



## West-MEC Central Programs CTE Counselor Rookie Grant Description 2022-2023

West-MEC requests applications from counselors/career center specialists in member districts\* and charter schools who have one to three years' experience with career and technical education (CTE). Our goal is to enable these "rookie" grantees to be better prepared in guiding students to college and career-ready opportunities.

### **ACTION PLAN REQUIREMENTS:**

- Attend a minimum of **(FOUR)** West-MEC Professional Development offerings
- Provide **(ONE)** student presentation (to at least 30 students)
  - Targeting Sophomores, Juniors or Future Freshman students
- Host at least **ONE** Application Workshop (WM Recruiter support is available upon request)
- EXTRA CREDIT:** Participate in additional West-MEC PD trainings
- SAMPLE OF REQUIRED DELIVERABLES:**
  - Presentation description and schedules
  - Professional Development certificates
  - Student attendance from Application Workshop/Presentations
- Thank you note
- Signed W-9 & Consultant form

A stipend of \$400.00 will be awarded, based on the top rubric scores. This competitive grant will be awarded to no more than 25 grant applicants.

Stipends are processed after the post-conference is conducted and all deliverables are collected. Stipends may take 6-12 weeks to process after all required paperwork is submitted.

**\*Pre-conference date: No later than Thursday, September 15, 2022**

**\*Post-conference date: No later than Monday, April 17, 2023**

***NOTE: Multiple counselors may participate in the West-MEC Rookie grant program per school year.***

\* Member school belongs to one of the 14 member districts that voted to join West-MEC.



## ACTION PLAN- <<Counselor Grant>> 2022-23

I am looking forward to participating in the Rookie Grant and learning more about CTE opportunities for students. Below is my commitment to an Action Plan to meet and exceed the grant requirements as outlined in the Grant Rubric:

Grantee Name: <<First Name>> <<Last Name>>

Office Phone: <<Office Phone Number>> | Cell Phone: <<Cell Phone Number>>

Grantee School & Position: <<High School>> <<Job Title>>

My in person Grant Pre-Conference Date: \_\_\_\_\_

My in person Grant Post-Conference Date: \_\_\_\_\_

### ACTION PLAN REQUIREMENTS:

- Attend a minimum of **FOUR** West-MEC Professional Development Offerings
- Provide **ONE** student presentation (to at least 30 students)
- Host at least **ONE** Application Workshop (WM Recruiter support is available upon request)
- EXTRA CREDIT:** Participate in additional West-MEC PD trainings
- Thank you note
- Signed W-9 & Consultant form
- Submit deliverables

**West-MEC CTE PD:** I will attend a minimum of **FOUR** of the following PD sessions and/or Open House Events (**Note: All PD is in-person**):

- "A Day in the Life of Healthcare/Medical Specialties" | Sept. 20, 2022 (8:00-9:30am) (SWC)
- "A Day in the Life of Healthcare/Medical Specialties" | Sept. 20, 2022 (3:30-5:00pm) (SWC)
- "A Day in the Life of a Physical Therapy Student | Sept. 28, 2022 8:00-10:00am) (NWC)
- "A Day in the Life of a Dental Assisting Student" | Sept. 28, 2022 (3:00-4:30) (NWC)
- "A Day in the Life of a Coding Student" | October 6, 2022 (1:00-2:30pm) (NEC)
- "A Day in the Life of Drone Tech. & Precision Machining" | Oct. 13, 2022 (1:00-2:30pm) (CC)
- "Generation Orange" | October 28, 2022 (Time TBD) (START)
- "Application & Rubric Best Practices" | December 7, 2022 (9:00-10:00am) (START)
- "PLA for the Win" | January, 2023
- Open House @ Northeast Campus | Wednesday, October 19, 2022 (5:30-7:00pm)
- Open House @ Southwest Campus | Tuesday, October 25, 2022 (5:30-7:00pm)
- Open House @ Northwest Campus | Wednesday, October 26, 2022 (6:00-7:00pm)
- Open House @ GCC (Fire Science) | November 1, 2022 (6:00-7:00pm)
- Open House @ Central Campus | Thursday, November 3, 2022 (5:30-7:00pm)



- Open House @ EMCC (Culinary & EMT) | Tuesday, November 8, 2022 (6:00-7:00pm)
- Open House @ Northeast Campus | Thursday, October 17, 2022 (5:30-7:00pm)
- Open House @ Central Campus | Tuesday, December 6, 2022 (5:30-7:00pm)

**Application Workshop:** I will host an application workshop with a West-MEC Recruiter on \_\_\_\_\_.

**Student Presentation:** I have collaborated with my school's West-MEC Rep and we agreed that I will lead the \_\_\_\_\_ student presentation.

My presentation is scheduled for (DATE): \_\_\_\_\_.

The estimated number of students attending the presentation will be \_\_\_\_\_.

**W-9 and Consultant Form** will be completed prior to my Post-Conference.

**Grant applicant signature and date:** \_\_\_\_\_

*Note: If an emergency arises and I can't fulfill one or more of the commitments above, I will reach out to my West-MEC Grant Mentor to discuss an alternate plan to succeed in my grant.*



## Rubric for 'Rookie' Counselor Grant 2022-23

Applicant Name \_\_\_\_\_

High School \_\_\_\_\_

| <u>Action Plan Requirements</u>   | <u>Possible Points</u> | <u>Total Points Earned</u> |
|---|------------------------|----------------------------|
| Attend <b>(4)</b> West-MEC Professional Development Offerings               | 60                     |                            |
| Lead <b>(1)</b> student presentation to at least 30 students                | 20                     |                            |
| Host <b>(1)</b> Application Workshop (WM Recruiter assistance is available) | 20                     |                            |
| *Extra Credit (2 pts. for each additional PD Attended)                      |                        |                            |
| Total points to be eligible and receive the \$400 stipend                   | 100                    |                            |

### Deliverables:

- Professional Development Certificates (minimum of 4)
- Rosters for classroom presentation
  - Number of students
  - Class Title
  - Grade Level(s)
- Roster of Application Workshop
  - [Request a Recruiter](#)

### Additional Professional Development Opportunities:

- CTE Training
- CTSO Events
- Advisory Council Meetings
- West-MEC Open Houses
- West-MEC Signature Events
- District Career Fairs

|   |
|---|
| <p><b>To be completed by the<br/>Grant Committee:</b></p> <p>Grant Amount Awarded: _____</p> <p>Grant Declined: _____</p> <p>Signature: _____</p> |
|---|

### Additional Requirements:

- W-9 (first-time grant applicants only)
  - [W-9 Form](#)
  - Must be mailed, faxed, or hand delivered
  - DO NOT EMAIL
- Thank You note

**\*Extra Credit:** A stipend of \$400.00 will be awarded, based on the top rubric scores. This competitive grant will be awarded to no more than 25 grant applicants.