

**Early Outreach Partnership Project  
Goal & Objectives  
Work plan for November 2009-February 29, 2010**

Objective	Responsible person	Funds	Completion Date	Comments
Refine and revise resource list; summarize strengths and weaknesses and identify usefulness.	Beverly, Michael, Daniel;	Wages & salaries	February 15, 2010	Resources will be extracted from interviews conducted by staff & effort will be made to request info from site directors at next site director meetings.
Refine and revise literature review; synthesize and identify salient components	Geno	Contractual;\$11,500	March 30, 2009	Dr. Contreras completed the literature review ; still needs to present to presented to GEAR UP Directors will schedule at next meeting.
Conduct site visits to Big Bend, Columbia Basin, Skagit Valley, Walla Walla Community Colleges, and ten local schools to conduct observations of best practices.	Michael, Beverly, Daniel & Gretchen	Travel, per diem, & salaries and wages	February 15, 2010	Observations have been scheduled and written up for promising practices consideration. Last ones are being worked on November and December. All writing will be completed by February 15 <sup>th</sup> .
Edit Promising Practices in Early Outreach for publishing	Lupe, Gretchen, Beverly, Jose, Michael	Travel	January 15 <sup>th</sup> for review on during January 22 <sup>nd</sup> Symposium Final publication Feb. 15 <sup>th</sup>	Lupe (format) Michael, Gretchen, Beverly, Jose (editing)
Develop first version of: 1) an early outreach vocabulary guide, 2) age-appropriate informational materials concerning middle school preparation for success in high school,	1)Partnership effort w/GEAR UP & WSU LO ( JR Gomez, Andy Pascua, & program supervisors) Write up: JR	1)Printing of vocabulary guide 2) Printing of "What are they talking about?" 3)printing Printing of manuals/guide	1)December 15, 2009 2) done-8/2009 3)pending-Feb 15	The vocabulary guide was a partnership effort with numerous individuals for regional consideration and the review of existing early outreach information.

Daniel's last work date: December 15, 2010; with limited availability until then. Out 11/23-12/08/09  
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<p>3) middle school appropriate materials regarding careers and job shadowing 4) <i>Effective Early Outreach on College Campuses</i> (how to organize activities for middle and high school students).</p>	<p>Gomez 2) age appropriate materials- Gretchen 3) Maria H, 4) Gretchen</p>	<p>4) printing of promising practice manuals &amp; college hosted activities- \$8,000</p>	<p>4) pending-Feb 15</p>	<p>Will be finalized after the January 22, 2010 symposium.</p>
<p>Conduct parent &amp; student surveys at two GEAR UP parent-focused activities to obtain insights on parent outreach challenges and successes</p>	<p>Effective Nov 1<sup>st</sup>; Geno; Lupe</p>	<p>Printing &amp; translation of interview questions Wages for interview Facilitators(\$500)</p>	<p>one session-11/14<sup>th</sup> second- pending at BBCC (or Sunnyside)</p>	<p>Will coordinate with Kara Garrett to final date of this event or Michael Romero</p>
<p>1) Meet with Colleges of Education at Washington State University and University of Washington to discuss research findings regarding age appropriate early outreach material development and 2) meet with Admissions and/or Student Services Directors to</p>	<p>2007-8 Jose V 2008-9 Daniel 2010-Geno</p>	<p>Travel, per diem \$ 1000</p>	<p>1) meetings were scheduled in 2007 &amp; 2008 2) meeting will be scheduled in Jan 2010 by Geno</p>	<p>We will review the notes of each meeting to write up information gathered Geno will meet with Eric Johnson, WSU GEAR UP Education Liaison for updated info.</p>

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discuss possible integration of these early outreach strategies into existing service design.				
Participate in development meetings for design of the summer math and science "campus" programs for middle school students to identify challenges and successful strategies.	Gretchen, Beverly		Jan. 15 <sup>th</sup> , 2010	Promising Practice write-ups include this component.
Draft sustainability plan to maintain the website and update as needed. Obtain written commitments from UW & WSU. Website should be completely operational by September 2009.	Stephanie Miller, Jose R., Geno, Lupe, Gretchen, Beverly	travel	December 9 <sup>th</sup> Mtg	Website workplan will be developed during mtg
Facilitate a focus group of consultants (of school staff ) to discuss and finalize recommendations	Gretchen, Lupe	Travel, Meals, Supplies, Communication	January 22, 2010	A symposium is scheduled at WSU TC to gather input from secondary schools and colleges. E-mail invitations will be distributed early December.
Finalize the resource list and ensure GEAR UP Program staff assume responsibility to maintain regular	Geno, Loueta, Beverly	travel	ongoing	

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review and updates.				
obtain necessary copyrights, produce and distribute materials. Materials will be distributed to all GEAR UP Programs and individuals who request materials via the website.	Lupe, Daniel	wages	October 2009	Research was conducted by Lupe to identify contact person at WSU; Daniel followed and made contact and obtained guidance on how to proceed.
Present informational sessions to introduce GEAR UP website and materials at state, regional and national conferences.	Daniel, Geno, Loueta, Andy, Michael	Salaries Travel \$2,500	July 2009, October 2009	Presentations were scheduled at GEAR UP national conference at San Francisco (we had tech problems) and at GEAR UP regional conference in Spokane, WA
Disseminate materials and information regarding the website to GEAR UP Program Directors and other interested parties such as community organizations, parents, schools districts.	Lupe Mota & Geno	Wages-\$4,500	February 29, 2010	Lupe Mota will gather all info email address for school districts, organizations,etc and prepare distribution of info. Lupe is also our graphics designer and formatting person. She is assuring all pages are formatted appropriately.
Transfer inventory of materials to UW and WSU GEAR UP Program to maintain inventory and revise as necessary.	Geno with assistance of Chris Tucker	Overtime pay for C. Tucker -\$300	March 1, 2010	In final report include a list of items purchases. In narrative report state intent to leave supplies & non-capital equipment with partners so College Spark can approve.

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