



2020

# GEAR UP ToolKit

Preparation for Today,  
Tomorrow and Beyond

Part of you achieving success in high school and beyond is mastering personal accountability. To help you begin that process, we have created a toolkit to provide a snapshot of resources and topics that you should be focused on to help you on your journey.

This toolkit is a resource designed to help answer questions that you may have about high school and the post-secondary process, but this is only a small part of the bigger picture.

Let's go, it's time to achieve your goals!

- GEAR UP Team



# CONTENTS

- 01** Senior Year
- 02** Parents & Family
- 03** Time-Management
- 04** Study Tips
- 05** SAT/ACT Prep
- 06** Financial Assistance
- 07** Interview Tips

# SENIOR YEAR

WELCOME TO YOUR SENIOR YEAR, CONGRATS, YOU MADE IT! WE ARE INSPIRED BY THE MILESTONES YOU HAVE ACHIEVED TO GET HERE AND ARE ENCOURAGED BY YOUR WILLINGNESS TO CONTINUE YOUR JOURNEY.

YOU HAVE MADE IT THIS FAR, WHAT IS NEXT FOR YOU?

THERE ARE MANY CHALLENGES STILL AHEAD AND YOU WILL NEED EVERYTHING AVAILABLE TO YOU TO HELP YOU STAY FOCUSED. ARE YOU ON YOUR WAY TO COLLEGE? HEADING STRAIGHT TO CAREER? HOW ABOUT THE MILITARY, OR PERHAPS TRADE SCHOOL?

WHICHEVER PATH YOU SEE FOR YOUR FUTURE THERE ARE PEOPLE AND RESOURCES TO HELP YOU ALONG THE WAY. THINK OF THIS AS A BRIEF GUIDE TO HELP YOU STAY THE COURSE.

"BE PART OF THE PROGRESS"

# PARENTS/GUARDIANS

PARENTS/GUARDIANS YOU HAVE BEEN JUST AS IMPORTANT TO THIS JOURNEY AS EVERY OTHER FACTOR IN YOUR SCHOLAR'S LIFE. WHETHER YOU HAVE BEEN A SUPPORT SYSTEM, IN THE GAME OR JUST A LISTENING EAR, WHAT YOU HAVE GIVEN TO YOUR SCHOLAR IS OF EQUAL VALUE TO THEIR IN-SCHOOL SUPPORT.

HOWEVER, IT IS NOT OVER YET. FOR THEM, LIFE IS JUST BEGINNING AND THERE IS MUCH MORE ON THE HORIZON FOR THEIR LIFE. GEAR UP IS HERE TO BE A RESOURCE NOT JUST FOR YOUR SCHOLAR, BUT ALSO FOR YOU, BECAUSE WE KNOW HOW IMPORTANT IT IS FOR YOU TOO TO FEEL EMPOWERED DURING THIS TIME, ESPECIALLY IF YOU ARE EXPERIENCING THIS FOR THE FIRST TIME.

TELL US WHICH GEAR UP SCHOOL YOUR SCHOLAR ATTENDS, AND LET US KNOW HOW WE CAN BE OF ASSISTANCE:

[HTTPS://WWW.PHILASD.ORG/COLLEGEANDCAREER/PROGRAMS/INITIATIVES/GEAR-UP/QUESTIONS/](https://www.philasd.org/collegeandcareer/programs/initiatives/gear-up/questions/)

"BE PART OF THE PROGRESS"

# TIME-MANAGEMENT

## QUICK TIPS:

1. Find out where **You're Wasting Time** and cut out/reduce time spent on those activities.
2. **Create Time Goals** with the goal to change behaviors, not time.
3. **Make a Plan** and stick to it! It will take effort, but you can do it!
4. **Use Apps or Tools**, there are so many resources out there.
5. **Prioritize** what needs to be done today, and what can wait.
6. Start the habit of **Setting Time Limits**, give yourself 60 minutes to complete a task and then move on. You can always come back to any unfinished tasks.
7. **Get Organized** so that you do not waste time looking for things before you begin a task.
8. **Don't Wait**, if you are riding the train or waiting for a class to start use that idle time to be productive.

**REMEMBER: NO MATTER HOW ORGANIZED YOU ARE, THERE ARE ONLY 24 HOURS IN A DAY!!**

# STUDY TIPS

Philadelphia Futures 'STEP UP to College Guide' is an excellent resource to help you get more organized as a student. They share tips for better study habits, time-management and provide step-by-step checklist for each year of high school. Below are some study tips they recommend.

**Learn to prioritize.** A test tomorrow is more important than an assignment due next week.

**Take careful notes** and be sure to review them later, then review them again.

**Read, read, read!** To develop a strong vocabulary and prepare for life, read every day – and not just online.

Figure out **where and when you work best**. Do you work better alone or in a group? Should your space be quiet, or do you enjoy background music?

**Experiment**, and when you find something that works, stick with it.

**Establish a daily routine** for doing homework. Begin with the most challenging tasks while you are most alert.

For more tips visit:

- <https://philadelphiafutures.org/step-up-to-college/> (Phila Futures)
- <https://bigfuture.collegeboard.org/> (Princeton Review)

# SAT/ACT PREP

The SAT **and** ACT are both entrance exams used by colleges and universities to make admissions decisions.

The main difference between the two is that the ACT **includes a science section** and the SAT does not.

**College Board**, a GEAR UP partner, is responsible for administering both tests and are great resources for all of your college needs.

Below are some action steps to take in the fall of your senior year:

1. Determine which test, if any, is required for admission into your institution.
  - a. Some institutions are now test-optional, eliminating the need for SAT/ACT
2. Students at GEAR UP high schools are automatically eligible for test fee waivers.
3. Determine the date of the next test, and how that works with your timeline.
4. Register - <https://collegereadiness.collegeboard.org/sat-subject-tests/register>
5. Participate in all school-wide PSAT and SAT tests.



# FINANCIAL ASSISTANCE

**HERE ARE SOME SCHOLARSHIP RESOURCES:**

[HTTPS://WWW.PHILASD.ORG/COLLEGEANDCAREER/SCHOLARSHIPS/SCHOLARSHIP-BANK/](https://www.philasd.org/collegeandcareer/scholarships/scholarship-bank/)

**CHECK OUT THESE MONEY INFOGRAPHICS FROM BANK OF AMERICA:**

[HTTPS://BETTERMONEYHABITS.BANKOFAMERICA.COM/EN/SAVING-BUDGETING/BUDGETING-TIPS-FOR-TEENS](https://bettermoneyhabits.bankofamerica.com/en/saving-budgeting/budgeting-tips-for-teens)

[HTTPS://BETTERMONEYHABITS.BANKOFAMERICA.COM/EN/SAVING-BUDGETING/SAVING-MONEY-AS-A-TEENAGER](https://bettermoneyhabits.bankofamerica.com/en/saving-budgeting/saving-money-as-a-teenager)

**MORE SCHOLARSHIP RESOURCES:**

[HTTPS://WWW.TUITIONFUNDINGSOURCES.COM/](https://www.tuitionfundingsources.com/)

**NEED TO COMPLETE YOUR FAFSA? VISIT:**

[HTTPS://STUDENTAID.GOV/H/APPLY-FOR-AID/FAFSA](https://studentaid.gov/h/apply-for-aid/fafsa)

**NEED TO COMPLETE YOUR PHEAA? VISIT - DEADLINE 5/15:**

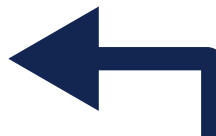
[HTTPS://WWW.PHEAA.ORG/](https://www.pheaa.org/)

**P/G/ TIPS FOR STRATEGIC & REALISTIC BORROWING:**

[HTTPS://WWW.CONSUMERREPORTS.ORG/PAYING-FOR-COLLEGE/HOW-MUCH-SHOULD-PARENTS-BORROW-FOR-THEIR-KIDS-COLLEGE/](https://www.consumerreports.org/paying-for-college/how-much-should-parents-borrow-for-their-kids-college/)

**PHILA EDUCATION FUND SCHOLARSHIP PROGRAM:**

[HTTPS://PHILAEDFUND.ORG/PROGRAMS/COLLEGE-CAREER-RESOURCES/PHILADELPHIA-SCHOLARS/](https://philaedfund.org/programs/college-career-resources/philadelphia-scholars/)



# INTERVIEW TIPS

## BASICS

To prepare for the interview, you don't need to memorize an answer, but do take the time to consider how you'll respond. The more you prepare, the more confident you'll feel during a job interview. When you're not sure what to expect during an interview review a refresher on how job interviews work and tips on how to prepare to ace a job interview.

Source: thebalancecareers.com

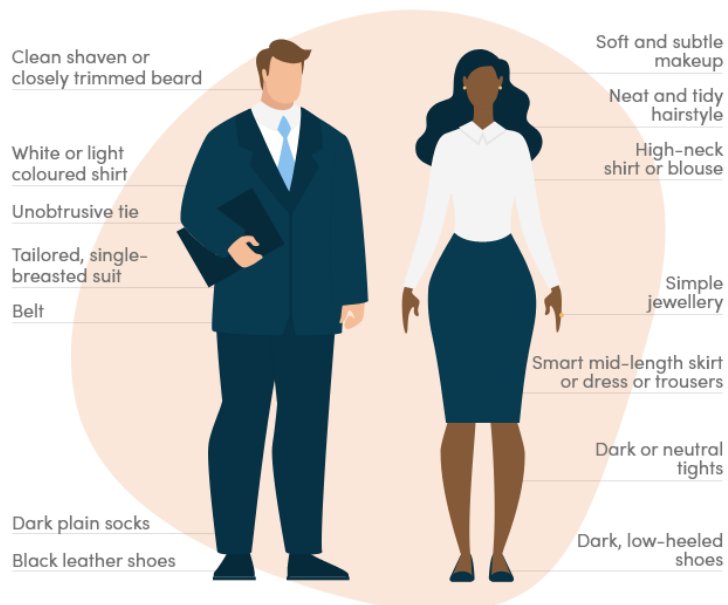
Review examples of the best answers for the most frequently asked interview questions in several different categories, and advice on how to answer.

## PREP & ATTIRE

Dress in an interview should also reflect the job or industry. If you are uncertain about what to wear, check out the company website or simply place a call to learn more about the culture.

Overall appearance, from hair to shoes, in many cases are as important as what is written down on a resume. This chart reflects some general guidelines about dressing for the interview.

### The Interview Dress Code



#### EARN EXTRA POINTS FOR



Glasses



Corporate Colours



Fresh Breath



Polished Shoes

#### LOSE POINTS FOR



Body Piercings



Stains



Sports Shoes



Smelling Bad



Tattoos on display

Here are some additional GU guided resources that can help you prep for the next phase on your journey: digital learning

- Job Search Into Action
- Virtual College Tour
- Expanding Knowledge - check G Classroom
- Exploring Majors: Based on Interests

- GEAR UP Team

Key list of resources, other questions contact link  
- its over now you are not missing anything else.

Naviance/Digital Learning College Readiness -  
check out/Blank Page/Use Step UP to College  
Guide as reference

