



2020 Leadership Summit

Coordinator Timeline

November 15: Application Opens

The GEAR UP Georgia Student Leadership Summit application will open. School coordinators should promote the event and recruit applicants using the coordinator toolkit materials (fliers, school announcement script, application).

November 15 – December 10: Application Period

Students must turn in their application to their GEAR UP Georgia school coordinator by December 10, 2019. No applications will be accepted after the deadline.

December 10 – December 13: Scoring Applications

School coordinators should score all applications using the GEAR UP Georgia Leadership Summit grading matrix. Each score sheet must be signed by the school coordinator and stored at the school as backup documentation. School coordinators should then use students' scores to recommend two students to attend.

December 16: Student Selections Due

School Coordinators will submit the Leadership Summit student selection sheet to their Local Program Coordinator by December 16. The school principal must sign the selection sheet.

December 17 – December 19: Acceptance Letters

School Coordinators will use the GEAR UP Georgia Leadership Summit acceptance letter template to provide a congratulatory letter to each family representing their school. The acceptance letter will provide next steps regarding the online registration.

January 7 – January 18: Enrollment Period

Each selected student and parent/guardian will receive an email invitation to register for the Leadership Summit directly from the GEAR UP Georgia Director of Implementation. The online registration will open January 7 and close on January 18 at 11:59PM.

January 25: Signed Enrollment Confirmation Page Due

School coordinators should submit the students' signed enrollment confirmation page to their Local Program Coordinator. No student is permitted to attend the Leadership Summit without a signed enrollment confirmation page.

February 1: Family Guidebook Mailing

GEAR UP Georgia Leadership Summit family guidebooks will be mailed up to each enrolled family using the address provided during the online enrollment.

February 11 – February 15: Coordinator Contact

School Coordinators will contact each family to ensure they have all the information and resources needed to prepare for the Leadership Summit and answer/refer any questions that remain.