LOSFA MANUAL FOR LFOS/LA GEAR UP SERVICES

2018-2019

LOUISIANA GEAR UP
powered by LOSFA
A Program of the Board of Regents

REGENTS

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A.IMPORTANT DATES:

DATE	MONTH
JULY 1	Start of Program Year
JULY 8-28	Northwestern State University ADVANCE Program
JULY 23-27	Northwestern State University: Culture, History, Art and Technology (C.H.A.T) Camp
JULY 30-31	OSSC/Explorers' Club Sponsor Training- Baton Rouge
	AUGUST
	BEGINNING OF SCHOOL YEAR
AUGUST 1-30	Regional Coordinator School Meetings with OSSCs and Explorers' Club Sponsors
AUGUST/SEPTEMBER	GEAR UP 21st Century Ceremonies
AUGUST 25	SAT Test Date
AUGUST 28-29	Louisiana GEAR UP Programmatic Summit- Baton Rouge
	SEPTEMBER
SEPTEMBER 1	LA GEAR UP Summer Program Interest Survey Opens
SEPTEMBER 8	ACT Test Date
SEPTEMBER 17-21	Fall FLY (Financial Literacy for You) Tour Statewide
SEPTEMBER 23-29	National GEAR UP Week
	OCTOBER
OCTOBER 1	Free Application for Federal Student Aid (FAFSA) Opens
OCTOBER 1-31	Louisiana College Application and Access Month (LCAAM)
OCTOBER 1- 12	WorkKeys
OCTOBER 1-APRIL 12	WorkKeys
OCTOBER 2	NACAC National College Fair- New Orleans
OCTOBER 3	NACAC National College Fair- Baton Rouge
OCTOBER 6	SAT Test Date
OCTOBER 26	Last Day of Quarter 1
OCTOBER 27	ACT Test Date
	NOVEMBER
NOVEMBER 3	SAT Test Date
NOVEMBER 28-DECEMBER 14	LEAP 2025 and EOC Fall Window Opens
	DECEMBER
DECEMBER 1	SAT Test Date
DECEMBER 8	ACT Test Date

DATE	MONTH
	JANUARY
TBA	OSSC/Explorers' Club Sponsor Training- Baton Rouge
JANUARY 11	Last Day of Quarter 2
	FEBRUARY
FEBRUARY 9	ACT Test Date
FEBRUARY 11-15	Spring 2019 FLY Tour- North
FEBRUARY 18-22	Spring 2019 FLY Tour- South
	MARCH
MARCH 9	SAT Test Date
MARCH 12-14; 19-21	ACT Louisiana State Administration
MARCH 13-27	WorkKeys
MARCH 14-16	Louisiana GEAR UP Conference, TBA
MARCH 15	Last Day of Quarter 3
	APRIL
APRIL 1-MAY 3	LEAP 2025 Testing Window (3-8) Opens
APRIL 13	ACT Test Date
APRIL 15-MAY 17	LEAP 2025 and EOC Spring Window Opens
APRIL/MAY	College Acceptance Award Recognition Day
APRIL 25	GEAR UP Day at Louisiana State Capitol
	MAY
MAY 4	SAT Test Date
MAY 24	Last Day of Quarter 4
MAY 24	Final request for reimbursement for expenditures except payroll for May
MAY 31	Final Reports/Deliverables Due
	JUNE
JUNE 1	SAT Test Date
JUNE 8	ACT Test Date

- Field Outreach
- Training/Meeting/Conference
- Reimbursement/Data Submission

B. SOCIAL MEDIA

The Louisiana Office of Student Financial Assistance (LOSFA) can be found on the following social media platforms:

- Facebook: LOSFA
- Twitter: LOSFA
- Instagram: LOSFA001
- The general LOSFA hashtag across all social media platforms is #LOSFA.

Louisiana GEAR UP can be found on the following social media platforms:

- Facebook: Louisiana GEAR UP
- Twitter: LA_GEARUP
  - #LAGEARUP
  - #GEARUPWORKS
- Instagram: LA_GEARUP
- The general hashtags for GEAR UP are #LAGEARUP and #GEARUPWORKS.

Specific LOSFA initiatives can be found using the following hashtags:

- LCAAM: #LCAAM, #IHaveApplied2018, #LCAAM2018, #GeauxApply2018, #MyLCAAMStory, #LCAAMSpirit
- FLY Tour: #LOSFAFLYTOUR

Please note that students are required to have a signed, complete media release form on file to have their pictures posted on any LOSFA/Louisiana GEAR UP social media sites. The media release forms can be found on pages 60-61 in this manual.

LA GEAR UP/LOSFA Field Outreach Services

C. CONTACT LISTING

NAME	TITLE	PHONE NUMBER	EMAIL
DR. TIREKA COBB	Director	225-219-0920	Tireka.Cobb@la.gov
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CORDERO CAMPBELL	Regional Coordinator- City of Baker, Iberia, Tangipahoa	225-219-1985	Cordero.Campbell@la.gov
ROBIN CARNEY	Regional Coordinator- Algiers Charter, Inspire NOLA	225-219-7535	Robin.Carney@la.gov
SUMMER CLARK	Regional Coordinator- Lincoln, Madison, Monroe City, Morehouse	225-219-0407	Summer.Clark2@la.gov
MARY COBB-MARSHALL	Regional Coordinator- East Baton Rouge	225-219-7525	Mary.Cobb-Marshall@la.gov
TAMIKA DAVIS	Math Specialist- Southern Region	225-219-7289	Tamika.Davis@la.gov
DARLENE HENRY	Database Administrator		Darlene.Henry@la.gov
KHRISTOPHER HOBBS	Aspire to Inspire Program Administrator/Lead Mentor	225-219-9372	Khristopher.Hobbs@la.gov
SABRINA JOHNSON	Data & Logistical Support Specialist	225-219-3221	Sabrina.Johnson2@la.gov
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JENNY MORAN	Professional Development Specialist	225-219-0540	Jenny.Moran@la.gov
JUTERH NMAH	Regional Coordinator- Calcasieu, Pointe Coupee	225-219-3115	Juterh.Nmah@la.gov
BREANNA PAUL	Events Coordinator	225-219-2396	Breanna.Paul@la.gov
KYLEIGH QUIROGA	Regional Coordinator- Red River, Sabine	225-219-9443	Kyleigh.Quiroga@la.gov
ISABEL REYES	Near Peer Mentor		Isabel.Reyes@la.gov
THOMAS RUDD	Career Transition Specialist	225-219-7557	Thomas.Rudd@la.gov
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LYNDRA SMITH	Senior Accountant Administrator	225-219-7637	Lyndra.Smith@la.gov
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BRIANNA SQUARE	Program Accountant		Brianna.G.Square@la.gov
TREY SQUARE	Near Peer Mentor		Trey.Square@la.gov
TIMENEE THOMAS	Youth Advocacy Specialist	225-219-9409	Timenee.Thomas@la.gov
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KENDRA WILLIAMS	Fiscal & Contract Specialist	225-219-0921	Kendra.Williams@la.gov

D. WHO IS LOSFA?

The Louisiana Office of Student Financial Assistance (LOSFA) is a Program under the Louisiana Board of Regents, administering the state's scholarship and grant programs and the state's Internal Revenue Code Section 529 college savings program. Among the programs administered by LOSFA are Louisiana's premier merit-based scholarship program, the Taylor Opportunity Program for Students (TOPS); the state's 529 college savings plan, the Student Tuition Assistance and Revenue Trust (START) program; the Louisiana Achieving a Better Life Experience (LA ABLE) saving program for persons with disabilities; the Louisiana Go Grant need-based aid program; and the Rockefeller State Wildlife scholarship program. LOSFA is also extremely active in the dissemination and support of college access information and services within the state with a concentration on assisting students from low income families and first generation college attendees in locating and obtaining the resources necessary to pursue and complete a postsecondary education.

E. WHAT IS LOSFA FIELD OUTREACH SERVICES?

LOSFA Field Outreach Services (LFOS) Division is a college access and readiness initiative within the Louisiana Office of Student Financial Assistance (LOSFA). LFOS will offer support services to assist with school reform initiatives and promote postsecondary awareness.

F. WHAT IS GEAR UP?

A federally funded national initiative, Louisiana GEAR UP (Louisiana Gaining Early Awareness and Readiness for Undergraduate Programs) is supported by the U.S. Department of Education, which awards grants to states or partnerships to provide services at high-poverty middle and high schools.

The State of Louisiana has received three GEAR UP state grant awards. In 2016, Louisiana was awarded the third grant, a seven-year $24.5 million award. In 2008, Louisiana GEAR UP received a six-year grant for $18 million with a cohort of 6th and 7th grade students. In 2002, the U.S. Department of Education awarded Louisiana a six-year, $12.5 million GEAR UP grant, which became a seven-year, $15 million award. This federal grant must be matched dollar-for-dollar with state or private funds or in the form of documented in-kind contributions.

In partnership with 16 school districts, LA GEAR UP aims to increase the number of low-income students who are prepared to enter and succeed in postsecondary education.

G. PROGRAM OBJECTIVES AND GOALS

There are objectives for LA GEAR UP and LFOS/LA GEAR UP services, which are clear, measurable and outcomes-oriented. The activities detailed in this manual for students, parents and teachers/administrators are linked to the following objectives that LFOS/LA GEAR UP services are aiming to achieve:

Objective 1: Increase the academic performance and preparation for postsecondary education for LFOS and LA GEAR UP students.

Objective 2: Increase the rate of high school graduation and enrollment in postsecondary education for LFOS and LA GEAR UP students.

Objective 3: Increase LFOS and LA GEAR UP students' and their families' knowledge of postsecondary education options, preparation, and financing.

Objective 4: Enhance students' academic preparation, leadership skills and career awareness.

Objective 5: Provide meaningful financial advice and aid to all LFOS/LA GEAR UP students.

Objective 6: Provide additional academic support to students who are challenged by more rigorous coursework.

Objective 7: Leverage LFOS/LA GEAR UP monies in a manner that increases reform opportunities at each school.

Objective 8: Provide information networks, which ensure continuous access to accurate information regarding postsecondary education opportunities and career options.

Objective 9: Increase the percentage of students who complete the Free Application for Federal Student Aid.

For AY 2018-19, On-Site School Coordinators (OSSCs) will provide administrative support and serve as the primary liaison between teachers, students, parents and the assigned Regional Coordinator in an effort to promote postsecondary awareness. Activities in LA GEAR UP schools should be aimed at meeting the following goals:

GPRA Measure 1: Increase the percentage of LA GEAR UP students who pass Pre-Algebra by the end of 8th grade.

GPRA Measure 2: Increase the percentage LA GEAR UP students who pass Algebra 1 by the end of 9th grade.

GPRA Measure 3: Increase the percentage LA GEAR UP students who take two years of mathematics beyond Algebra 1 by the 12th grade.

GPRA Measure 4: Increase the percentage of LA GEAR UP students and former GEAR UP students who are enrolled in college.

GPRA Measure 5: Increase the percentage of LA GEAR UP students who place into college-level Math and English without need for remediation.

GPRA Measure 6: Increase the percentage of LA GEAR UP students who are on track for graduation at the end of each grade.

GPRA Measure 7: Increase percentage of LA GEAR UP students who are on track to apply for college as measured by completion of the SAT or ACT by the end of 11th grade.

GPRA Measure 8: Increase percentage of parents of LA GEAR UP students who actively engage in activities associated with assisting students in their academic preparation for college.

A chart of services that aligns with both the GEAR UP and Field Outreach Services objectives is listed below.

CATEGORIES OF SERVICES	INITIATIVES
PROFESSIONAL DEVELOPMENT	LA GEAR UP/LFOS Annual Training
	Go Alliance Academy PD Sessions
	College and Career Planning Sessions
	Financial Aid/FAFSA PD Sessions
	NCCEP Capacity Building Workshop/Annual Conference
	District Leadership Institute
	LOSFA Counselor Training Series
COLLEGE/CAREER ACCESS SUPPORT	ACT/SAT/Standardized Test Prep Support
	Academic/ELA/Math/Tutoring Support
	Pre-Advanced Placement and Advanced Placement Support
	International Baccalaureate Support
	Campus/Business/Industry Field Trip Support
	Dual Enrollment Support
	CLEP Support
	Positive Behavior Support
	Business and Industry Pilot/Visits Support
COLLEGE/CAREER COUNSELING ADVISING	LOSFA's 5-Point Match and Fit Tool Courses and Sessions
	Google Expeditions (Virtual College Tours) Sessions
	College Kick-Off and Senior Year Game Plan Events and Sessions
	Louisiana College Application and Access Month (LCAAM)
	TOPS Check-Up/Retention Workshops and Sessions
	Leadership/Transition Summits
	College Acceptance Day/Award Ceremonies
	21st Century Scholar Ceremonies
	College Access Browses
	Cross Curricular College Access Activities
	Direct-to-Student Text Messaging Services
	College/Career Counseling Sessions

CATEGORIES OF SERVICES	INITIATIVES
COMPREHENSIVE MENTORING	Traditional Mentoring Sessions
	Group Mentoring Sessions
	Peer Mentoring Sessions
	College Access Club Activities
	Trailblazer Leadership Program
TOPS/FAFSA/FINANCIAL LITERACY WORKSHOPS	TOPS Eligibility Requirement Workshops
	FAFSA/FSA ID Completion/College Goal Sunday Workshops
	Financial Literacy Workshops
	TOPS, FAFSA and General Financial Aid Seminars and Workshops
	START (Louisiana's 529 College Saving Program) Seminars and Workshops
	FLY (Financial Literacy for You) Tour
OTHER 529 PLAN SERVICES	LA ABLE (Achieving a Better Life Experience) Programs
	Louisiana's 529A Saving Plan for Persons with Disabilities Seminars

H. FACILITATING INITIATIVES

OSSC will work with the LFOS/LA GEAR UP Regional Coordinator to facilitate, plan, implement and connect LFOS/LA GEAR UP initiatives. The initiatives required for each grade level are as follows:

6th Grade (LFOS; GEAR UP for Priority Model Schools in Sabine Parish):

- 21st Century Certificates **(LA GEAR UP Schools)**.
- Campus/Business/Industry Visit **(in-person)**.
- College Access/Explorers' Club **(LA GEAR UP Schools)**.
- Cross Curricular College Access Lessons.
- Financial Literacy Workshop or Seminar.
- Positive Behavior Support Program.
- Tutoring/Academic Support **(LA GEAR UP Schools)**.
- Standardized Testing Support **(LA GEAR UP Schools)**.

7th Grade (LFOS; GEAR UP for Priority Model Schools in Sabine Parish):

- Campus/Business/Industry Visit **(in-person)**.
- College Access/Explorers' Club **(LA GEAR UP Schools)**.
- Cross Curricular College Access Lessons.
- Financial Literacy Workshop or Seminar.
- Positive Behavior Support Program.
- Tutoring/Academic Support **(LA GEAR UP Schools)**.
- Standardized Testing Support **(LA GEAR UP Schools)**.

8th Grade (GEAR UP):

- College Access/Explorers' Club.
- Campus/Business/Industry Visit **(in-person)**.
- Cross Curricular College Access Lessons.
- Financial Literacy Workshop or Seminar.
- Positive Behavior Support Program.
- Tutoring/Academic Support.
- Standardized Testing Support.

9th Grade (GEAR UP):

- Campus/Business/Industry Visit **(in-person)**.
- College Access/Explorers' Club.
- Cross Curricular College Access Lessons.
- Financial Literacy Workshop or Seminar.
- Positive Behavior Support Program.
- Tutoring/Academic Support.
- Standardized Testing Support.

10th Grade (LFOS; GEAR UP for Priority Model Schools in Sabine Parish):

- Campus/Business/Industry Visit **(Can be in-person or virtual)**.
- College Access/Explorers' Club **(LA GEAR UP Schools)**.
- Cross Curricular College Access Lessons.
- Financial Literacy Workshop or Seminar.
- Tutoring/Academic Support **(LA GEAR UP Schools)**.
- Standardized Testing Support **(LA GEAR UP Schools)**.

11th Grade (LFOS; GEAR UP for Priority Model Schools in Sabine Parish):

- Campus/Business/Industry Visit **(Can be in-person or virtual)**.
- College Access/Explorers' Club **(LA GEAR UP Schools)**.
- Cross Curricular College Access Lessons.
- College Match and Fit Workshop.
- Financial Literacy Workshop or Seminar.
- Tutoring/Academic Support **(LA GEAR UP Schools)**.
- Standardized Testing Support **(LA GEAR UP Schools)**.

12th Grade (LFOS; GEAR UP for Priority Model Schools in Sabine Parish):

- Campus/Business/Industry Visit **(in-person)**.
- College Acceptance/Award Recognition Day.
- College Access/Explorers' Club **(LA GEAR UP Schools)**.
- Leadership/Transition Programming or Conference.
- College Match and Fit Workshop (College Kickoff Event).
- Louisiana College Application and Access Month (LCAAM).
- Signal Vine Text Messaging.
- TOPS Check/Retention Workshop.
- FAFSA Completion Workshop.
- FLY Tour (Financial Literacy for You).
- TOPS/FAFSA/Financial Literary Workshop or Seminar.
- Tutoring/Academic Support **(LA GEAR UP Schools)**.
- Standardized Testing Support **(LA GEAR UP Schools)**.

7th Year Services for First Year College Freshmen (For Priority Model Schools in Sabine Parish):

- Students will continue to receive support during their first year of postsecondary enrollment.
- Support services include but are not limited to FAFSA renewal assistance, academic support and mentoring.

Campus/Industry Field Trips

LFOS/LA GEAR UP will support college campus field trips designed to promote an awareness of higher education and to foster student and parent familiarity with a university campus. Groups are required to meet with representatives from the following offices: financial aid, admissions and student support office (i.e., TRIO, tutoring, etc.). In addition, off-site college and career fairs are approved with this initiative if these initiatives are sponsored by the school/district LA GEAR UP program.

Business/industry field trips ar e allowable for students to observe and meet with individuals who are employed in various career fields and can act as role models for participants. Allowable business/industry site visits can be to local businesses, employers and agencies to explore different professions or career selections. Experiental activities the students can participate in include but are not limited to job-shadowing, career mentoring, facility tours, mock interviews and project-based learning activities.

Business/industry field trips should include exposure to occupations that require as many varying levels of education as possible. These may include certificates, credentials, 2-year degrees, 4-year degrees and beyond as applicable. To complete the academic and career correlation, business/industry field trips should also be integrated with exposure to postsecondary institutions that offer the programs that would allow the students to pursue the careers they have been exposed to. This can be done via related or concurrent virtual or on-site field trips, presentations from admissions representatives/recruiters, and/or match and fit research sessions. This information should also be included on the Field Trip Support Form.

The purpose of these type of field trips is to draw a direct line for students between academics and potential careers. Career research will need to be performed by the students prior to the approved field trip so that they will have a better understanding of what they are seeing/experiencing during these trips. Students should use the "LOSFA Student Guide to Job Shadows" document to assist with this career research in addition to answering the following questions:

- What career(s) will students be exposed to on this trip?
    - o Certificates.
    - o Credentials.
    - o 2-year degrees.
    - o 4-year degrees and beyond.
- Does this career choice require any additional training or certification that is required after employment/license maintenance?
- Is this career a top-demand occupation?
- What are the low, mid and high pay ranges for this career?
- Are there opportunities for job advancement?

In order to ensure that students can see the correlation between academics and careers, the questions listed above will also need to be answered by the OSSC or the field trip organizer using the Field Trip Support Form and submitted with the expenditure form. This document must also contain a list of what careers the students will explore during the trip, specific individuals the students will meet at the job site along with the title of these individuals, as well as to the type of careers available and what academic achievements are required to perform the functions of that career.

Students will be required to complete the LOSFA Career Exploration and Reflection form, preferably the day of the field trip, unless the field trip is part of an on-going lesson. A sample of the Career Exploration and Reflection forms should be uploaded by the OSSC into Egnyte by the end of the quarter that the field trip took place in. All students who attended the field trip will complete the Career and Reflection form; however, the sample for Egnyte only needs to be 3-4 uploads.

Expenditure forms are required at least one month in advance of each trip. Among other items, approval forms require the number

of participants, selection criteria for participating students, estimated costs and itinerary. Meals and hotel rates must conform to State Travel Regulations (PPM49). All field trips must include a visit to both the financial aid and admissions offices and completion of a LFOS/LA GEAR UP pre and post survey (as requested). Off-site college and career fairs, as well as business/industry visits, are approved with this initiative.

DELIVERABLES:

- Student/parent sign-in sheets.
- Expenditure form.
- Pre and post student surveys (as requested).
- Photos with captions of event.
- Student media release forms (as requested).
- Lesson planning documents according to curriculum.
- Agenda.
- Data entered into the Cayen Data Management System. Additional information can be found on pages 46-49.

College Acceptance/Award Recognition Day

As a follow-up to Louisiana College Application and Access Month, students who have been accepted to a college will be formally recognized in existing school award ceremonies.

REQUIRED RESOURCES:

- Certificates/Awards.
- Trailblazer Ambassador.
    - Assist OSSC with planning and implementation by leading advertising projects (i.e., via fliers, electronic communication, etc.), managing class participation and ensuring completion through collection of deliverables.

DELIVERABLES:

- Data files listing student names and colleges to which students have been accepted.
- Award ceremony program.
- Photos with captions of event.
- Completed FERPA forms.
- Sign-in sheets.
- Data entered into the Cayen Data Management System. Additional information can be found on pages 46-49.

Leadership/Transition Programming or Conference

LOSFA's Leadership/Transition Programming is an interactive event, which can occur one day or multiple days, where students are able to participate in leadership, college/career preparatory and team building activities. These events can take place at postsecondary institutions, schools, business/industry partner sites or other LFOS/LA GEAR UP approved locations.

REQUIRED RESOURCES:

- Transportation.
- Trailblazer Ambassador.
  - o Assist OSSC with securing students to attend Leadership/Transition Programming or Conference at nearest or preferred location.
  - o Manage registration and/or sign-in as appropriate prior to and during event.
  - o Assist LOSFA staff as needed with distribution of promotional and informational items to students.

DELIVERABLES:

- Sign-in sheets.
- Photos with captions of event.
- Registration forms and parental consent forms.
- Student media release forms.
- Data entered into the Cayen Data Management System. Additional information can be found on pages 46-49.

*Intensive (including LFOS and LA GEAR UP) service budgets can be used to facilitate transportation, snacks, meals and sub-pay.

ACT/SAT Prep/Standardized Testing Support

LFOS/LA GEAR UP will reimburse schools/districts for school site licenses for ACT/SAT's online prep tool, ACT/SAT professional development for teachers, ACT/SAT prep materials and test fees as allowable expenses under school/district contracts. LFOS/LA GEAR UP can also support SAT testing and preparation with prior approval. Pre-ACT is allowable for 10th grade students with prior approval as well as prep for other standardized tests required by the Louisiana Department of Education. Special Initiative funding is intended to expand programs; supplanting local and federal dollars is prohibited.

INITIATIVE GOALS/OBJECTIVES:

- To increase ACT/SAT or other standardized test scores.
- To increase the number of students taking the ACT/SAT or other standardized test.
- To increase ACT/SAT scores to meet minimum postsecondary education sub-scores (Math & ELA) requirements.

DELIVERABLES:

- List of students enrolled in the ACT/SAT or Standardized Testing Program.
- ACT/SAT Test or Standardized Test scores prior to and after ACT prep intervention.
- Completed FERPA forms.
- Data entered into the Cayen Data Management System. Additional information can be found on pages 46-49.

MORE INFORMATION:

ACT.org

Schools may qualify for discount pricing on site licenses for ACT Online Prep. Most schools can acquire a site license for $510. For more information regarding purchasing, contact:

Wesley Gentry
Account Manager, Client Relations
500 ACT Drive, Mini Zip 11

Iowa City, IA 52243-0168
Cell: 319-331-5727

Pre-Advanced Placement and Advanced Placement/International Baccalaureate (AP/IB) Support

LFOS/LA GEAR UP will offer support to high schools that have undertaken the development and implementation of registered Advanced Placement or International Baccalaureate programs which will begin on their campuses for AY 2018-19. Funds must be strategically applied in support of the graduating class of 2019. Alternatively, LFOS/LA GEAR UP will support individual student enrollment in accredited online or distance learning AP courses if the providers have qualified through AP Course Audit to label their courses as "AP." Such student support includes tuition, fees and supplies such as textbooks and materials. Special Initiative funding is intended to expand programs; supplanting local and federal dollars is prohibited.

INITIATIVE GOALS/OBJECTIVES:

- To increase the number of Pre-Advanced Placement and/or Advanced Placement/International Baccalaureate courses offered.
- To increase the number of students enrolled in Pre-Advanced Placement and/or Advanced Placement/International Baccalaureate courses.
- To support/increase Pre-Advanced Placement and/or Advanced Placement/International Baccalaureate course completion success.
- To increase enrollment in postsecondary education institutions.

DELIVERABLES:

- Total number of Pre-AP/IB and/or AP/IB courses offered in current semester.
- Total number of Pre-AP/IB and/or AP/IB students enrolled in current semester for each course offered.
- End-of- Pre-AP/IB and/or AP/IB course grades.
- Student demographics (gender, grade level, race/ethnicity) merged with course grade data file.
- Completed FERPA forms.
- Data entered into the Cayen Data Management System. Additional information can be found on pages 46-49.

Dual Enrollment/CLEP Support

LFOS/LA GEAR UP will offer support to members of the graduating class of 2019 by covering tuition, fees and costs for specific materials and supplies associated with dual enrollment coursework. Through collaboration with LFOS/LA GEAR UP, schools are required to promote TOPS Tech Early Start, a program designed to allow students to receive college credit while still in high school for any course that is required for a credential in a top demand occupation. Special Initiative funding is intended to expand programs; supplanting local and federal dollars is prohibited.

INITIATIVE GOALS/OBJECTIVES:

- To increase the number of CLEP or dual enrollment courses offered.
- To increase the number of students enrolled in CLEP or dual enrollment courses.
- To support/increase CLEP or dual enrollment course completion success.

DELIVERABLES:

- Number of CLEP or dual enrollment courses offered in current semester.
- Number of CLEP or dual enrollment students enrolled in current semester for each course offered.
- End-of- CLEP or dual enrollment course grades or equivalent measure.
- Student demographics (gender, grade level, race/ethnicity) merged with course grade data file.
- Completed FERPA forms.
- Data entered into the Cayen Data Management System. Additional information can be found on pages 46-49.

ELA/Math Tutoring/Course Credit Recovery or Other Academic Support/Tutoring

LFOS/LA GEAR UP will offer support for academic and tutoring projects and credit recovery coursework through qualified professionals at the school level as well as approved vendors with a demonstrated history of effectiveness. Tutoring projects may be designed to help students attain grade-level proficiency in basic skills and, as appropriate, learn more advanced skills, assist students with homework assignments, provide credit recovery and/or instruction and foster good study habits. Special Initiative funding is intended to expand programs; supplanting local and federal dollars is prohibited.

INITIATIVE GOALS/OBJECTIVES:

- To increase number of students attaining grade-level proficiency (basic and/or above skills).
- To increase high school graduation rate.
- To increase enrollment in postsecondary education institutions.

ELA AND MATH SUPPORT RESOURCES:

- Louisiana Student Standards (https://www.louisianabelieves.com/academics/academic-standards).
- LEAP 2025 Assessment (https://www.louisianabelieves.com/resources/library/assessment-guidance).
- Khan Academy (https://www.khanacademy.org/).
- Edulastic (https://edulastic.com).
- Purdue OWL (https://owl.english.purdue.edu/).
- IXL Language Arts and Math (https://www.ixl.com).

ELA STRATEGIES:

- Build fluency in reading through drills.
- Reteach concepts in small groups (3-5).
- Provide a study guide/review covering identified weak topics.
- Give students small chunks of information to avoid overwhelming them.
- Differentiate instruction, covering each learning style.
- Use strategies such as I DO; We DO; You DO.

MATH STRATEGIES:

- Discuss the problem.
- Have students show all of their work.
- Use manipulatives or drawings (try not to use calculators).
- Ask students guiding questions to help them remember a concept.
- Practice makes perfect!

DELIVERABLES:

- Test scores/grades prior to and after receiving the tutoring and/or credit recovery or other academic intervention.
- Number of students attempting and successfully completing credit recovery courses, tutoring or other academic intervention.
- Documented usage of technology/software through student sign-in/out sheets and activity reporting.
- Student demographics (gender, grade level, race/ethnicity) merged with course grade data file.
- Completed FERPA forms.
- Data entered into the Cayen Data Management System. Additional information can be found on pages 46-49.

Positive Behavior Support (PBS)- Prevention

LFOS/LA GEAR UP will offer support for PBS programs in participating schools. Such programs are limited to support for PBS incentives valued at $25 or less per unit. Such incentives must be a part of a structured PBS program. Special Initiative funding is intended to expand programs; supplanting local and federal dollars is prohibited.

INITIATIVE GOALS/OBJECTIVES:

- To decrease the number of students receiving disciplinary referrals.
- To decrease the number of students with in-school suspensions.
- To decrease the number of students expelled and increase attendance rates.

DELIVERABLES:

- Number of students receiving disciplinary referrals prior to and after PBS intervention (as applicable).
- Number of students receiving in-school suspension prior to and after PBS intervention (as applicable).
- Number of students expelled prior to and after PBS intervention (as applicable).
- Rate of attendance prior to and after PBS intervention (as applicable).
- Digital photo and caption of PBS awards ceremony or related activity.
- Completed FERPA forms.
- Data entered into the Cayen Data Management System. Additional information can be found on pages 46-49.

Positive Behavior Support (PBS)- Rewards

LFOS/LA GEAR UP will offer support for PBS programs in participating schools. Such programs are limited to support for PBS incentives valued at $25 or less per unit. Such incentives must be a part of a structured PBS program. Special Initiative funding is intended to expand programs; supplanting local and federal dollars is prohibited.

INITIATIVE GOALS/OBJECTIVES:

- To increase the academic performance and preparation of postsecondary education for LOSFA students.
- To increase the high school graduation rate and participation in postsecondary education for LOSFA students.
- To increase student participation in LOSFA initiatives.

DELIVERABLES:

- Digital photo and caption of activity (as applicable).
- Sign-in sheet (as applicable).
- If PBS is tied to another initiative, the deliverables for that initiative will supersede the PBS deliverables and should be submitted instead (as applicable).
- Completed FERPA forms (as applicable).
- Data entered into the Cayen Data Management System. Additional information can be found on pages 46-49.

II. COLLEGE/CAREER COUNSELING ADVISING INITIATIVES

21st Century Certificates

The 21st Century Certificates are provided to each student as they enter the LA GEAR UP cohort. The certificates congratulate them on their commitment and remind them that if they study hard, take challenging courses and finish high school, they can go to college. The certificates provide a sumamry of federal aid that may be available to students based on income. This initiative is mandatory for all 6th grade students in Sabine Parish and any new students at a GEAR UP school.

REQUIRED RESOURCES:

- Classroom or Assembly.
- 21st Century Certificates.

DELIVERABLES:

- Sign-in sheets.
- Photos with captions of event.
- Data entered into the Cayen Data Management System. Additional information can be found on pages 46-49.

College Match and Fit Workshops (College Kickoff Event for Seniors)

The College Match and Fit Workshops are designed to incorporate LOSFA's 5-Point Match Tool. The 5-Point Match is used to help students find their own unique postsecondary fit, whether it be a university, community college, technical college, proprietary school, cosmetology school, the military or the workforce. Students can explore their career interests while learning about colleges that offer their program of study. The 5-Point Match looks at the following key areas:

- Aptitude, Skills and Interest Match.
- Academic Match.
- Cost of Choice Match.
- Social and Emotional Match.
- Retention Match.

REQUIRED RESOURCES:

- Computer Lab or Classroom.
- 5-Point Match Worksheets.

DELIVERABLES:

- Sign-in sheets.
- Photos with captions of event.
- Data entered into the Cayen Data Management System. Additional information can be found on pages 46-49.

Cross Curricular College Access Activities

The Cross Curricular College Access Activities are classroom lessons that integrate content and skills from multiple college access and career areas into one cohesive learning experience. During these lessons, students can learn and apply the LOSFA 5-Point Match, explore their career interests along with colleges that offer their degree and examine their cost of living after college. This approach allows the students to build upon their current knowledge and connect what they know with what they are learning, which promotes a higher level of thinking and collaborative skills needed for lifelong success as they complete high school and transition to postsecondary education.

REQUIRED RESOURCES:

- Computer Lab or Classroom.

DELIVERABLES:

- Sign-in sheets.
- Photos with captions of event.
- Data entered into the Cayen Data Management System. Additional information can be found on pages 46-49.

Louisiana College Application and Access Month (LCAAM)

The purpose of LCAAM is to assist 12th grade students with navigating the complex college admissions process and to ensure that they apply to at least one postsecondary institution of interest. Schools have the opportunity to invite families to attend and to take advantage of completing and submitting college applications with their students. LCAAM events may include college applications, FSA ID registrations, FAFSAs, career searches, employment applications, military searches and military applications.

REQUIRED RESOURCES:

- Computer Lab or access to laptops.
- 5-Point Match Worksheets.
- Shirts and wristbands.
- LOSFA Trailblazer Ambassador (12th Grade Student).
    - o Assist OSSC with planning and implementing college application completion workshops.
    - o Collect sign-in sheets and ensure completion of at least one college application by each student.
    - o Promote event(s) via fliers, electronic communication, etc.

DELIVERABLES:

- Sign-in sheets.
- Online check-out form (https://www.osfa.la.gov/checkout).
- Number of college applications successfully completed prior to, during and after LCAAM event.
- Photos with captions of event.
- Pre and post surveys (as requested).
- Completed FERPA forms.
- Data entered into the Cayen Data Management System. Additional information can be found on pages 46-49.

Signal Vine Text Messaging

The Louisiana Office of Student Financial Assistance (LOSFA) provides text messages to convey critical college access information to high school seniors. High school seniors who elect to receive text messages receive the following: reminders of ACT/SAT testing registration deadlines, college application preparation assistance, Free Application for Federal Student Aid (FAFSA) completion assistance, financial aid/college access workshops and seminars and reminders of fee payment deadlines for college applications, housing applications, orientation applications, etc.

The text-messaging initiative is designed to give students the extra encouragement/support needed to get them to apply for and succeed in postsecondary education.

Once high school seniors have graduated, LOSFA also provides text messages to remind students of important steps they need to take to ensure enrollment at postsecondary institutions. This initiative is entitled "Summer Melt." Students who receive these texts will be reminded of submitting immunization records and other important documents essential for registration, accepting financial aid award packages, finalizing housing plans, etc.

There are three different ways that students can sign-up for Signal Vine:

- Signal Vine Text Messaging Sign-Up Sheet (found on Page 62 in manual).
- Students can text LOSFA to 50065.
- Students can visit bit.ly/2evVc55

DELIVERABLES:

- Sign-in sheets.
- Signal Vine Text Messaging Sign-Up Sheet (as applicable).
- Data entered into the Cayen Data Management System. Additional information can be found on pages 46-49.

TOPS Check/Retention Workshop

The TOPS Check/Retention Workshop will provide students the information needed to determine whether the student is progressing successfully toward TOPS Award eligibility. Students will also receive information on how to avoid cancellation and/or suspension of their TOPS Award once they enroll in postsecondary institutions.

REQUIRED RESOURCES:

- Event site.
- Equipment, including A/V and materials for activities.
- Computer Lab/Access.

DELIVERABLES:

- Sign-in sheets.
- Photos with captions of event.
- Pre and post surveys (as requested).
- Completed FERPA forms.
- Data entered into the Cayen Data Management System. Additional information can be found on pages 46-49.

College Access/Explorers' Club

Explorers' Club is a student-run organization that provides peer leadership opportunities and extends the benefits of summer programs throughout the academic year. Explorers' Club charges members to make wise academic and behavioral decisions leading to success in postsecondary education.

Historically, Explorers' Clubs were designed as an extension of Summer Learning Camps. As the camps morph into Summer Bridge Programs to support students through the transition from high school to college, Explorers' Clubs provide an even greater focus on team building and leadership development. All Clubs emphasize themes organized around the ABCs: Academics, Behavior & Leadership, and College Preparation and Career Exploration. As emerging school leaders, Explorers' Club members have a dual responsibility to create and follow a personal Action Plan and support the postsecondary aspirations of other LA GEAR UP students at their school site.

The Louisiana GEAR UP Conference is the highlight of the Explorers' Club and provides a forum for Clubs to display the outcomes of their Action Plans each spring. Officers from across the state prepare presentation boards to share the results of their work. Students also have the opportunity to participate in a variety of information sessions focused on postsecondary education and career development.

GOALS:

1. To encourage our youth to successfully complete each grade in middle and high school and graduate with their high school diploma and go on to a postsecondary institution.
2. To create a student academic resource center that fosters academic success.
3. To develop confidence for their personal and career aspirations.
4. To create a positive, safe environment where they can feel encouraged, regardless of who they are and in turn, encourage their peers.
5. To provide parents/guardians with support to adequately assist their students with their academic, personal and postsecondary needs.
6. To advise the students to make informed decisions on their postsecondary options using the LOSFA 5-Point Match.

DELIVERABLES:

- Sign-in sheets for location/field visits.
- Tutoring or other support service deliverables as applicable.
- Club meeting reporting including photos, sign-in sheets, and lessons completed.
- Data entered into the Cayen Data Management System. Additional information can be found on pages 46-49.

LOCAL CLUBS & OFFICERS		STATE OFFICERS	
ACTIVITY:	DATE:	ACTIVITY:	DATE:
Club Development/Established	August 7-23 (window) Est. August 23	Nominations Submitted to LOSFA	September 11-September 12
First Club Meeting *Officers Selected During This Time	August 28-September 1	Campaign Videos Submitted to LOSFA	September 12-18
Officers And Club Roster Submitted To Losfa	September 6	Elections/Votes Submitted to LOSFA	September 20-22
		Training	October 10

Aspire to Inspire Mentoring Program

LOSFA's Aspire to Inspire (A2I) comprehensive mentoring program provides services to those students who are identified as needing additional support inside and outside of the classroom. Initially, A2I started off as one-on-one mentroing, and it has now grown into small group and large group mentoring for middle and high school students. Meetings may be on or off campus and either during or outside of the school day with permission. Typical issues addressed during mentoring meetings include academic, social, organization/life skill development and college and career guidance.

HOW ARE STUDENTS REFERRED? The mentees are referred by an On-Site School Coordinator (OSSC), Explorers' Club Sponsor (ESC), other school staff, partner organizations or by self-identification. The Mentee Interest form is completed via the mentoring referral link: https://www.osfa.la.gov/outreach/faces/jsf/aspire/referral.jspx.

MISSION STATEMENT: The mission of Aspire to Inspire is to produce confident, tenacious, open-minded mentees who discover their own truth and become proud, productive leaders of society.

GOALS:

1. To encourage our youth to successfully graduate from high school with their high school diploma and go on to a postsecondary institution.
2. To develop confidence for their personal and career aspirations.
3. To create a positive, safe environment where they can feel encouraged, regardless of who they are and in turn, encourage their peers.
4. To provide parents/guardians with support to adequately assist their students with their academic, personal and postsecondary needs.
5. To advise the mentees to make informed decisions on their postsecondary options using the LOSFA 5-Point Match.

A2I Mentoring Includes:

- 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.
- E-Mentoring that functions via email and the internet. The data will indicate whether mentoring is "in-person" or "virtual."

DELIVERABLES:

- Completed Mentee Referral Form.
- Sign-in sheets (for meetings, campus field trips and end-of-year luncheon).

- Completed FERPA forms.
- Media Release forms.
- Signal Vine Text Messaging Sign-Up Sheet (for junior and senior mentees).
- Data entered into the Cayen Data Management System. Additional information can be found on pages 46-49.

If you have any questions, please email Khristopher Hobbs at Khristopher.Hobbs@la.gov.

IV. TOPS/FAFSA/FINANCIAL LITERACY WORKSHOPS

FAFSA Completion Workshop

OSSCs should promote financial aid events and encourage all cohort families to sign-up and complete a Free Application for Federal Student Aid (FAFSA). LOSFA representatives can assist students and parents with registering for FSA IDs and FAFSA completion.

REQUIRED RESOURCES:

- Computer Lab or access to laptops.

DELIVERABLES:

- Sign-in sheets.
- Photos with captions of event.
- Pre and post surveys (as requested).
- Data entered into the Cayen Data Management System. Additional information can be found on pages 46-49.

FLY Tour (Financial Literacy for You)

The FLY Tour is a theatrical presentation that will provide college access information and resources in an effort to increase financial awareness, academic performance and participation in college preparatory events. The FLY Tour will take place on various college campuses during the academic year.

REQUIRED RESOURCES:

- Travel to postsecondary institution site.
- Equipment, including A/V, props and college paraphernalia.
- LOSFA Trailblazer Ambassador (12th Grade Student).
    - o Promote FLY Tour via flyers, electronic communication, etc.
    - o Assist OSSC with securing students to attend FLY Tour at preferred location.
    - o Gather sign-in sheets and/or permission slips for students attending event.

DELIVERABLES:

- Sign-in sheets.
- Photos with captions of event.
- Pre and post surveys (as requested).
- Registration form.

- Student media release forms.
- Data entered into the Cayen Data Management System. Additional information can be found on pages 46-49.

* Intensive (including LFOS and LA GEAR UP) service budgets can be used to facilitate transportation, snacks, meals and sub-pay.

TOPS/FAFSA/Financial Literacy Workshops

The TOPS/FAFSA/Financial Literacy Workshops increase student and parent awareness of different financial aid options that are available including state and federal aid programs. State aid programs include the TOPS Scholarship, the Louisiana Go Grant, the Rockefeller State Wildlife Scholarship, the Chafee Educational Training Voucher Program and the John R. Justice Student Loan Repayment Program. Federal aid programs include the Pell Grant, the Federal Work Study Program, the Federal Supplemental Educational Opportunity Grant (FSEOG) and Stafford Loans (subsidized, unsubsidized and parent PLUS loans). Representatives can also help students and parents interpret Student Aid Reports (12th grade) and answer questions about student award letters and the FAFSA verification process.

REQUIRED RESOURCES:

- Computer Lab or Classroom with access to laptops as needed.
- LOSFA Trailblazer Ambassador (12th Grade Student).
    - o Assist OSSC with planning and implementing workshops by, including but not limited to, securing location, gathering registration/sign-in sheets as appropriate and promoting event in advance.

DELIVERABLES:

- Sign-in sheets for attendees.
- Photos with captions of event.
- Pre and post surveys (as requested).
- Data entered into the Cayen Data Management System. Additional information can be found on pages 46-49.

I. EVENT SCHEDULING

In order to schedule an event, the following process must be followed:

1. The OSSC should complete the event request form in its entirety.
2. Completed event reqeuest forms should be emailed or faxed (225-208-1597) to Breanna Paul (Breanna.Paul@la.gov) and Sabrina Johnson (Sabrina.Johnson2@la.gov) within 30 days of the event.
3. An email will be sent to confirm/choose the specified date, if options are listed.
4. Email confirmation will be sent once a LOSFA representative is scheduled to attend. The email will have the LOSFA representative's name and email address as well as th event request form and information regarding the event.
5. If any information changes (i.e., date, time, location, type of event), Breanna Paul and Sabrina Johnson should be notified immediately.
6. The email will also include a sign-in sheet, which should be completed at the event. The OSSC should give a copy of the sign-in sheet to the LOSFA representative and retain the original for his/her records.
7. The OSSC should upload labeled pictures (with captions) and sign-in sheets in Egnyte.

Please note that it is the responsibility of the OSSC to submit all deliverables via Egnyte in a timely manner. Failure to submit ALL documentation in a timely manner may result in your school not being reimbursed and/or your stipend being affected.

A. PURCHASING GUIDELINES

All LFOS/LA GEAR UP purchases must be in accordance with your LFOS/LA GEAR UP sub-grant and relate directly to a LFOS/LA GEAR UP activity or service. Please note that just because a cost is interpreted as being allowable by the school or OSSC, there is no guarantee that you will be reimbursed for that expenditure. Be sure that the cost directly relates to the initiatives set forth in your district agreement and in this handbook and that the expenditure has been approved by LFOS/LA GEAR UP personnel in advance.

Allowable costs are those expenses that are specifically permitted (or not explicitly prohibited) by the laws, regulations, principles and standards issues by the U.S. Department of Education and other authoritative sources and specifically aligned in the approved LA GEAR UP/LFOS grant proposal.

To help you decide if costs may be allowable or not, ask these questions:

Is The Expense:

NECESSARY	The expense is critical to implementing the program.
REASONABLE	A prudent person would determine that the cost is appropriate.
ALLOCABLE	The expense can be allocated to the objectives of LA GEAR UP/LFOS.
COMPLIANT	The expense is compliant with the federal administrative regulations that govern the program.

LFOS/LA GEAR UP funds must be used to pay for activities that support the LFOS/LA GEAR UP goals and objectives, as outlined in the approved state grant application. To be allowable and allocable funds must:

- Support the implementation of LFOS/LA GEAR UP goals and objectives.
- Support enrichment or complementary activities aimed at deepening student experience in LFOS/LA GEAR UP.
- Support school personnel participation in LFOS/LA GEAR UP sponsored professional development, leadership activities or other LFOS/LA GEAR UP- sponsored school improvement services.
- Enable student, parent, and/or school personnel participation in LFOS/LA GEAR UP sponsored outreach activities.
- Support parent participation in LFOS/LA GEAR UP sponsored and other approved parent engagement activities.

B. SUPPLEMENT BUT NOT SUPPLANT

GEAR UP regulations require that LFOS/LA GEAR UP funds supplement existing efforts and not supplant them. LFOS/LA GEAR UP funds are intended to build the capacity of school districts to create a college-going culture. Therefore, LFOS/LA GEAR UP funding may be used to enhance what is already in place or to create new activities. Funds cannot be used to replace other federal, state or local funding. For example:

- For the last five years, your school has paid for refreshments at their Back-to-School night. This year, the school has budget constraints so you have been asked to pay for refreshments with LFOS/LA GEAR UP funds to free up funding elsewhere. This is supplanting and is not allowed.
- For the last several years, your school has annually supported two teachers at a middle school conference. This year you have been asked to use LFOS/LA GEAR UP funds to pay for the teachers to attend the conference. This is supplanting and is not allowed.

- For the last two years, your school has been unable to purchase any curriculum enhancement materials for algebra class, including an essential software package, because of budget cuts. You have been asked to purchase this software with LFOS/LA GEAR UP funds this year. As long as the software is for LFOS/LA GEAR UP students and supports one or more LFOS/LA GEAR UP objectives, this is not supplanting and is allowed because without LFOS/LA GEAR UP funding, your school would not be able to make this purchase.

C. EXPENDITURE REQUEST PREAPPROVAL PROCESS

Items and services desired to be purchased using LFOS/LA GEAR UP funds must be requested by the OSSC and approved by LFOS/LA GEAR UP personnel using the LOSFA expenditure pre-approval form. OSSCs must:

1. Gather all necessary information to complete the expenditure request.
2. Get approval from the school principal and district representative via signatures on the forms.
3. Submit completed LOSFA expenditure pre-approval forms to the LFOS/LA GEAR UP pre-approval email address (LFOSPreapprovals@la.gov). Please note, ALL parts must be completed before submission. Pre-approvals must include an invoice and a target list of students for each initiative.
4. LFOS/LA GEAR UP personnel will review the form and documentation upon submission and determine if any additional documentation is needed.
5. If approved, the pre-approval form will be signed and emailed back to the OSSC. If additional information is needed, the OSSC will be notified.
6. OSSC will be able to proceed with expenditures.

*Please note that all pre-approval forms must be submitted and approved PRIOR to the expenditure purchases. Expenditures that do not follow this protocol will NOT be eligible for reimbursement. Pre-approval forms should be submitted at least two weeks prior to the anticipated expenditure to allow LFOS/LA GEAR UP personnel adequate time to review the forms.

*All pre-approval forms MUST be emailed to LFOSPreapprovals@la.gov. In addition, the regional coordinators and district representatives for your district should also be CC'd on all pre-approval email correspondence.

The expenditure pre-approval process must take place PRIOR to items being purchased. The OSSC should not spend any LFOS/LA GEAR UP funds before he or she has received a signed approval form.

D. ALLOWABLE EXPENDITURES

All reimbursements must meet state and federal requirements. If there is a difference in eligible reimbursement amounts between the district and the state and federal requirements, only the lower amount can be reimbursed.

- Positive Behavior Support/PBS – PBS items are not to exceed $25 per item, and total PBS expenditures may not exceed 10% of each school's budget under the district contract. Gift cards, gift certificates or other cash equivalents MAY NOT be purchased.
- Materials and Supplies – Approved costs incurred for supplies to carry out your initiatives.
- Business and Industry/Campus Field Trips/Transportation – Prior approval must be obtained for all field trips by completing a Field Trip Request Form, which includes a description of the event, attendees, purpose, deliverables and cost estimate. An expenditure pre-approval form MUST accompany the field trip request form. Expenses will only be reimbursed in accordance with the Office of State Procurement and Travel Policy and Procedure Memorandum 49 (PPM 49). This document can be found at http://www.doa.la.gov/osp/Travel/travelpolicy/2018-2019_TravelGuide.pdf.
- Substitute-Pay - The district contract will fund the use of substitutes when teachers are in attendance at events sponsored and/or required by the district contract.

E. UN-ALLOWABLE EXPENDITURES

- Non-LFOS/LA GEAR UP Purchases – Purchases with LFOS/LA GEAR UP funds must be only for activities and services that benefit the LFOS/LA GEAR UP cohort. If schools/districts wish to purchase items, services, etc. for students in addition to the LFOS/LA GEAR UP cohort, or to be for the use of the entire school, schools/districts must pay the percentage of costs related to the use of the items by students NOT in the LFOS/LA GEAR UP cohort out of non-LFOS/LA GEAR UP funds.
- Entertainment Costs – Costs of entertainment, including amusement, diversion and social activities and any costs directly associated with such costs (such as tickets to shows or sports events, meals, lodging, rentals, transportation and gratuities) are not allowed. Be sure to distinguish these unallowable expenses from similarly worded and allowable student activity, meeting and conference expenses that are approved as part of the district contract. If you are unsure, contact your LFOS/LA GEAR UP coordinator.
- Full Time Positions – Funds provided through the district contract do not pay full time positions within a school or district.
- Food Purchases (generally unallowable, with exceptions) – LFOS/LA GEAR UP recognizes the importance of providing food for student and parent activities. Generally, meals are not allowable; however, refreshments (at a rate of up to $4.50 per person) are allowed if they are provided in conjunction with allowable meetings. Meals may be provided on out of town field trips or during single day travel where the trip takes students more than 3 hours away from the school. LFOS/LA GEAR UP recommends working with community and business partners to have food donated or share the costs for events. All purchases must be made according to state guidelines (PPM 49). Events where food is served must have prior approval and must include a target list of attendees, a program or an agenda, and sign-in sheets signed by all attendees.
- Alcoholic beverages.
- Goods or services for personal use.
- Housing and personal living expenses.
- Student activity costs – Generally unallowable with exceptions. Costs incurred for intramural activities, student publications, student clubs and other student activities are unallowable unless specifically provided for in the Cooperative Endeavor.

F. INVOICING GUIDELINES

All fiscal documentation must come from the district and not the individual schools; however, it is the responsibility of the OSSC to supply the district with appropriate documentation. All billed items, regardless of value, must be supported by legible copies of appropriate documentation verifying the cost of the goods. The documentation must show when the goods were received and when the services were performed. It is imperative that both schools and districts understand this process.

LFOS/LA GEAR UP is a reimbursement program. When a district sends its request for reimbursement to the LFOS/LA GEAR UP Division, the following procedure must be followed to expedite the process:

- Reimbursement requests (invoices) must be on district letterhead with an appropriate signature.
- Expenditures must be listed in a format which matches the project budget.
- Expenditures must be timely, i.e., made within the contract dates and matched to the correct billing period.
- Appropriate documentation includes legible copies of:
  - o Vendor invoices with dates.
  - o Receipts with dates.
  - o Ledger entries for district salaries and fringe benefits with dates.
  - o Copies of checks with dates.
  - o Cash register receipts, packing slips, etc., with dates.

- Reimbursement requests must include packing slips or lists (if applicable). If an order did not include a packing slip or list, a signed letter from the district is required stating that all items were received (must provide order number and list of items in the order).

Note: Purchase requisitions and orders are allowed but will not take the place of proof of payment. Goods must be received and services performed between August 1, 2018 and May 1, 2019. This does NOT include any expenditures for travel for professional development which occurred prior to the beginning of the school year. These expenses are covered within the contract period.

OSSCs submit receipts, invoices, copies of checks, etc. to their district representative at the end of each quarter. or more often if required/requested by the district representative.
District representative submits receipts, invoices, copies of checks, payroll ledger and corresponding budget sheet to LFOS/LA GEAR UP for each corresponding quarter.
LOSFA issues reimbursement payments once proper documentation for all schools within a district has been received. Note: LOSFA will issue reimbursement payments only one time per quarter per district.

G. REQUIRED BACK-UP DOCUMENTATION

The following table lists expenditure categories and the required documentation to be submitted on claims for reimbursement and for match (match is discussed in detail in the next section).

BUDGET CATEGORY	LINE ITEM	REQUIRED SUPPORTING DOCUMENTS
SALARIES AND WAGES	All staff paid by the Grant or used as Match	• Time and Effort Form • Payroll Report • Certification of Volunteer
EMPLOYEE BENEFITS	All staff paid by the Grant or used as Match	• Time and Effort Form • Payroll Report • Certification of Volunteer Time Rendered
TRAVEL (INCLUDES STUDENT EVENTS, PROFESSIONAL DEVELOPMENT AND REQUIRED MEETINGS/ EVENTS)	Airfare	• Flight Itinerary. • Proof of Payment.
	Airport Shuttle/Car/Cab Fare Rental	• Receipt • Proof of Payment
	Parking	• Receipt • Proof of Payment
ALL OUT-OF-STATE TRAVEL FOR LA GEAR UP STAFF OR STUDENTS MUST HAVE PRIOR APPROVAL	Charter Bus	• Bill or Invoice. • Proof of Payment. • Attendance Roster.
	District Bus	• Bill or Invoice. • Proof of Payment. • Attendance Roster.
	District Bus Driver	• Drivers employed by the district should be listed under Salaries and Wages.
	Entrance Fees for Educational Activities	• Proof of Payment. • Attendance Roster.
	Food and Non-Alcoholic Beverages	• Itemized Receipt or Bill. • Proof of Payment.
	Hotel	• Zero-Balance Hotel Receipt or Bill. • Proof of Payment.
	Registration	• Agenda, Schedule or Equivalent. • Registration Confirmation or Invoice. • Proof of Payment.
	Staff Mileage	• District Approved Travel Log. • Mileage Map. • Proof of Payment.

MATERIALS AND SUPPLIES	Educational Materials (Computers, Calculators, tablets, Projectors, Non-Textbook, etc.)	• Receipt or Invoice. • Proof of Payment.
	Event Materials and Supplies	• Receipt or Invoice. • Proof of Payment. • Attendance Roster (if applicable).
	Office Supplies	• Receipt or Invoice. • Proof of Payment.
	Outreach Materials	• Receipt or Invoice. • Proof of Payment.
	Postage	• Receipt or Document of Meter. • Proof of Payment.
	Printing	• Receipt or Copy Log Details. • Proof of Payment. • Copy of Printed Materials.
CONSULTANTS AND CONTRACTS	Consultant/Speaker	• Invoice or Bill. • Proof of Payment. • Attendance Roster (if applicable).
	Charter Bus	• Invoice or Bill. • Proof of Payment.

The details below explain the specific pieces of documentation which must be submitted with requests for reimbursement:

- Agenda or Schedule.
  - o Event Begin & End Dates & Times.
  - o Location (City/State).
  - o Event Title.
- Attendance Roster.
  - o Student or Attendee First & Last Name.
  - o Date of Activity.
  - o School Name.
  - o Name of Activity.
  - o Duration of Event (Start & End Times).
  - o Signature of School Personnel Coordinating the Event.
  - o If traveling, destination is needed.
  - o If mentoring services are provided, the mentor's first & last names are needed.
  - o If tutoring services are provided, the tutor's first & last names are needed as well as the subject being tutored.

- Bill or Invoice.
  - o Vendor Information (Name, City/State).
  - o Invoice Number.
  - o Date of Purchase.
  - o Itemized List of Charges-Item Quantity, Description & Unit Price.
  - o Order Date.
  - o Final Total.
- Flight Itinerary.
  - o Traveler First Name & Last Name.
  - o Destination.
  - o Travel Dates.
  - o Flight Cost (if not listed on itinerary, include separate invoice).
- Payroll Report.
  - o Employee First & Last Name.
  - o Pay Period Covered.
  - o Total Amount Paid.

H. MATCH/IN-KIND REQUIREMENTS (LA GEAR UP)

Matching funds are specific funds used to enhance and implement the goals of a project. Every year LA GEAR UP receives 3.5 million dollars in federal funds from the USDE to support its mission to increase the number of low-income students who enter and succeed in college. For each federal dollar LA GEAR UP receives, the USDE requires a dollar match of state, local, institutional and private funds. LA GEAR UP must report matching funds every year on the Interim/Annual Performance Report (APR), which is due on or before April 15, 2018. Matching Funds can be reported in the form of cash or documented in-kind contributions.

I. DEFINITION OF MATCH

Match or Cash Match is the non-federal share of program costs or money spent on the program that comes from a non-federal source. If an organization purchased the goods or services, paid for LA GEAR UP travel, etc. but did not request reimbursement from the grant, then the generic term "match" applies. If another person or organization donated the goods or services, then the more specific term "in-kind" applies.

J. DEFINITION OF IN-KIND

"In-Kind" refers to non-cash contributions of goods or services made by third party individuals or organizations to LA GEAR UP Projects. Examples of "in-kind" include work done by unpaid volunteers in support of LA GEAR UP and donations of supplies, facilities/space usage or equipment.

K. SCHOOL/DISTRICT MATCH REQUIREMENT

School based activities in which non-federal funds (i.e., state, local, institutional or private funds) are expended may be used as match as long as they further the goals and objectives of LA GEAR UP and are not used to match another federal program.

Funds used to promote reform in student learning are suitable targets for LA GEAR UP leveraging. Some examples are Financial Aid Workshops, Academic Year Clubs, Professional Development, Explorers' Clubs, Summer Bridge Programs and Scholarships and Tutoring Programs. School activities that impact the LA GEAR UP cohort population and support LA GEAR UP goals and objectives may be leveraged.

- Each district made a commitment to provide a match as noted on their Partner Identification Form and Cost Share Worksheet. If you do not have a copy of the cost-share worksheet, please ask your LFOS/LA GEAR UP district coordinator for one. This will assist you to know what the district has promised to provide.
- Schools can indicate the type, source and amount of matching funds or in-kind contributions their school receives for a particular activity on LA GEAR UP Activity Reports.
- Time and Effort Sheets are available for those individuals who donate or volunteer their time on LGU activities.

NOTE: Any school personnel who donate/volunteer any portion of personal time on LA GEAR UP sponsored projects or activities and are NOT compensated by LA GEAR UP or any other federal program can document their time and effort.

Documenting time and effort is another way of capturing match. As mandated by the USDE, LA GEAR UP must report volunteer time that is linked with the students at LA GEAR UP schools.

The same guidelines for LA GEAR UP expenditures apply to Match and In-Kind:

- Match must be allocable, allowable and reasonable.
- Match must be necessary to implement the program.
- Match must be compliant with the federal administrative regulations that govern the program.
- If a cost is unallowable, it is not an allowable match.
- Match cannot be claimed from other sources/programs that are federally-funded.
- Qualifying in-kind match contributions must be verifiable.

L. HOW TO MEET REQUIRED MATCH

Collecting and documenting in-kind/match on an ongoing basis is wise, efficient and much less stressful than attempting to catch up or to go back and to document it. When collected as part of the day-to-day program, it is easier to record accurately and monitor regularly. Breaking down a grant's match requirement on a monthly or quarterly basis makes it manageable and attainable. Staff are encouraged to create match binders or folders to keep with them as they do their LA GEAR UP work. Having the information and forms on hand makes it easier to collect match documentation as it occurs.

Sources of In-Kind

Below is a list of sources of match/in-kind. It is not an exclusive list.

- Teacher Time.
  - o Teacher time beyond the school day in support of LA GEAR UP activities counts as match. This includes planning time for LA GEAR UP classroom activities, substitute preparation when the teacher is chaperoning a LA GEAR UP trip, developing new rigorous lessons that support LA GEAR UP objectives, etc.
  - o All teacher time submitted as match must support the goals and objectives of the program and be in addition to the general tasks expected of a teacher.
  - o The teacher's normal hourly rate plus benefits is used to calculate the value. Schools may submit a rate sheet as documentation.
  - o Teacher time during his/her regular work day can never count as match.
- Other School Staff Time: Administrators and Classified.
  - o All time devoted to LA GEAR UP specific activities can be counted as match at the same rate that person is normally paid, including benefits. This includes entering student data, collecting student sign-in information, talking to parents about LA GEAR UP, fielding LA GEAR UP related phone calls, LA GEAR UP meetings, working on LA GEAR UP mailings, preparing reimbursements, prepping for LA GEAR UP events, etc.
  - o All staff time submitted as match must support the goals and objectives of the program and be in addition to the general tasks expected of the employee.
  - o To document this as match, each employee must complete the Time and Effort Form.

• Sample In-Kind personnel breakdown:

LINE ITEM DESCRIPTION	GEAR UP REQUESTED	IN-KIND	TOTAL
Personnel:			
Instructional/Administrative salaries, Assistant Superintendent (5%)		$8,125.83	$8,125.83
School Principal (10%)	$0.00	$9,932.86	$9,932.86
Assistant Principal (10%)	$0.00	$8,701.36	$8,701.36
Director of Finance (5%)	$0.00	$4,209.18	$4,209.18
Technology Coordinator (5%)	$0.00	$4,641.92	$4,641.92
LA GEAR UP School Coordinator	$2,500.00	$191.25	2,691.25
LA GEAR UP Data/Record Keeper	$2,500.00	$191.25	$2,691.25

- Volunteer Time.
  - When members of the community, families, or students volunteer to support LA GEAR UP students and activities, their time is counted as in-kind.
  - LA GEAR UP recommends using the standard volunteer value set by www.independentsector.org.
  - To document this time as match, each volunteer must fill out and sign the Certification of Volunteer Time Rendered.

- Professional Development.
  - Any professional development paid for by the school district that supports LA GEAR UP objectives and which would not have occurred without LA GEAR UP can be counted as match.
  - Examples include when a district pays for the LA GEAR UP coordinator to attend a conference at a local community college, a training on financial aid, or for coordinators to attend NCCEP conferences. Also included is on-site or school sponsored professional development for LA GEAR UP teachers that promote LA GEAR UP objectives such as rigorous curriculum, STEM, etc.

- Materials and Supplies.

  Items purchased with the school's general funds, private grants or items donated to the LA GEAR UP program that support LA GEAR UP students and objectives. This includes:

  - Copies.
  - Professional printing of LA GEAR UP materials.
  - Envelopes.
  - Mailings (postage).
  - Event supplies.
  - Food.
  - School purchased licenses or subscriptions to benefit the LA GEAR UP Program (1-year at a time).
  - Software.
  - Office supplies.
  - Books.
  - Specialized equipment for specific activities i.e., sound system, microphones for special assemblies.

- Discounts.
  - The documented amount on the price of products or services reduced or waived specifically for the LA GEAR UP program.

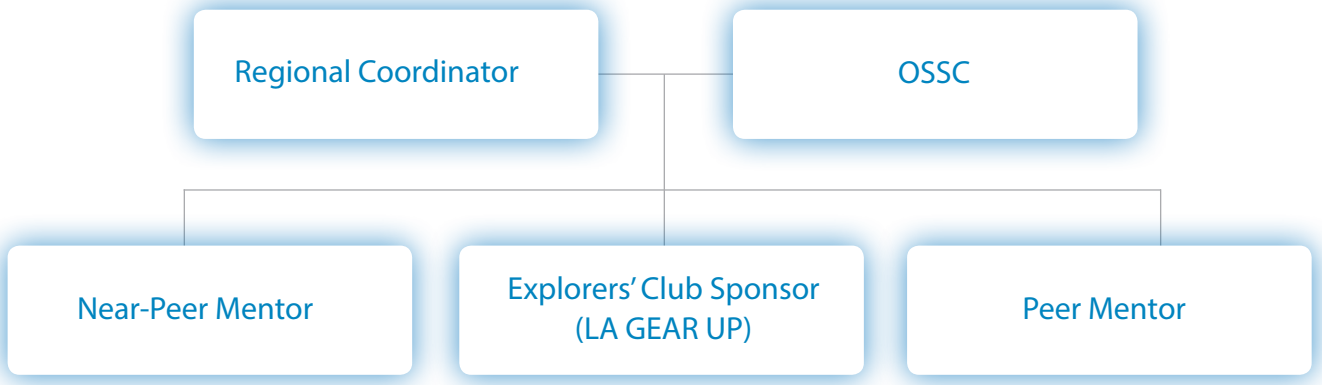
- Facility Usage.
  - The value should be from the school's rate sheet or from documented comparable space rentals in the area.

- Facility use donated by a third party (i.e. college campuses) is allowed as match and can be based on the fair market rental rate, as long as the third party provides facility rental rates that show what they otherwise would have charged to use the space.

- Travel.
  - Travel costs for LA GEAR UP approved events that were NOT reimbursed by LA GEAR UP. This includes expenses for transportation (including mileage), lodging, subsistence and related items incurred by employees who are in travel status.
  - District money spent on transportation for LA GEAR UP activities. A percentage of bus maintenance costs may also be used.

M. QUESTIONS TO ASK AFTER EACH LA GEAR UP EVENT TO FIND ALL OPPORTUNITIES FOR MATCH AND IN-KIND:

- Are there Partners? If so, what is their contribution(s)?
- Where is the activity, service or event taking place? (Ex: facilities, utilities).
- Are there donations? (Ex: food, paper goods, etc.).
- Is equipment being used for the activity, service or event? What would it cost to rent the equipment? (Ex: microphone, computer, overhead projector, etc.) ?
- Who is attending the activity, service or event? (Ex: speakers, personnel, parents, etc.).
- Are any volunteers helping with the event? (Ex: teachers, administrators, community volunteers).
- Has travel to and from the activity, service or event been counted? (Ex: bus, gas, airfare, bus driver, mileage reimbursement, hotel fees, etc.).
- Has setup or cleaning for the activity, service or event been counted? If so who will setup and clean up? (Ex: custodian, parent volunteers).



Regional Coordinator:

- Shall work closely with peer mentors, near-peer mentors and OSSCs to ensure thorough implementation of program.
  - o Coordinate pre-planning with OSSCs to schedule dates, times and locations of events and items students will need prior to participation.
  - o Ensure availability of near-peer mentor to assist with logistical support during events.
  - o Ensure regular attendance and participation of peer mentor, including advertisement of events and collection and submission of deliverables from OSSC.

Explorers' Club Sponor / Parent Liaison Duties (LA GEAR UP):

- Shall work closely with Regional Coordinator, OSSCs, peer mentors, near-peer mentors and most importantly LA GEAR UP parents to ensure thorough implementation of program.
- Coordinate pre-planning with OSSCs to schedule dates, times and locations of parent/family events and items students/parents/families will need prior to participation.
- Other administrative duties to implement the LA GEAR UP program.

On-Site School Coordinator (OSSC):

- Provide administrative support and serve as a liaison between the teachers, students, parents and LFOS/LA GEAR UP.
- Facilitate and implement targeted LFOS/LA GEAR UP initiatives as set forth in the district/school contract in conjunction with the Regional Coordinator.
- Ensure school wide participation in LFOS/LA GEAR UP activities.
- Ensure that all student and teacher data necessary for annual reporting is collected.

Near-Peer Mentor:

- Support College Access Club.
- Ensure group/student reinforcement.
- Support social media advocacy with Media Specialist.
- Assist Regional Coordinator and OSSCs with logistical support including, but not limited to, sign-in/registration, exit evaluation, group reinforcement and document collection and submission.

Peer Mentor (Trailblazer):

- Will be heavily responsible for preparation of event prior to implementation and assistance during.
- Shall be aware of forms and other documents students will need to participate in events.
  - o Ensure that peers have signed-in prior to start of event, have received and completed Media Release and FERPA Forms as appropriate.
- Ensure proper approval for possession of media devices to support social media advocacy.

A. ASSIGNMENT OF THE OSSC

High school principals are responsible for assigning roles related to the administration of the LFOS/LA GEAR UP initiative on their respective campuses. Individuals selected are subject to the approval of a representative of the local education agency or school board and LFOS/LA GEAR UP.

The OSSC may be a teacher, librarian or professional school counselor. Assistant Principals and/or principals are usually NOT allowed to serve in this capacity unless approval is provided by LFOS/LA GEAR UP. School or district-based professionals other than those listed may serve in the OSSC role upon written approval from LFOS/LA GEAR UP. Approval may be sought via an email to a school's designated LFOS/LA GEAR UP Regional Coordinator.

Each OSSC is assigned a Regional Coordinator with the Louisiana Office of Student Financial Assistance. For district assignments please see the LOSFA Contact List.

Regional Coordinators should be considered resources. They will provide on-going support and technical assistance to schools in their designated geographic areas of responsibility to ensure compliance with the LFOS/LA GEAR UP initiative requirements. Regional Coordinators will establish and maintain on-going collaborative efforts to provide opportunities for college access and success to members of the LFOS/LA GEAR UP cohort with the goal of increasing the number of low-income students entering and succeeding in postsecondary education in Louisiana. If OSSCs experience any difficulty implementing LFOS/LA GEAR UP activities or have any problems or concerns, they should contact the appropriate Regional Coordinator.

B. ROLES AND RESPONSIBILITIES OF THE OSSC

1. Build widespread cohort participation and awareness of all Standard Initiatives and selected Special Initiatives and associated activities.
2. Establish a calendar of associated events and activities.
3. Facilitate planning, implementation and connection of Standard Initiatives.
4. Facilitate planning, implementation and connection of Special Initiatives to targeted goals, including the collection and analysis of information for Final Reports.
5. Monitor and document all budgetary expenditures using Regents funds.
6. Serve as Site Coordinator for Louisiana College Application and Access Month, where applicable.
7. Data Collection and Reporting:

a. Consistent use of the Cayen GEAR UP data system where the following data will be recorded:

i. GEAR UP student, parent and school staff participants.

1. Demographics.
2. Course grades.
3. Standardized test scores.
4. Pre and post suvery responses.
5. Other personal level data as requested.

ii. Participation (record by person, date, length of service).

iii. Partners (record by partner name, sub-contractor, organization and notes).

b. Utilize sign-in sheets for every activity performed in connection with this Agreement.

c. Assist with collecting data, including data required for submission of the Louisiana GEAR UP Annual Performance Report (APR), which is due in April 2019.

d. Collect and submit deliverables, information/data and submit quarterly and final initiative reports as applicable.

e. Monitor and document all budgetary expenditures using funds provided under this Agreement and oversee the dissemination of invoices and receipts (to the district for reimbursement).

f. Louisiana GEAR UP OSSC will work with District staff to complete time and effort and other cost-matching documentation.

8. Recommend disconnected students to the Aspire to Inspire mentoring program as necessary to ensure that they are receiving additional support.
9. Communicate program impact to school and district staff as often as possible to ensure that Louisiana GEAR UP/LFOS is successfully integrated in applicable district and school activities.
10. Attends required Louisiana GEAR UP conferences and trainings, and recruits and registers student participants for Louisiana GEAR UP conferences and trainings, including the annual Youth Leadership Summit.
11. Ensures that school representation participates in required AP and Go Alliance Training.
12. Complete other duties as necessary to fulfill program goals and objectives.

C. MANDATORY PROFESSIONAL DEVELOPMENT

OSSCs, Explorers' Club Sponsors and any other applicable school personnel (i.e., counselors, teachers) are also required to participate in the following College and Career Readiness Professional Development Trainings:

- LOSFA Professional Counselor Workshop Webinars (September).
- LOSFA LA GEAR UP/Field Outreach Services Training (July).
- LOSFA SREB Go Alliance Academy.

OSSCs, along with their district personnel, will be strongly encouraged during the training to develop a reporting system to ensure all reporting is submitted to LFOS/LA GEAR UP in a timely manner.

D. LOSFA GO ALLIANCE ACADEMY

The LOSFA Go Alliance Academy is a series of courses where participants will learn to address topics that are important in college and career readiness such as creating a college-going culture, financial aid, college applications, college and career planning and many more! The courses are developed for practicing professional school counselors, pre-service school counselors, college access

advisors, teachers and administrators in middle and high school settings. Additionally, the sessions help participants develop approaches for communicating and working with economically disadvantaged students, those who would be first in the family to attend college and diverse populations to remove barriers to high aspirations and achievement. Beginning in Fall 2018, the courses will be offered in person, hybrid and online (summer sessions).

Participation Requirement:

One staff member per school is required to complete the LOSFA Go Alliance Academy. To meet the requirement, the course needs to be completed once. Although one staff member per school is required to complete a course, the courses are open to all staff members who would like to complete any of the courses offered.

Registration Information:

The LOSFA Go Alliance Academy can be completed individually or in a group format. Once course offerings are confirmed, registration information will be sent out via email. Group registration inquiries must be submitted and approved prior to a course being scheduled. Please note: There is a minimum number of course registrants required for the courses to make in both the individual and group course formats.

Course Offerings:

The current course offerings are listed below*:

- College and Career Advising for Educators.
- College and Career Advising for Special Populations.
- College and Career Advising in Middle Grades.
- College, Career and Academic Planning.
- Creating a College-Going Culture.
- Financial Aid and College Application.
- Financial Aid and FAFSA Workshop.

*Please note that course offerings may not be limited to the listed courses above and can change at any time.

For any questions or inquiries regarding the LOSFA Go Alliance Academy, please contact Juterh Nmah at Juterh.Nmah@la.gov.

E. ROLES AND RESPONSIBILITIES OF THE EXPLORERS' CLUB SPONSORS

Explorers' Club Sponsors must sign a contract agreeing to perform all required activities to implement the LA GEAR UP Explorers' Club. Explorers' Club Sponsors are expected to:

1. Manage the Explorers' Club program on the school level according to the LFOS/Louisiana GEAR UP Manual in collaboration with the On-Site School Coordinator, Trailblazer, LOSFA Near Peer Mentors and other LOSFA/Louisiana GEAR UP staff, as required.
2. Prepare and submit an annual Explorers' Club Action Plan.
3. Facilitate at least eight Explorers' Club meetings and lessons (2 per quarter) from the Explorers' Club Handbook during the school year.
4. Work with Louisiana GEAR UP staff to facilitate tutoring and/or mentoring sessions according to respective School Improvement Plan.
5. Ensure the Explorers' Club hosts events during the course of the school year.
6. Facilitate the election of Club officers and ensure they are trained to facilitate Club activities.

7. Demonstrate that an average of 20% or more of the school's Louisiana GEAR UP cohort participates in Club activities (lessons, events, projects, etc.).
8. Attend required Louisiana GEAR UP conferences and trainings, and recruits and registers student participants for Louisiana GEAR UP conferences and trainings, including the annual Youth Leadership Summit.
9. Work with Louisiana GEAR UP staff to ensure that club activities are promoted to local, state and federal lawmakers and education leaders.
10. Submit sign-in sheets and photos as part of the monthly report for each meeting, activity, or event.
11. Report the completion of Explorers' Club scheduled activities.
12. Assist with collecting data, including data required for submission of the Louisiana GEAR UP Annual Performance Report (APR), which is due in April of 2019.
13. Complete other duties as necessary to fulfill program goals and objectives.

F. ROLES AND RESPONSIBILITIES OF THE EXPLORERS' CLUB SPONSOR: PARENT LIAISON DUTIES

Explorers' Club sponsors will also work as parent liaisons. These duties will include:

1. Work closely with Regional Coordinator, OSSCs, peer mentors, near peer mentors and most importantly LA GEAR UP parents to ensure thorough implementation of program.
2. Coordinate pre-planning with OSSCs to schedule dates, times and locations of parent/family events and items/documents that students/parents/families will need prior to participation.
3. Recruit parent volunteers and work with LOSFA/LA GEAR UP staff to train parent volunteers.
4. Identify and recruit parent volunteers that know home-based language(s) to translate information to parents of students who speak English as a second language during school LA GEAR UP events, if necessary.
5. Identify community organizations to partner with LA GEAR UP school to promote a college going culture at the school, including working with LA GEAR UP fiscal staff to ensure that the Partner Identification Form and Cost-Share Worksheets are complete for all new partners.
6. Identify and promote community events that will be beneficial to LA GEAR UP students, parents,and staff to attend that further promote a college-going culture.
7. Promote and schedule parent visits to school and postsecondary institutions.
8. Schedule and plan home visits to participants' homes as needed to follow-up on disconnected youth.
9. Make and document phone calls and correspondence with parents.
10. Assist with collecting data, including data required for submission of the LA GEAR UP Annual Performance Report (APR), which is due in April of 2019.
11. Attends required LA GEAR UP conferences and trainings, and recruits parent participants for LA GEAR UP trainings.
12. Other administrative and programmatic duties to implement the LA GEAR UP program.

G. CONTRACT REIMBURSEMENT FOR STIPENDS

Reimbursement is related to the roles and responsibilities of OSSCs and Explorers' Club Sponsors as verified by reporting. Individuals will NOT be reimbursed until and unless quarterly reports are submitted within five (5) days of the end of each quarter. Individual stipend and fringe amounts can be found in each district's contract.

Activity Reports:

Activity reports should be completed electronically using Cayen and Egnyte, a web-based tool to collect deliverables. Data collected will be used to facilitate LFOS/LA GEAR UP's completion of its Annual Performance Report (APR) and to evaluate school performance. Activity reports are due quarterly.

QUARTER	REPORTING PERIOD	DUE NO LATER THAN THIS DATE
1st Quarter	August 1 through October 26	Friday, November 2, 2018
2nd Quarter	October 27 through January 11	Friday, January 18, 2019
3rd Quarter	January 12 through March 15	Friday, March 22, 2019
4th Quarter	March 16 through May 24	Thursday, May 31, 2019

Expenditure Pre-Approval:

Use this form to obtain LFOS/LA GEAR UP program approval for the purchase of program related materials and field trips as budgeted in each district's cooperative endeavor. Each form must be accompanied by a preliminary invoice or itemized list of expenses. Expenditure pre-approval forms must be submitted and approved prior to all purchases. **Without a pre-approval, purchases may be ineligible for reimbursement.**

FERPA Consent Form (Required for 6th-12th grades):

In order for students to receive special initiative and LCAAM services supported by LOSFA, a signed FERPA Consent Form must be on file. Except as otherwise permitted by law, no educational agency may disclose any personally identifiable information contained in student files without written parent/guardian consent unless a specific exception is provided in FERPA. **FERPA forms must completed and signed in ink and legible in order to be considered complete**. Students who are under age 18 must have a parent complete the form; students who are 18 or older can complete the form themselves. Incomplete or incorrectly filled out FERPA consent forms will require a new form to be submitted. **Starting with the 2017-2018 academic year, FERPA consent forms shall remain in effect for the entire period of time during which a student participates in LOSFA/LFOS sponsored events unless revoked in writing. New students in the 2018-2019 school year must complete the FERPA consent form.**

LA GEAR UP Individual Time/Effort:

Use time and effort forms to report the time and effort of school personnel who donate or volunteer portions of their time to LA GEAR UP sponsored projects or activities as long as said personnel is **NOT** compensated by LA GEAR UP or any other federal program. Documenting time and effort is another way of capturing match. Time and Effort documentation must be submitted on a monthly basis and signed as indicated.

LA GEAR UP Matching Funds:

Use this form (LA GEAR UP Individual Time/Effort and Matching Form) to report cash or documented in-kind contributions. School based activities in which non-federal funds (i.e., state, local, institutional or private funds)

are expended may be used as match as long as they further the goals and objectives of the LA GEAR UP Program and are not used to match another federal program. Matching Funds documentation must be submitted on a monthly basis and signed as indicated.

LOSFA Event Request Form:

Use this form to set up LFOS/LA GEAR UP events at your school. Forms should be submitted at least 30 days in advance.

LOSFA 5-Point Match Worksheets:

Use these worksheets with juniors and seniors during their College Match and Fit Workshops as applicable. Students may complete the Postsecondary, Military or Career and Workforce sheet.

Media Releases (Required for 6th-12th grades):

Use this form to obtain permission/consent to publish creative works, information, pictures, audio and/or video for use on LFOS/LA GEAR UP web and social media sites and in print publications. Students who are under age 18 must have a parent complete the form; students who are 18 or older can complete the form themselves. **Starting with the 2017-2018 academic year, media release forms shall remain in effect for the entire period of time during which a student participates in LOSFA/LFOS sponsored events unless revoked in writing**. New students in the 2018-2019 school year must complete a media release consent form.

Signal Vine Text Messaging Sheet:

Use this sheet to have your 12th grade students sign-up for the Signal Vine Text Messaging platform. Five students can be listed on each sheet.

Sign-In Sheet:

Use sign-in sheets to document attendance at every LFOS/LA GEAR UP activity (except for whole school activities). Sign-in sheets must say LFOS/LA GEAR UP to be used for documentation and must be generated by the Cayen data management system.

Cayen Data Management System Initiative Reference Guide

The following table shows a chart of services outlined in the Cayen Data Management System broken down by activity/initiative and session. Please reference this chart when entering data into Cayen.

Activity/Initiative Name	Session Name
Academic Counseling	TOPS Check-UP/Retention Workshops and Sessions
Academic/ELA/Math/Tutoring Supports	Academic English Language Arts Math
ACT/SAT/Standardized Test Prep Supports (Tutoring)	ACT Bootcamp
ACT/SAT/Standardized Test Prep Supports (Support Services)	ACT/SAT/Standardized Test Prep
Award/Recognition Day Ceremonies	21st Century Scholar Ceremonies Award Recognition/PBIS Ceremonies College Acceptance Day
Bridge to College Credits	CLEP Supports Dual Enrollment Supports International Baccalaureate Supports Pre-Advanced Placement and Advanced Placement Supports
Business/Industry Visits Supports (Academic) (Educational Field Trip)	Audubon Aquarium of the Americas Avery Island Baton Rouge State Capitol Coke Cola Plant Exxon The National World War II Museum Zoo School ~Master - Copy and Edit this one
Business/Industry Visits Supports (Job Shadowing)	Audubon Aquarium of the Americas Avery Island Baton Rouge State Capitol Coke Cola Plant Exxon The National World War II Museum Zoo School ~Master - Copy and Edit this one

Campus Field Trip Supports	Baton Rouge Community College Grambling State University Louisiana Tech University Louisiana State University A&M Northwestern State University Southeastern Louisiana University Southern University A&M ~Master - Copy and Edit this one
Campus Field Trip Supports - Virtual	Louisiana College Louisiana State University A&M Northwestern State University University of Louisiana at Lafayette ~Master - Copy and Edit this one
College Access Club (Explorers' Club)(College Visit)	Campus Field Trip Supports Campus Field Trip Supports (Virtual)
Campus Field Trip Supports Campus Field Trip Supports (Virtual)	Business/Industry Visits Supports (Academic)
College Access Club (Explorers' Club)(Job Shadowing)	Business/Industry Visits Supports (Job Shadowing)
College Access Club (Explorers' Club)(Mentoring)	Academic Preparation College and Career Preparation and Readiness Leadership Development Mentoring - Explorers Club Other Professional Etiquette Social and Emotional Learning
College Access Club (Explorers' Club)(Support Services)	Math Night/Math Lab
College Access Club Activities (Explorers' Club) (Tutoring)	Homework Assistance Tutoring
College Acceptance Day/Award Recognition Day Ceremonies	College Acceptance Day/Award Recognition Day Ceremonies

College and Career Counseling	College Access Browses College and/or Career Counseling Sessions College Kick-Off and Senior Year Game Plan Events and Sessions Cross-curricular College Access Activities Leadership/Transition Summits LOSFA's 5-Point Match and Fit Tool Courses and Sessions Louisiana College Application and Access Month (LCAAM) Events and Sessions Parent Counseling
Course Credit Recovery Supports	Course Credit Recovery
Direct to Student Text Messaging	Text Messaging
Financial Aid Workshops	FLY (Financial Literacy for You) Tour Financial Literacy Workshops TOPS, FAFSA, and General Financial Aid Seminars and Workshops
Google Expeditions (Virtual College Tours) Sessions	Google Expeditions (Virtual College Tours) Sessions
Industry Visits/Career Fair Supports	STEAM Day Engineering Day Job Fair STEM Day
Mentoring Group Sessions	Mentoring Group Sessions
Peer Mentoring	Peer Mentoring
Positive Behavior Supports	Positive Behavior Program Positive Behavior Program Ceremony

Student/Parent Workshops	Academic Workshop: Resume Building Career Fair College Fair College Goal Sunday Workshops College Representative Visits FAFSA Completion Workshops FAFSA Seminars/Workshops FSA ID Completion Workshops General Financial Aid Seminars/Workshops LA ABLE (Achieving a Better Life Experience) Programs Leadership/Transition Summits Open House Parent Meeting START (Louisiana's 529 College Saving Program) Seminars and Workshops TOPS & FAFSA Seminars/Workshops TOPS Check-UP/Retention Workshops and Sessions TOPS Eligibility Requirement Workshops TOPS Seminars/Workshops
Summer Programming Camps (Summer Programs)	AHEC Grambling State University Louisiana Tech University Northwestern State University Xavier University of Louisiana *Additional Camp Sites May Be Added

Ferpa Consent To Release My Child's Educational Records (Minor Under 18)

The Federal Family Educational Rights and Privacy Act (FERPA) provides certain rights to parents of students under 18 years old concerning the privacy of, and access to, the child's personally identifiable information, including Educational Records. Except as otherwise permitted by law, no educational agency may disclose any personally identifiable information contained in your child's files without your signed and written consent unless a specific exception is provided in FERPA. If you want/will allow an educational agency to disclose your student's information to another person, you must complete, date and sign this form and return it to the address below.

YOU MUST COMPLETE THE FOLLOWING INFORMATION (please print or type):

Student's Name: _____ Date of Birth: _____

Current School Name: _____

Current Grade Level:_____ School District/Parish: _____

Your name: _____ Relationship to Student:_____

Address: _____

Home Phone#: _____ Cell Phone#: _____

Work Phone#: _____ Email Address: _____

AUTHORIZATION TO RELEASE INFORMATION (Parent or guardian completes this section).

I, _____, HEREBY AUTHORIZE MY CHILD'S SCHOOL, SCHOOL DISTRICT, AND THE LOUISIANA DEPARTMENT OF EDUCATION TO RELEASE ANY AND ALL OF MY CHILD'S DEMOGRAPHIC AND ACADEMIC DATA, INCLUDING NAME, DATE OF BIRTH, SOCIAL SECURITY NUMBER, FREE/REDUCED LUNCH STATUS, GRADE LEVEL, GENDER, ETHNICITY, DISCIPLINE AND ATTENDANCE INFORMATION, GRADE POINT AVERAGE, STANDARDIZED TEST SCORES, AND COURSE ENROLLMENT TO THE LOUISIANA OFFICE OF STUDENT FINANCIAL ASSISTANCE (LOSFA) FOR ANY PURPOSE RELATED TO LOSFA'S FIELD SERVICES OUTREACH AGREEMENT WITH MY CHILD'S SCHOOL DISTRICT. I UNDERSTAND THAT MY CHILD'S NAME WILL NOT BE PUBLISHED IN ANY REPORT; HIS/HER DATA WILL BE AGGREGATED FOR REPORTING PURPOSES.

I acknowledge by my signature below that although I am not required to release any of my child's Educational Records, I am giving consent to release my child's personal information as indicated above to LOSFA. I understand that this consent will remain in effect until and unless I revoke such consent in writing and the revocation is received by the Louisiana Office of Student Financial Assistance.

I agree that the consent provided herein shall remain in effect for the entire period of time during which my child participates in LOSFA/LFOS sponsored events, unless revoked in writing.

_____ _____

Parent's Signature Date

RETURN the completed form to: (Appropriate on-site school coordinator at the student's school).

DO NOT EMAIL this form to the Louisiana Department of Education. Your EMAIL can be hacked by third parties.

Ferpa Consent To Release My Educational Records (18+)

The Federal Family Educational Rights and Privacy Act (FERPA) provides certain rights to students over 18 years old concerning the privacy of, and access to, their personally identifiable information, including Educational Records. Except as otherwise permitted by law, no educational agency may disclose any personally identifiable information contained in your files without your signed and written consent unless a specific exception is provided in FERPA. If you want/will allow an educational agency to disclose your student information to another person, you must complete, date, and sign this form and return it to the address below.

YOU MUST COMPLETE THE FOLLOWING INFORMATION (please print or type):

Student's Name: _____ Date of Birth: _____

Current School Name: _____

Current Grade Level:_____ School District/Parish: _____

Your name: _____ Relationship to Student:_____

Address: _____

Home Phone#: _____ Cell Phone#: _____

Work Phone#: _____ Email Address: _____

AUTHORIZATION TO RELEASE INFORMATION

I, _____, HEREBY AUTHORIZE MY SCHOOL DISTRICT, AND THE LOUISIANA DEPARTMENT OF EDUCATION TO RELEASE ANY AND ALL OF MY DEMOGRAPHIC AND ACADEMIC DATA, INCLUDING MY NAME, DATE OF BIRTH, SOCIAL SECURITY NUMBER, FREE/REDUCED LUNCH STATUS, GRADE LEVEL, GENDER, ETHNICITY, DISCIPLINE AND ATTENDANCE INFORMATION, GRADE POINT AVERAGE, STANDARDIZED TEST SCORES, AND COURSE ENROLLMENT TO THE LOUISIANA OFFICE OF STUDENT FINANCIAL ASSISTANCE (LOSFA) FOR ANY PURPOSE RELATED TO LOSFA'S FIELD SERVICES OUTREACH AGREEMENT WITH MY SCHOOL DISTRICT. I UNDERSTAND THAT MY NAME WILL NOT BE PUBLISHED IN ANY REPORT; MY DATA WILL BE AGGREGATED FOR REPORTING PURPOSES.

I acknowledge by my signature below that although I am not required to release any of my Educational Records, I am giving consent to release my own personal information as indicated above to LOSFA. I understand that this consent will remain in effect until and unless I revoke such consent in writing and the revocation is received by the Louisiana Office of Student Financial Assistance.

I agree that the consent provided herein shall remain in effect for the entire period of time during which I participate in LOSFA/ LFOS sponsored events, unless revoked in writing.

_____ _____

Student's Signature (over 18 only) Date

RETURN the completed form to:

(Appropriate on-site school coordinator at the student's school. The OSSC will then mail the forms to us.)

DO NOT EMAIL this form to the Louisiana Department of Education. Your EMAIL can be hacked by third parties.

LA GEAR UP Individual Time/Effort and Matching Form

As mandated by the U.S. Department of Education, LA GEAR UP must report volunteer time that is linked with the applicable LA GEAR UP cohort at LA GEAR UP schools. Volunteer time is another way of reporting match associated with our schools.

Please share the attached Individual Time and Effort form with school personnel that may donate or volunteer their time to the LA GEAR UP cohort. If necessary, additional duties may be added. Individuals should use this form only if they are not compensated with LA GEAR UP funds or any other federal funds for donating their time to the LGU cohort.

Time Period: _____

District: _____

School: _____

Staff Member, Title, and Address: _____

Enter the number of hours associated with individual tasks. Add additional duties if necessary. All Activities must equal total time/effort at bottom. Note: Grades impacted can only be for LA GEAR UP cohort students.

TIME/EFFORT DESCRIPTION:	TIME (HRS.)
ADMINISTRATIVE DUTIES	
MEETING DUTIES	
AUDIT	
TOTAL TIME/EFFORT	

Total Hours_____ X Hourly Rate_____ = Total $_____ In-kind Match

Grades Impacted:_____

The information provided on this form is an accurate estimate of the time/effort I contributed to the LA GEAR UP program.

Staff Member's Signature: _____

Supervisor's Signature: _____

LOSFA Event Request Form

Please fax form to 225-208-1597 or email breanna.paul@la.gov or sabrina.johnson2@la.gov.

Please provide dates with a 30-day notice to secure your event. Thanks!

School/Organization: _____

Street Address: _____ City: _____

(address where event will be held)

Contact Name: _____ Cell: _____

Office Number: _____ E-mail Address: _____

Location of event: _____ Event Start Time: _____

_____ Event End Time: _____

(building & room where event will be held)

Event Date:

Option 1: _____

Option 2: _____

Option 3: _____

Grade(s) of students participating:

_____

Event Type: Please only check 1 box

_____ TOPS Seminar (20-30 minutes)

_____ TOPS & FAFSA Seminar (30-40 minutes)

_____ FAFSA Seminar (15 minutes)

_____ START Seminar (30 minutes)

_____ General Financial Aid Seminar (50-60 minutes, includes TOPS)

_____ TOPS Checkup/Retention Workshop

_____ College Acceptance/Award Recognition Day

_____ Cross-Curricular Activity

_____ College Match & Fit Workshop (Must be completed before LCAAM)

_____ LCAAM (Louisiana College Application & Access Month)

_____ FSA ID Completion Workshop (Must be completed before FAFSA Completion Workshop)

_____ FAFSA Completion Workshop

_____ Browse Session (no presentation, just a LOSFA representative at a table for Q&A)

_____ Other (please specify): _____

_____

Presenter Requested: _____

Will your Trailblazer be at this event? (Y/N) _____

Attendee Breakdown

Parents (Number anticipated): _____

Students (Number anticipated): _____

Are you inviting any other schools or organizations to participate? If yes, please list the schools/ organizations and let us know where we fit in the program:

_____

Can your school provide equipment for a power point presentation? (Y/N) _____

Please check if you can provide: _____ Laptop Computer _____ LCD projector

Notes/Special Requests: _____

LOSFA's 5-Point Match Worksheet (Postsecondary)

Student Name: _____

High School: _____

Coordinator Name:_____

Top 3 Colleges:

1._____ Minimum GPA Requirement: _____ Minimum ACT: _____

2._____ Minimum GPA Requirement: _____ Minimum ACT: _____

3._____ Minimum GPA Requirement: _____ Minimum ACT: _____

Aptitude, Skills, Interest Match:

1. What do I want to be? _____

2. What are my interests, skills and abilities? _____

3. What club/activities am I involved in? _____

4. Proposed major: _____

5. High school credential(s) earned: _____

6. Have I researched the job outlook for my career field?: _____

Helpful Resources: ACT Profile, Unlock My Future, LA Works, Shmoop.

Academic Match:

Cumulative GPA: _____

TOPS GPA:_____

ACT Composite: _____

English Subscore:_____

Math Subscore:_____

ACT Plan Score:_____

English Section:_____

Math Section:_____

ACT WorkKeys Score:_____

Aspire Score (if applicable):_____

Helpful Resources: ACT Profile, LOSFA.

LOSFA's 5-Point Match Worksheet (Postsecondary) Continued

Cost of Choice Match:

1. You will need to complete a FAFSA to apply for financial aid. The FAFSA is the Free Application for Federal Student Aid. It acts as the application for federal and state aid programs including TOPS, the Pell Grant, the Go Grant, federal work study and low interest student loans.
2. In order to complete the FAFSA you will also need to register for an FSA ID, which acts as the signature when completing a FAFSA. Both parents and students need their own unique FSA ID, though parents can use the same ID for multiple children. The FSA ID can be completed at the following link: https://fsaid.ed.gov/npas/index.htm. Please note that there is a 1-3 day verification process for all new FSA IDs. Your FSA ID will never expire, but the password will need to be changed every 18 months.

A. Tuition and Fees:_____ G. TOPS Estimate: _____

B. Out of State Fee: _____

C. Room and Board: _____ H. Pell Estimate:_____

D. Books/Supplies: _____ I. Scholarships:_____

E. Miscellaneous:_____ _____

F. Cost of Attendance:_____ J. Remaining Cost:_____
(Add A-F) (G+H+I-F)

Helpful Resources: LOSFA, FAFSA4caster, My Life, My Way.

*The cost of attendance can be found on the college's website, and each college has a cost calculator on its website. Please note that all financial aid amounts are estimates. Students will not know the exact amount of federal aid that they qualify for until a FAFSA has been completed, received and processed by the school. Students will officially be awarded TOPS beginning in June after high school graduation.

Social/Emotional Match:

The Campus:

2-Year or 4-Year Institution:_____

Type of School (Technical, CC, University) _____

Number of Students: _____

Average Class Size: _____

Distance from Home: _____

Helpful Resources: Shmoop.

Retention Match:

Number of graduates per year: _____

Retention rate after freshman year: _____

Is this college/university accredited? _____

Is my major accredited? _____

Helpful Resources: College Scorecard.

Graduation rate for my major: _____

Passing rate of board examinations: _____
(i.e., nursing, cosmetology)

Graduate employment rates:_____

Average income of recent graduates: _____

*Information on the retention match can be found by contacting the college directly. The Admissions Office, Enrollment Management Office and Career Services Offices should be able to assist.

LOSFA's 5-Point Match Worksheet (Career and Workforce)

Student Name: _____

High School: _____

Coordinator Name: _____

Aptitude, Skills, Interest Match:

Top 3 Career Choices:

1. _____

2. _____

3. _____

A. What are my interests, skills and abilities? _____

B. Have I researched the job outlook for my career field? _____

C. Does my career field require any additional education or specialized training? _____

D. What high school credential(s) have I earned? _____

Helpful Resources: ACT Profile, Unlock My Future, LA Works.

Academic Match:

Are you on target to meet graduation requirements? _____

Cumulative GPA: _____

TOPS GPA: _____

ACT Composite: _____

English Subscore: _____

Math Subscore: _____

ACT Plan Score: _____

English Section: _____

Math Section: _____

ACT WorkKeys Score: _____

Aspire Score (if applicable): _____

Helpful Resources: ACT Profile, LOSFA.

Cost of Living Match:

How much are my monthly expenses going to cost? (Please note these are estimates).

1. Projected Monthly Salary:_____

   A. Housing: _____

   B. Utilities: _____

   C. Food: _____

   D. Transportation: _____

   E. Healthcare: _____

   F. Personal: _____

   G. Pets (if applicable): _____

   H. Miscellaneous: _____

   I. Savings: _____

2. Total Expenses (Add A-I):_____

3. Net Income (1 minus 2): _____

Helpful Resources: My Life, My Way. (Will help you estimate cost of living based on region).

Social/Emotional Match:

Is this career local to my region, or will I have to relocate? _____

Have you done any job shadowing or interviewed someone in your career field? _____

Are there any internship/apprenticeship opportunities currently available to you? _____

_____

Will this job be fulfilling? Will I be satisfied doing it? _____

Helpful Resources: Contact potential employers directly. To view current open positions by region, visit LA Works.

Retention Match:

Research your top career choice to complete this section.

1. Are there opportunities for job advancement? _____

2. Will this career offer me the flexibility I may need later in life? _____

3. Is this job a temporary means, or is this a career I can see myself doing long term? _____

_____

4. Will I need a higher level of education to be eligible for job advancement? _____

*If yes, complete the postsecondary sheet as well.

Helpful Resources: My Life, My Way.

LOSFA's 5-Point Match Worksheet (Military)

Student Name: _____

High School: _____

Coordinator Name: _____

Aptitude, Skills, Interest Match:

1. What do I want to be? _____
2. What are my interests, skills and abilities? _____
3. Have I researched the physical requirements for my desired branch? _____
4. Have I taken the ASVAB? _____
5. Have I researched the minimum AFQT score for the branch I want to enlist in? _____
6. What is my entry rank? _____
7. What military occupation am I interested in? _____
8. What high school credential(s) have I earned? _____
9. Does my career field require any additional education or specialized training? _____

Helpful Resources: ACT Profile, Unlock My Future, Today's Military (Provides the minimum AFQT scores for each branch of the military).

Academic Match:

Are you on target to meet graduation requirements? _____

Cumulative GPA: _____

TOPS GPA: _____

ACT Composite: _____

English Subscore: _____

Math Subscore: _____

ACT Plan Score: _____

English Section: _____

Math Section: _____

ACT WorkKeys Score: _____

Aspire Score (if applicable) _____

AFQT Score: _____

Helpful Resources: ACT Profile, LOSFA.

*Please note that if you qualify for a TOPS Award after graduation and are active duty military, you could qualify for a Request for Exception and may be able to apply to have your award reinstated once your active duty term is over.

Cost of Living Match:

How much are my monthly expenses going to cost? (Please note these are estimates).

A. Housing: _____

B. Utilities: _____

C. Food: _____

D. Transportation: _____

E. Healthcare: _____

F. Personal:_____

G. Uniforms/Supplies:_____

H. Miscellaneous: _____

Total (Add A-H):_____

Helpful Resources: My Life, My Way. Today's Military; Individual Military Branch websites.

Social/Emotional Match:

When I enroll in the military do I want to be active duty or would I prefer part-time duty? _____

Am I open to relocating? _____

Have I met with a military recruiter? _____

Have I met with my parents/guardians and my recruiter in an informational meeting?_____

Have I met with a counselor to help me select a career path? _____

Will this job be fulfilling? Will I be satisfied doing it? _____

Helpful Resources: Today's Military (lists the different military branches and their full-time/part-time options).

Retention Match:

1. Are there opportunities for job advancement? _____

2. Will this career offer me the flexibility I may need later in life? _____

3. Is this job a temporary means, or is this a career I can see myself doing long term? _____

4. Will I need a higher level of education to be eligible for job advancement?_____

5. What educational/training opportunities are available to help me achieve my long-term goals? _____

_____

*If you answer no to Q1 or Q2 be sure to complete the postsecondary sheet.

*If you answer yes to Q3 or Q4, be sure to complete the postsecondary sheet.

Helpful Resources: Talk to your recruiter and see what additional resources he/she can share with you.

Louisiana Office of Student Financial Assistance Field Outreach Services (LFOS)

MEDIA CONSENT FORM FOR MINORS

I am the _____ of:
(Insert Parent/Guardian)

_____ _____ _____, _____
(First Name) (M.I.) (Last Name) (Date of Birth)

who participates in Louisiana Office of Student Financial Assistance Field Outreach Services (LFOS) administered program.

CONSENT:

By signing this form below, I give LOSFA consent to publish creative works/information/pictures/audio/video provided by my daughter/son or taken at LOSFA/LFOS sponsored events on its Web sites, on the web pages of its social media sites (Facebook, YouTube, Twitter, Flickr), and in its print publications.

By signing the form below, I also consent to the publication of creative works, information, pictures/audio/video provided by my daughter/son or taken at LOSFA/LFOS sponsored events in both editorial and/or promotional contexts in external publications/Web sites including, but not limited to, Louisiana NEXT (Guide To Life After High School)—a publication of Louisiana Business Inc. and its companion Web site, LaNEXT.com.

I agree that the consent provided herein shall remain in effect for the entire period of time during which my child participates in LOSFA/LFOS sponsored events, unless revoked in writing.

_____ _____
(Signature) (Date)

_____ _____
(PRINT Full Name) (Telephone Number)

_____ _____
(Email Address) (Current Grade Level)

_____ _____
(District/Parish) (School Name)

Louisiana Office of Student Financial Assistance Field Outreach Services (LFOS)

MEDIA CONSENT FORM

I am

_____ _____ _____, _____

(First Name) (M.I.) (Last Name) (Date of Birth)

and I participate in a Louisiana Office of Student Financial Assistance Field Outreach Services (LFOS) administered program.

CONSENT:

By signing this form below, I give LOSFA consent to publish creative works/information/pictures/ audio/video taken at LOSFA/LFOS sponsored events on its Web sites, on the web pages of its social media sites (Facebook, YouTube, Twitter, Flickr), and in its print publications.

By signing the form below, I also consent to the publication of creative works, information, pictures/audio/video taken at LOSFA/LFOS sponsored events in both editorial and/or promotional contexts in external publications/Web sites including, but not limited to, Louisiana NEXT (Guide To Life After High School)—a publication of Louisiana Business Inc. and its companion Web site, LaNEXT.com.

I agree that the consent provided herein shall remain in effect for the entire period of time during which my child participates in LOSFA/LFOS sponsored events, unless revoked in writing.

_____ _____

(Signature) (Date)

_____ _____

(PRINT Full Name) (Telephone Number)

_____ _____

(Email Address) (Current Grade Level)

_____ _____

(District/Parish) (School Name)

Signal Vine Text Messaging Sign-Up Sheet

By providing your cell phone number, you agree to receive text-based communication on your mobile phone from the Louisiana Office of Student Financial Assistance (LOSFA), LFOS, and our university partners. Your information will be kept confidential and will not be shared with institutions other than those to which you have indicated interest. Standard text-messaging rates apply and you are responsible for any costs incurred in receiving texts. You may also opt-out at any time by replying to any text sent

School Name: _____Student Name:_____

Cell Phone Number: ( ) _____ - _____

By providing your cell phone number, you agree to receive text-based communication on your mobile phone from the Louisiana Office of Student Financial Assistance (LOSFA), LFOS, and our university partners. Your information will be kept confidential and will not be shared with institutions other than those to which you have indicated interest. Standard text-messaging rates apply and you are responsible for any costs incurred in receiving texts. You may also opt-out at any time by replying to any text sent

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School Name: _____Student Name:_____

Cell Phone Number: ( ) _____ - _____

LOSFA FIELD OUTREACH DIVISION

A DIVISION OF THE LOUISIANA OFFICE OF STUDENT FINANCIAL ASSISTANCE
A PROGRAM OF THE BOARD OF REGENTS
P.O. BOX 91202 | BATON ROUGE, LA 70821 | WWW.OSFA.LA.GOV