



# LEADERSHIP SUMMIT COORDINATOR TOOLKIT

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# 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.



# 2020 Leadership Summit

## Selection Sheet

### Event Summary

The GEAR UP Georgia Student and Parent Leadership Summits will take place at the University of Georgia Center for Continuing Education and Hotel on March 6-8, 2020. Two students from each GEAR UP Georgia cohort high school and two students from the priority district will be invited to attend. Students will work together with Seeds Training, the national GEAR UP Leadership Summit facilitators to create a stronger college-going culture within their schools and communities becoming GEAR UP Georgia Student Ambassadors upon completion. Students will strengthen leadership skills and increase their college awareness and readiness.

Each student must be accompanied by an adult family member (parent, guardian, temporary custodian, or advocate) to serve as a chaperone while at the Leadership Summit. The family member chaperone will participate in the GEAR UP Georgia Parent Leadership Summit while students are working with Seeds Training. The Texas Valley Communities Foundation facilitates the Parent Leadership Summit and the curriculum is aligned with the Harvard Family Research Project, Dr. Carol Dweck's mindset theory research, and Dr. Conley's Four Keys to College and Career Readiness. The goal of the Parent Leadership Summit is to cultivate a group of parents and family advocates with a greater capacity to promote positive change in their children, school, and community. The family member chaperone and the student representative will share a double-occupancy room at the University of Georgia Center for Continuing Education and Hotel.

Students and parents/guardians/advocates who attend the Leadership Summits will be given the opportunity to experience a professional conference while interacting and learning from other students, parents, and educators across Georgia. Students participating in the Student Leadership Summit will focus on encouraging student, parent, and community involvement within the school and promoting the college readiness process among their peers. The students may also be asked to help guide GEAR UP Georgia initiatives by participating in student focus groups or representing the student body at GEAR UP Georgia conferences, meetings and trainings.

Student selection to attend the GEAR UP Georgia Leadership Summits will be based upon activity and engagement in GEAR UP sponsored activities, potential leadership abilities, college and career focus, and the ability for a family member/advocate to attend the Parent Leadership Summit and assume responsibility for the student for the duration of the Leadership Summits. GEAR UP grant funds will be used to cover the costs of the lodging, meals, and transportation during the Leadership Summit for the students and parent/guardians.



# 2020 Leadership Summit

## Selection Sheet

### Frequently Asked Questions

#### What kind of event is the Leadership Summit?

Well... in our slightly subjective opinion, the GEAR UP Georgia Leadership Summit might be the best residential college access event EVER. You will get to...

- learn more about college access and success
- make new friends from across the state
- discover the University of Georgia while in leadership training on campus, and
- develop leadership skills to influence others for the greater good

#### What will I do at the Leadership Summit?

Students will attend leadership classes that include martial arts styled board breaking, impromptu dance sessions and a whole lot of character development in between all the excitement. In addition, you will be on a college campus for three days with GEAR UP Georgia students from multiple schools and counties.

Parents/guardians will attend leadership workshops designed specifically for adults to help them better prepare their family for college and learn how to leverage the resources GEAR UP and the state of Georgia provides to ensure the best possible outcomes (graduation!). Students and parents will experience a campus tour and activities.

#### What are my responsibilities?

As a student, we expect you to help create a college going culture in your school by promoting GEAR UP activities, events and college access initiatives amongst your peers. You will graduate the Leadership Summit as a GEAR UP Georgia Student Ambassador.

As a parent, we expect you to make sure your child understands the Leadership Summit rules and expectations. We also expect you to help your child prepare/pack for the Leadership Summit. If your child breaks the rules, you will be responsible for arranging transportation to leave early. Finally, highlighting a positive attitude while you attend the Parent Leadership Summit will be of utmost importance.

#### Where will we stay?

GEAR UP Georgia will provide Leadership Summit participants with lodging at the University of Georgia Center for Continuing Education and Hotel in Athens, Georgia. Summit classes will also be held at the University of Georgia Center for Continuing Education and Hotel.

#### Who else will be there?

Students from GEAR UP Georgia's other schools will attend. The Leadership Summit will host approximately 80 students and 80 parents.

#### Will I share a room with someone?

Yes, you will room with your parent/guardian. The Leadership Summit rooms are double-occupancy to accommodate the student and parent/guardian.



# 2020 Leadership Summit

## Selection Sheet

### Frequently Asked Questions Continued

#### How much does the Leadership Summit cost?

The 2020 Leadership Summit is FREE. GEAR UP Georgia will provide meals, lodging and transportation. Each hotel guest room will come equipped with toiletries and each participants will receive breakfast, lunch, dinner and an evening snack while at the Leadership Summit.

#### Will I need money?

GEAR UP Georgia will provide lodging, meals and supplies. If you or your parent/guardian go rogue and get McDonald's at 2:00 AM... that's own your own dime. In addition, you may bring money to purchase items while at the Leadership Summit like UGA items at the bookstore but GEAR UP Georgia cannot be held responsible for any lost money.

#### How will we get there?

Our first priority is to provide a bus for participants in each district. However, if parents or advocate's end up incurring any expenses to transport their students because the group transportation was not permissible at your location, the GEAR UP Georgia grant will reimburse you through the local partners after the conference unless a district transportation policy has been set requiring all participants ride the bus.

#### Can I bring my cell phone and other gadgets?

Yes, there will be certain periods that you are allowed to use these items. You are responsible for the safety and care of these items GEAR UP Georgia cannot be held responsible for lost or damaged items. Most importantly, be considerate of our leadership trainers that have flown from all over the nation to work with you.

#### Will boys and girls be allowed to hang out together?

Yes, but only during supervised activities and **NEVER** in the hotel guest rooms. If you are caught mingling with students of the opposite gender in the hotel guest rooms, you will be asked to leave- no excuses, no exceptions.

#### Who supervises camp, and who will keep my child safe?

Safety and supervision are very important to us. GEAR UP Georgia will have a full staff, which includes the following:

- Parents/Guardians will serve as a chaperone to their child during "off" times
- Professional staff members from GEAR UP Georgia
- GEAR UP Georgia Local Program Coordinators
- Summit mentors (Kennesaw University interns)
- UGA Center & Hotel security

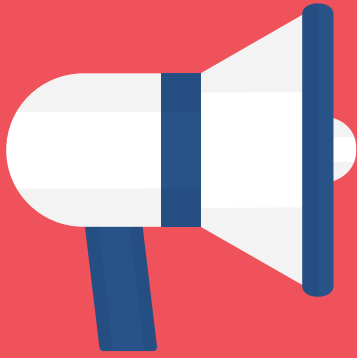
#### What if a participant has special dietary needs? What arrangements can you make for this?

Prior to attending the Leadership Summit, students and parents will be asked to complete an online enrollment form that will give you the opportunity to outline any dietary needs, as well as any other requested accommodation. We will provide the following meals as part of the Leadership Summit. Some meals will be served buffet- styled so your child can eat as much as they want. In addition, you are more than welcome to bring snacks for your room.

Day 1: Lunch, Dinner and Evening Snack

Day 2: Breakfast, Lunch, Dinner and Evening Snack

Day 3: Breakfast & Lunch



**APPLICATIONS  
NOW  
AVAILABLE**

**LEADERSHIP  
SUMMIT  
@ UGA**

**MAR  
6-8  
2020**



**APPLY  
NOW!!!**

**DEADLINE  
TO APPLY  
*DEC 10***

**GEARUP**  
*Georgia*



Applications available online at [www.gearupgeorgia.org/conference](http://www.gearupgeorgia.org/conference)



# 2020 Leadership Summit

## School Announcement

Here's an awesome GEAR UP opportunity!

GEAR UP Georgia students can apply to participate in a 3-day/2-night student leadership summit to be held at the University of Georgia Center for Continuing Education and Hotel on March 6-8, 2020.

You'll get to work on campus, develop your leadership skills, learn more about college access and success and meet other GEAR UP students from across the state. Two students from each GEAR UP Georgia cohort school and two students from each priority district will be chosen to attend. If you want to go, complete the Student Leadership Summit application, no later than December 10th.

The application is competitive, but selections are NOT based entirely on grades. We're looking for students who are eager to learn more about college, have demonstrated leadership skills and have participated in GEAR UP sponsored events.

For more information, see your school's GEAR UP school coordinator, **<insert coordinator name>** or visit the GEAR UP Georgia website at [www.gearupgeorgia.org](http://www.gearupgeorgia.org)



# 2020 Leadership Summit

## Application

Student selection for 2020 Leadership Summit will be based upon participation in GEAR UP sponsored services, potential leadership abilities, academic ownership, and the ability for a family member/advocate to attend the Parent Leadership Summit and resume responsibility for the student outside of workshop hours.

### Student Information

County: \_\_\_\_\_ School \_\_\_\_\_

Full Name: \_\_\_\_\_  
Last First M.I.

Address: \_\_\_\_\_  
Street Address Apartment/Unit #

City State ZIP Code

Phone: \_\_\_\_\_ Email \_\_\_\_\_

Will you be a first-generation college student (meaning your parents have not completed a bachelor's degree)? YES NO

Have you attended any GEAR UP Georgia activities or events at your school or county this school year? YES NO

If yes, please list which activities: \_\_\_\_\_

### Student Agreement and Signature

*I certify that my answers are true and complete to the best of my knowledge. I understand that selection is competitive and contingent upon my parent/guardian's ability to attend and participate in the Parent Leadership Summit. If this application leads to selection, I understand that if I accept this nomination to attend the GEAR UP Georgia Student Leadership Summit, I must attend all sessions throughout the course of the summit and remain with my parent/guardian when not in a session. I understand that I will be a representative of my school and county and must continue to follow rules and procedures set forth by my school.*

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Parent/Guardian Agreement and Signature

*I understand that if my student is selected to attend the 2020 Leadership Summit, I must attend the Parent Leadership portion throughout the course of the day and am responsible for my student when not in a summit session. I hereby authorize my student to submit an application for the GEAR UP Georgia Leadership Summit.*

Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_









# 2020 Leadership Summit

## Score Sheet

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.

STUDENT NAME: \_\_\_\_\_

SCHOOL: \_\_\_\_\_

COUNTY: \_\_\_\_\_

### 1.) Participation in GEAR UP or other college-planning activities:

1 point = student rarely or never participates in these activities

2 points = student occasionally participates in these activities

3 points = student often participates in these activities

**Section score (max possible = 3):** \_\_\_\_\_

### 2.) Character and leadership potential:

1 point = student is often in trouble at school and/or does not communicate or interact well with peers

2 points = student sometimes gets in trouble at school but mostly interacts well with other students

3 points = student has demonstrated a desire to do well in school and serve as a positive influence for other students

**Section score (max possible = 3):** \_\_\_\_\_

### 3.) Educational/Career Goals:

1 point = student has demonstrated little or no interest in postsecondary planning

2 points = student has demonstrated some interest in postsecondary planning

3 points = student has demonstrated a strong interest in postsecondary planning

**Section score (max possible = 3):** \_\_\_\_\_

### Bonus points: Each "yes" response would warrant two additional points.

- Would this student be considered a "first generation" college student?
- Does this student participate in a GEAR UP Georgia mentoring program?
- Does this student participate in the GEAR UP Georgia tutoring program?

**Section score (max possible = 6):** \_\_\_\_\_

**TOTAL SCORE (max possible = 15):**

COORDINATOR NAME: \_\_\_\_\_

COORDINATOR SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_



# 2020 Leadership Summit

## Selection Sheet

GEAR UP Georgia School Coordinators should complete the student selection sheet and submit it to their Program Coordinator by December 16, 2020 providing GEAR UP Georgia with the two students selected to attend the 2020 Leadership Summit for their school. The information provided on this form will be used to contact the students and parents/guardian throughout the registration process.

*SCHOOL:* \_\_\_\_\_

*COUNTY:* \_\_\_\_\_

### STUDENT 1

Full Name: \_\_\_\_\_

Last First M.I.

Address: \_\_\_\_\_

Street Address Apartment/Unit #

City State ZIP Code

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### STUDENT 2

Full Name: \_\_\_\_\_

Last First M.I.

Address: \_\_\_\_\_

Street Address Apartment/Unit #

City State ZIP Code

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

*I support the selection of the students listed above to attend the 2020 GEAR UP Georgia Leadership Summit.*

*School Coordinator Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_

*Principal Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_



# 2020 Leadership Summit

## Acceptance Letter

<Insert Date>

Dear <Insert Student Name>,

Congratulations! You have been selected to attend the 2020 Student Leadership Summit and represent <insert school> at the University of Georgia Center for Continuing Education and Hotel in Athens, Georgia.

As your GEAR UP School Coordinator at <insert school>, I will continuously check in with you and your parents through the enrollment process and to answer any questions along the way.

You will receive an email from GEAR UP Georgia on January 7, 2020 that includes your invitation to register for the Leadership Summit. The email invitation will be sent to the email you listed on the Leadership Summit application. If you need the registration invitation to be sent to a different email, let us know immediately. The deadline to register is January 18, 2020. However, you must print out your enrollment ticket, sign it and submit it to your GEAR UP Georgia School Coordinator by January 25, 2020. If you have any questions during the enrollment process, please do not hesitate to ask.

You will receive the Leadership Summit family guidebook in the mail after your enrollment is complete. The guidebook will include information about the Leadership Summit (program facilitators, schedules, roles and responsibilities, packing checklists) along with information about the University of Georgia Center for Continuing Education and Hotel.

Should you have any questions in the meantime, please contact me at <email address> or <phone number>.

Sincerely,  
<Insert Signature>

<Insert School Coordinator Name>

<Insert Title>



# 2020 Leadership Summit

## Registration Procedures

GEAR UP Georgia will send an invitation for the students to register for the Leadership Summit on January 07, 2020. The invitation will be sent to the student's email address listed on the Student Selection Sheet. Please ensure the Student Selection Sheet is completed in its entirety.

**The online registration includes the following items and must be completed in its entirety:**

- Contact Information (Student & Guardian)
- Accommodation Requests (Dietary, Educational and/or Physical)
- Student T-Shirt Size
- Emergency Contact Information
- Media Release
- Code of Conduct Agreement
- Honor Code Agreement
- Dress Code Agreement
- Transportation Release
- Texting Consent
- Parent/Guardian Participation Agreement
- Parent/Guardian Consent to Participate

**The Leadership Summit enrollment process is not complete until the following items occur:**

- 1.) Student and parent/guardian complete the online registration (***due January 18***).
- 2.) Student and parent/guardian print, sign and submit the enrollment confirmation ticket to their GEAR UP School Coordinator (***due January 25***).
  - The confirmation ticket will be emailed to the students as a PDF attachment immediately after their online registration form is submitted. It needs to be printed and signed by both the student **and** parent.
- 3.) School Coordinators review, scan and email the signed enrollment confirmation ticket to their Program Coordinator (***due January 28***).

**GEAR UP Georgia will mail the Leadership Summit family guidebooks on February 01, 2020 to each enrolled family using the address provided during the online enrollment.**