VSAC Vermont State GEAR UP
School Partnership Memorandum of Understanding

To be Provided by Vermont State GEAR UP

➢ An opportunity for your school to receive services designed to increase the academic achievement and high school graduation and postsecondary enrollment rates of your students.
➢ A GEAR UP Outreach Counselor to coordinate and provide services to GEAR UP students. Services are provided in collaboration with school administration and teachers to meet the needs of students in hopes of increasing their college and career-readiness.
➢ The opportunity to apply for funding, through the Partnership Agreement process, to support school initiatives and activities related to college and career readiness, STEM enrichment, or academic support.
➢ Assistance with the development of the Partnership Agreement Request for Funding application and implementation of any funded Partnership Agreement activities.
➢ Data related to your school’s GEAR UP students that would inform both your school’s goals and objectives and those of the GEAR UP grant.
➢ College and career exposure through field trips and additional out-of-school programming. All off-site programs including field trips will be coordinated with the school and follow the school’s field trip policy.
➢ Financial aid information and resources provided to students and parents/guardians.
➢ Faculty/staff meeting presentation to explain the goals and objectives of GEAR UP and the services the grant and VSAC can provide the school.
➢ Professional development opportunities for faculty and administration related to college and career readiness, financial aid, and other topics of interest to the school.
➢ Access to members of the GEAR UP management team to provide support and collaboration with career-ready and college-going initiatives.
➢ Access to GEAR UP STEM equipment for use in the schools through a lending program.

To be Provided by School

Preparation and support by the school in several areas is required to assist GEAR UP Outreach Counselors to provide high quality services to your students and school community. Your school agrees to provide the following to maximize GEAR UP’s support and impact on your school:

➢ An identified GEAR UP school contact to work with teachers, school counseling staff, other school staff and administration for planning and implementation of GEAR UP Outreach Counselor student appointments, field trips and other out-of-school experiences, student recruitment, and collection of required GEAR UP data.
➢ Support by the school contact and/or other appropriate school personnel in identifying and eligible students for participation in GEAR UP and for providing the needed verification documentation of eligibility for all GEAR UP students. (To be provided at the time of enrollment in GEAR UP.)
➢ Access to students and support with scheduling individual or group student meetings.
- Attendance by the GEAR UP School Liaison and Principal or Assistant Principal at the twice annual regional GEAR UP school meetings.
- A safe, private meeting space for one-on-one student meetings and an appropriate meeting space for groups of students.
- A staff member or teacher to be present for every GEAR UP classroom or large group presentation or activity.
- Access to needed technology such as a telephone, Internet connection and copier on day of visit.
- Meet GEAR UP data and paperwork requirements, including providing the following to VSAC.
  1. Provide a copy of the most recent school action or strategic plan.
  2. Provide a transcript or report card for each GEAR UP student at the end of the academic year to record academic achievement.
  3. Complete the annual GEAR UP College and Career Readiness Inventory.
  4. If your school or district is required to have a Single-Audit, submit the results of that audit to GEAR UP each year it is required.
  5. Schools are required to provide matching funds or service equal to the total amount of GEAR UP funds awarded through the Partnership Agreement. Schools must complete GEAR UP’s in-kind match form each year that they receive funding.
  6. Complete all requirements of the Partnership Agreement related to funding and by the designated deadlines to ensure reimbursement, including:
     - Submission of the GEAR UP Activity Report form following the completion of each activity
     - Submission of the completed reimbursement form and related documentation

I agree to provide the above in support of GEAR UP’s partnership with the school.

Rivendell Academy
Name of School

[Signature]
Signature of Principal

[Signature]
Signature of GEAR UP Outreach Counselor

[Signature]
Signature of GEAR UP Director

Keri Gelenian
Name of Principal (printed)

11/28/18
Date

11/30/18
Date