

## PROGRAM:

GEAR UP College Resource Toolboxes

## OBJECTIVES:

GEAR UP College Resource Toolboxes are starter kits for college knowledge and college application information for high school students and families. GEAR UP College Resource Toolboxes assist students in organizing materials they collect to help them create their Student Portfolios and to utilize other college preparation materials.

## LOCATION:

Oakville H.S. and Evergreen H.S. (rural and urban high schools)

## DESCRIPTION:

At the beginning of each school year, Evergreen GEAR UP provides freshman students and their families a College Resource Toolbox. The College Resource Toolbox, also referred to as “The Toolbox,” is a portable file box where families can store their student’s college planning and preparation materials.

Oakville’s Parent Resource Group collaborated with GEAR UP staff and created “The Tool Box” to help families prepare for college early. “The Toolbox” provides students and families a place to store college preparation information from GEAR UP and other school programs and resources. “The Toolbox” is very compact and easy to fit anywhere, as well as go anywhere. This helps those who may move often or live in tight spaces.

Suggestions for how to use “The Toolbox” at home:

- Have students place all high school and college information in the toolbox immediately upon receiving it (i.e. graduation and financial aid information, report cards, portfolio, college applications and brochures, and college testing information, etc.).
- Keep “The Toolbox” in a location in the home that is easily accessible to the student and parent.
- Periodically review the material, discarding duplicates and/or information that are no longer needed.
- Set aside time to review and discuss the information with your student.

“The Toolbox” is set up with several hanging files and manila folders, labeled to assist in organizing the college preparation information that students receive. GEAR UP also includes informational materials to help families start the college planning process.

### What's included in the toolbox?

- 1) *First in the Family: Advice About College from First-Generation Students* (book)
- 2) GEAR UP Information – (hanging file)
  - GEAR UP (manila folder)
    - GEAR UP Brochure
    - Staff Sheet
    - GEAR UP Fact Sheet
    - GEAR UP Newsletters (Current Issues)
- 3) Preparing for College – (hanging file)
  - Preparing for College (manila folder)
    - GEAR UP “What Did You Say?” (brochure)
    - GEAR UP Divider Fact Sheet “Make Every Course Count!”
    - GEAR UP Divider Fact Sheet “True or False”
    - Step-by-Step Guide to College
    - “How to Go to College Guide” (GEAR UP booklet)
- 4) Applying for College – (hanging file)
  - General Information (manila folder)
    - Sample of College Application
  - PSAT, SAT, & ACT Information – (manila folder)
    - GEAR UP Divider Fact Sheet “Psssst... What’s the PSAT?”
    - “Test Your TEST Knowledge?”
    - The ACT: Preparing for the ACT (study booklet)
  - Admission & College Application Information – (manila folder)
    - Sample College Applications
    - Understanding College Admission Handouts
- 5) How to Pay for College – (hanging file)
  - Paying for College – (manila folder)
    - GEAR UP Divider Fact Sheet “Getting Money for College”
    - FAFSA brochure
    - Paying for College Brochures
  - Scholarship Information (manila folder)
    - GEAR UP Divider Fact Sheet “NCAA Scholarship Requirements”
    - FastWeb Brochure & Flyer
    - “Funding your Education” booklet from Federal Student Aid Info Center
    - “Paying for College” booklet from NELA (Northwest Education Loan Association)
- 6) Personal Record – (hanging file)
  - Portfolio Documents (manila folder for student to begin saving personal information)

## IMPLEMENTATION TIMELINE:

**Summer** – Evaluate upcoming school year’s budget and determine priorities with school administration.

**Mid-Summer** – Work with school administration, determine how many College Resource Toolboxes are needed for the school year.

**End of Summer** – Parent volunteers, CPAs and GEAR UP Education Specialists assemble toolboxes.

**Fall** – Distribute toolboxes to families at the following events:

Harvest Festival

College Family Days

College Success Foundation events

Family Fun Nights

New Student/Family Orientation

Parent Resource Group

## FOLLOW-UP ACTIVITIES:

Evergreen GEAR UP Education Specialists and CPAs regularly communicate with students and their families, assisting them in accessing and organizing the toolbox.

## COSTS OR COST CONSIDERATIONS:

### **Toolbox Supplies include:**

Rubbermaid Totes

Hanging Files and File Folders

Special Paper and Color Printer (for label)

Glue (for label)

## CONTACT INFORMATION:

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For Tool Box Information Sheet: <http://www.evergreen.edu/gearup/docs/toolboxgearup.pdf>