AMBASSADOR PROGRAM QUARTERLY OUTREACH REPORTS INSTRUCTIONS:

All GEAR UP ambassadors are required to submit quarterly outreach reports. Ambassadors must use the required *NSHE Institutions’ GEAR UP Outreach Tracking Form* to submit individual outreach activity details found online at the following link:

http://goo.gl/forms/G9zefwCOKR

Although data may be submitted regularly and is preferred throughout a quarter, submission of quarterly data must meet at least the following deadlines:

**DUE DATES OF SUBMISSION:**
- 1st Quarter Reporting period: 9/1/14-11/30/14,  DUE: December 10, 2014
- 2nd Quarter Reporting period: 12/1/14-2/28/15,  DUE: March 10, 2015
- 3rd Quarter Reporting period: 3/1/15-5/31/15,    DUE: June 10, 2015

If any submitted data requires clarification, the GEAR UP Ambassador will receive questions no more than 3 days after the submission deadline. In order to meet compilation deadlines, please be sure someone is available to respond to any clarifying questions within 48 hours.

Within the online form, GEAR UP Ambassadors will be asked the questions below regarding each outreach activity. If one activity serves multiple schools, please submit a separate form for each participating school.

1) Date of Activity
2) Name of GU Ambassador
3) NSHE Institution
4) School District Participating in Activity
5) GU School Participating
6) Type of Outreach
7) Title of Event
8) Where did the event take place?
9) Length of Activity
10) Other Notes
11) How many students attended?
12) How many parents attended?

The online reporting form is mobile phone compatible. Smartphone users may choose to submit forms following each activity, allowing data tracking to occur nearly in real-time.

**CONTACT FOR QUESTIONS:**
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