

## 2020 - 2021 Stipend Policy

Please first refer to [this flowchart](#) which will probably answer most questions. The following explanation delves into more detail than most students need.

Each eligible TRIO Upward Bound (UB) participant will have the opportunity to earn a monthly stipend for Activities/Services Participation and a Grade Bonus for also meeting academic requirements during the school year. Students will be able to earn between \$10 and \$40 each month. Stipends will be distributed monthly by TRIO UB staff.

A participant's monthly stipend amount will be awarded according to the following guidelines:

### Grade Report Submissions:

As of September 2018, **to receive ANY stipend, students must submit their Grade Reports and Grade Screenshots** between the 25<sup>th</sup> and the end of the month.

Submitting grades is at least a two-part process:

1. Students must fill out the **Grade Report** form that is sent out near the end of the month. Additionally, the form can be found at <http://www.keweenawtrio.org/trio-upward-bound>. It is every students' responsibility to fill it out, regardless of whether they received a notification or not. NOTE: If students are Missing Grades or there are Incorrect Grades on their **Grade Screenshots**, they should not put in anything for those classes on the **Grade Reports**. Students will need to fill out **Academic Self Reports** for those classes.
2. Students must also submit a **Grade Screenshot** of their grades/progress from their school's official site PowerSchool, Skyward, etc. to [trioprecollegeprograms@keweenawtrio.org](mailto:trioprecollegeprograms@keweenawtrio.org).
3. Students enrolled in courses via Online Schools, Dual-Enrollment, the Early College and 5th Year Programs (OR if they have regular classes with Missing Grades or Incorrect Grades listed) need to complete and submit the **Academic Self Report** found at <http://www.keweenawtrio.org/trio-upward-bound> for each class. On this report, current performances of "Good" and "Struggling (but passing)" are viewed as passing grades and current performances of "Struggling (but failing)" are viewed as failing grades.

### Activities/Services Participation

Students may earn up to \$20 per month for participation in approved activities/services; each unit of activity/service earns \$5.00. However, students must participate in a minimum of two units of activities/services per month to be eligible for a stipend, AND at least one activity/service MUST be academic. A student who does not participate in at least two units of activities/services for the month will not earn any money during that month (not even for the Grade Bonus, see below). These activities/services may be in-person or done online. Each activity/service must last at least 20 minutes to count towards a stipend. The following activities/services count towards the monthly stipend:

- Activities/services that count as one unit for the month:
  - ✓ Study Labs (academic)

- ✓ One-on-one or small group meetings/tutoring with TRIO UB staff (may be academic)
- ✓ One-day college field trips (academic)
- ✓ Social, cultural awareness, or community service activities approved by TRIO UB
- ✓ Supervised study time at TRIO UB offices (academic)
- ✓ Non-Study Lab tutoring from TRIO UB staff, school personnel, or peers (academic)

Activities/services that count as two units for the month:

- ✓ Saturday Academies (morning may be academic)
- ✓ Spring Break major college field trip (academic)
- ✓ Student Leadership Conference

## Grade Bonus

Students who qualified to receive a stipend through Activities/Services Participation may also earn a Grade Bonus. Qualifying students who have a 2.5 or greater GPA AND have not failed any classes will earn an additional \$20 Grade Bonus if they comply with the rules defined under **Grade Report Submissions**.

Students with less than a 2.5 GPA or who have a 2.5+ GPA but failed a class can still earn up to the \$20 Grade Bonus by receiving tutoring in the areas of need. For each 30+ minute tutor session completed, students can earn \$5 towards the \$20 Grade Bonus maximum. See Tutoring/Mentoring below for more specifics.

## Tutoring/Mentoring

Any student who earns lower than a 2.5 GPA, identifies as “struggling (but failing)” on an **Academic Self-Report**, or earns a minimum 2.5 GPA but fails a class may still earn up to the \$20.00 Grade Bonus in that month. To do so, they must have received assistance in any of the target courses during the month. Forms of assistance include tutoring/counseling from TRiO UB staff at Study Labs, Saturday Academies, or one-on-one/small group meetings, tutoring from teachers, or tutoring from peers.

Each unit of tutoring earns \$5 towards the Grade Bonus maximum of \$20.00 per month, and each unit must last at least 30 minutes.

**Note:** No units of activity/service can be double counted. If attendance at a study lab is being counted as \$5 towards a student’s \$20 maximum for Activities/Service Participation, it will not also count as \$5 towards tutoring for a Grade Bonus. Students below the standard requirement (2.5 GPA, etc) would have to have at least 5 units of contact to start earning any portion of the Grade Bonus (e.g. 4 units would earn \$20 towards Activities/Services Participation and a 5<sup>th</sup> unit would earn \$5 towards the Grade Bonus. At least 8 units of contact would be required to get the full \$40 possible).

Tutoring provided by non-TRIO UB staff (teachers or peers) must be documented appropriately. Students must provide the Academic Coordinator with the following information at the end of the month for it to be applied to the monthly stipend:

- Date, time, and length of each tutoring session
- Subject being tutored during each session
- Tutor's name, signature, and role (teacher or peer) for each session
- [Non-Upward Bound Tutor Form](#)