the activity:

How does this activity relate to the stated objectives?

What grades will be served by this activity? (Check all that apply)

☐ Grade 7 ☐ Grade 8 ☐ Grade 9 ☐ Grade 10 ☐ Grade 11 ☐ Grade 12

Category

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Type of Service (*check one category, best fit*):** (R) indicates required activities | | | | |
|  | Supportive Services (**R)** |  | Job site visit/job shadowing | |
|  | Rigorous Academic Curricula (**R)** |  | Summer programs | |
|  | Comprehensive Mentoring(**R)** |  | Educational field trips | |
|  | Financial aid counseling/advising (**R)** |  | Workshops | |
|  | Counseling/advising/academic planning/career counseling (**R)** |  | Family/cultural events | |
|  | College visit/college student shadowing |  | Student-Led/Peer leadership activities | |
|  | Professional Development |  | Other (please specify) | |
|  | GEAR UP Club/Orientation |  | N/A (cost share only) | |

What specific, measurable objectives do you hope to achieve as a result of this activity?

|  |  |  |  |
| --- | --- | --- | --- |
| PLAN | | EVALUATION (To be completed at end of year) | |
| Measurable objective | Source of data | Actual outcome | Will you continue? If so, what changes will you make? |
|  |  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

What are your sustainability goals for this activity?

Check all that apply:

☐ Termination

☐ Continuation through external funding

☐ Institutionalization (absorb with internal funding)

☐ Scale up through external funding

☐ Other, specify:

What steps do you need to take to attain this sustainability goal?

|  |  |
| --- | --- |
| EVALUATION (To be completed at end of year) | |
| **What aspects of your sustainability plan were implemented this year?** | **If you’re planning to continue this activity in the future, what do you need to do to ensure the activity is sustained?** |
|  |  |

Budget:

|  |  |  |
| --- | --- | --- |
| Budget category | Description | Amount |
| Salaries/Wages |  |  |
| OPE/Benefits |  |  |
| Travel |  |  |
| Materials & Supplies |  |  |
| Consultants/contracts |  |  |
| Other, specify: |  |  |
| Equipment (items $5,000 or more) |  |  |

**Total** **BUDGET REQUEST**

Using the amounts from each activity, please provide your total budget request.

|  |  |
| --- | --- |
| Budget category | Amount |
| Salaries/Wages |  |
| OPE/Benefits |  |
| Travel |  |
| Materials & Supplies |  |
| Consultants/contracts |  |
| Other |  |
| Sub-total |  |
| Indirect costs (no more than 8% of sub-total) |  |
| Equipment (items over $5,000) |  |
| GRAND TOTAL (sub-total + indirect + equipment) |  |