

Form A: Additional Certification for Consortiums (Form ACC)

E-mail Response Form

FY 2016-17

The intent of this form is to verify that each local secondary school has been informed of the intent of the Career Prep Funds. By checking the box you verify that the local contact has full support from Secondary School Administration for the use of Career Prep Funds. Please submit this form with your grant application. Feel free to make additional copies as needed.

Participating Public High School	Local Secondary School District Contact	Administrative Verification for use of Career Prep Funds
Amery School District	Shawn Doerfler James Kuchta	<input checked="" type="checkbox"/> Check the box to verify
Ashland School District	Greg Posewitz Keith Hiltz, Jr.	<input checked="" type="checkbox"/> Check the box to verify
Baldwin-Woodville School District	David Brandvold Eric Russell	<input checked="" type="checkbox"/> Check the box to verify
Barron School District	Kirk Haugestuen Craig Broeren	<input checked="" type="checkbox"/> Check the box to verify
Bayfield School District	Nancy Larson David Aslyn	<input checked="" type="checkbox"/> Check the box to verify
Birchwood School District	Brooke Nehring Frank Helquist	<input checked="" type="checkbox"/> Check the box to verify
Bruce School District	Doug Schmitz Joni Weinert	<input checked="" type="checkbox"/> Check the box to verify
Butternut School District	Joe Zirngibl	<input checked="" type="checkbox"/> Check the box to verify
Cameron School District	Sharon Nelsen Joe Leschisin	<input checked="" type="checkbox"/> Check the box to verify
Chetek-Weyerhaeuser School District	Janis O'Hara Mark Johnson	<input checked="" type="checkbox"/> Check the box to verify
Clayton School District	Elaine Molls Cathleen Shimon	<input checked="" type="checkbox"/> Check the box to verify
Clear Lake School District	Dawn Johnson Brad Ayer	<input checked="" type="checkbox"/> Check the box to verify
Cumberland School District	Kristy Thompson Barry Rose	<input checked="" type="checkbox"/> Check the box to verify
Drummond School District	Marissa Kaiser John Knight	<input checked="" type="checkbox"/> Check the box to verify
Flambeau School District	Jodi Zimmer Rich Hanson	<input checked="" type="checkbox"/> Check the box to verify
Frederic School District	Shaun Fisher Josh Robinson	<input checked="" type="checkbox"/> Check the box to verify
Glenwood City School District	Shelly Laffin Tim Johnson	<input checked="" type="checkbox"/> Check the box to verify
Grantsburg School District	Joshua Watt Dr. Joni Burgin	<input checked="" type="checkbox"/> Check the box to verify

Participating Public High School	Local Secondary School District Contact	Administrative Verification for use of Career Prep Funds
Hayward School District	Doug Stark Craig Olson	<input checked="" type="checkbox"/> Check the box to verify
Hudson School District	Melisa Hansen Nick Ouellette	<input checked="" type="checkbox"/> Check the box to verify
Hurley School District	Melissa Oja Chris Patriitto	<input checked="" type="checkbox"/> Check the box to verify
LCO Ojibwe School District	Dan Livingston Mike Leahy	<input checked="" type="checkbox"/> Check the box to verify
Ladysmith School District	Bob Lecheler Paul Uhren	<input checked="" type="checkbox"/> Check the box to verify
Luck School District	Brad Werner Chris Schultz	<input checked="" type="checkbox"/> Check the box to verify
Maple School District	Sara Croney Mark Carlson	<input checked="" type="checkbox"/> Check the box to verify
Mellen School District	Maija Alexandrou Michael Cox	<input checked="" type="checkbox"/> Check the box to verify
New Richmond School District	Thomas Wissink Patrick Olson	<input checked="" type="checkbox"/> Check the box to verify
Northwood School District	Curt Zamzow Dr. Jean Serum	<input checked="" type="checkbox"/> Check the box to verify
Osceola School District	Sara Henke Mark Luebker	<input checked="" type="checkbox"/> Check the box to verify
Prairie Farm School District	Bretta Weinhold Michael Thornley	<input checked="" type="checkbox"/> Check the box to verify
Rice Lake School District	Curt Pacholke Larry Brown	<input checked="" type="checkbox"/> Check the box to verify
Shell Lake School District	Heather Cox David Bridenhagen	<input checked="" type="checkbox"/> Check the box to verify
Siren School District	Rena Peterson Kevin Shetler	<input checked="" type="checkbox"/> Check the box to verify
Solon Springs School District	Russ Nelson Michael Cox	<input checked="" type="checkbox"/> Check the box to verify
Somerset School District	Chris Moore Randal Rosburg	<input checked="" type="checkbox"/> Check the box to verify
South Shore School District	Clendon Gustafson	<input checked="" type="checkbox"/> Check the box to verify
Spooner School District	Sarah Johnson Michelle Schwab	<input checked="" type="checkbox"/> Check the box to verify
St. Croix Central School District	Jeff Fern Tim Widiker	<input checked="" type="checkbox"/> Check the box to verify
St. Croix Falls School District	Peggy Ryan Mark Burandt	<input checked="" type="checkbox"/> Check the box to verify
Superior School District	Kent Bergum Janna Stevens	<input checked="" type="checkbox"/> Check the box to verify

Participating Public High School	Local Secondary School District Contact	Administrative Verification for use of Career Prep Funds
Turtle Lake School District	Brian Buck Kent Kindschy	<input checked="" type="checkbox"/> Check the box to verify
Unity School District	Jason Cress Brandon Robinson	<input checked="" type="checkbox"/> Check the box to verify
Washburn School District	Heidi King Thomas Wiatr	<input checked="" type="checkbox"/> Check the box to verify
Webster School District	Josh Hetfeld Jim Erickson	<input checked="" type="checkbox"/> Check the box to verify
Winter School District	Adam Zopp Kurt Lindau	<input checked="" type="checkbox"/> Check the box to verify

Uniform Application for State Administered Funds

[Electronic submission of completed WTC System Office grant applications sent to: grants@wtssystem.edu
Grant guidelines located at web site: <http://systemattic.wtssystem.edu/grants/default.htm>

1. FUNDING SOURCE AND CATEGORY: (please check funding source and enter appropriate category)

- Adult Education and Family Literacy Act (AEFL)
- Carl D. Perkins Career and Technical Education Act (Perkins)
- General Purpose Revenue (GPR)
- Other _____

Grant Category: Career Prep

WTCS Grant Manager: Ann Westrich

2. GRANT YEAR: (check one) 1st Year 2nd Year 3rd Year Other Continuing

If this is a **REVISION**, enter date: _____

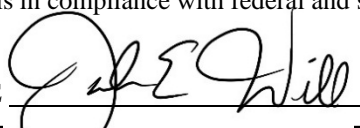
3. APPLICATION TITLE: Career Prep
(Limit title to one line -- if focused on a program, indicate program title and instructional program number)

4. APPLICANT NAME: Wisconsin Indianhead Technical College

5. APPLICANT ADDRESS: 505 Pine Ridge Drive
Shell Lake, WI 54871

6. APPLICANT CONTACT: Mary Ann Pebler, Director, Resource Development
(Person able to clarify questions regarding the application)

PHONE: (715) 234-7082, ext. 5264 **E-MAIL:** maryann.pebler@witc.edu

7.	I certify that the information contained in this application is in compliance with federal and state regulations and application guidelines.	
	APPLICANT PRESIDENT/DESIGNEE SIGNATURE 	Date <u>01/20/2016</u>

8. NUMBER TO BE SERVED: 2,000
(Unduplicated number receiving two or more hours of service to be used for Client Reporting) Enter N/A if not applicable.

9. TOTAL ACTIVITY COST: \$49,744 *

STATE ADMINISTERED FUNDS REQUESTED: \$49,744

FOR WTCS OFFICE USE ONLY:

Recommended Award \$ _____

- Approved
- Revisions Required Before Approval
- Disapproved

To Fiscal:

Grant Manager Date _____

Associate Vice President Date _____ / _____
Vice Presidents

Revisions required or reason for disapproval: _____

10. TOTAL ACTIVITY COST BY FUNDING SOURCE(S)

If applicant plans to receive funds from sources other than or the same as the one listed in item 1, above, the applicant is to estimate the dollar amount by source in the table below.

A	State Administered Funds Requested	\$49,744
B	Other State Administered Funds (Identify: _____)	+ \$
C	Other State or Federal Funds	+ \$
D	Total Non-State/Non-Federal Funds (Local Funds)	+ \$
E	Total Activity Cost (Add Lines A through D above)*	= \$49,744

**Note: Total activity cost in this table must be the same as the total activity cost in #9 above.*

11. SUBCONTRACTOR INFORMATION

N/A

12. APPLICATION ABSTRACT

This project will provide partial funding for collaborative K-16 technical preparation initiatives facilitated by the Northwest Wisconsin Career Prep School-to-Work Consortium. The Career Prep program is designed to enhance the technical and academic skills of high school students and to provide expanded opportunities for transition into postsecondary education or the workforce. Proposed activities include an emphasis on professional development via centralized and regional workshops and inservices and occupational exploration for high school students. Also included will be Wisconsin Indianhead Technical College career days, college nights, and summer academies. An estimated 2,000 students and 200 faculty/counselors/parents will participate in events, resulting in increased performance related to identified Career Prep indicators.

13. APPLICATION NARRATIVE

13. A. Statement of Need

Wisconsin Indianhead Technical College has collaborated since 1991 with the 45 public school districts and three local CESA’s located within this 10,900 square mile district to develop and implement a viable Career Prep School-to-Work program. Based on our established framework and foundational work, we look forward to development of further programs of study (POS)/Career Pathways designed to support career and technical education students transitioning from a Wisconsin high school to a Wisconsin technical college. WITC’s Career Prep efforts will support secondary/postsecondary priority initiatives such as developing and implementing secondary/postsecondary programs of study and promoting academic and technical readiness through consortium efforts.

The logistics of implementing a comprehensive career prep program among so many partners spread across a vast region is a challenge; however, the Career Prep Consortium has developed an innovative districtwide approach that is working well. Activities are designed to serve the shifting needs of our school districts. The activities are centralized or regionally planned to allow availability to all school districts. Centralized activities include the Annual Counselor Workshop and a summer professional development workshop (Facilitating the Future). Regional activities at our four campuses include Counselor to Counselor inservices, WITC campus Career Days and College Night events. Student focused activities include Summer Health and Manufacturing Academies, campus-based Career Days

and College Nights and other career related activities in which we collaborate with and support local partners.

All activities are designed to facilitate a seamless transition into postsecondary education. Input has been gathered from a variety of resources including consortium members, business and industry in the area, and high school contacts to identify needs and suggested activities.

Many of these activities have been successful and have resulted in enhanced performance related to select Career Prep indicators. For example:

- 58 counselors from consortium school districts have participated in externships at WITC.
- More than 100 counselors from consortium school districts have completed at least one level of Comprehensive School Counseling.
- Over the last three summers, over 60 middle school, high school, and WITC faculty participated in Manufacturing and Health related externships.
- During the summer of 2015, 11 high school students (WIA sponsored) completed Entrepreneurship training through a summer Youth Academy held at WITC New Richmond. Students participated in hands on experiences in Welding, Packaging, and Marketing.
- Dual Credit has expanded significantly during the past 8 years (see charts below). This coming year, emphasis will be put on high school completion of a WITC credential (certificate and/or technical diploma) that fits within an individual students' Career Pathway.

The charts below outline WITC's articulation with our district high schools:

Advanced Standing Information		
School Year	# of Schools Participating	# of courses offered for Advanced Standing
14-15	40	225
13-14	34	203
12-13	24	190
11-12	34	194
10-11	34	181
10-11	34	181
09-10	31	163
08-09	31	176
07-08	36	366

Transcripted Credit Information			
School Year	# of Schools Participating	# of Courses Taken	# of Students Enrolled
15-16	34	72*	618*
14-15	34	171	1,446
13-14	26	171	1,657
12-13	24	217	1,800
11-12	18	188	1,522
10-11	16	150	1,244
09-10	16	132	1,280
08-09	10	86	890
07-08	6	25	312

*as of 12/31/15

13. B. Measurable Outcomes

Career Prep Outcome 1: Maintain/increase the number of secondary education students who successfully complete, as a secondary school Career Prep student, courses that award postsecondary credit at the secondary level.

Career Prep Outcome 2: Maintain/Increase the number of secondary Career Prep students who, upon graduation from high school, enroll in postsecondary education in the same field or major as the secondary student was enrolled at the secondary level.

Career Prep Outcome 3: Maintain/Increase the awareness and use of the articulation option of Advanced Standing to all Career Prep students and/or secondary educators.

Career Prep Outcome 4: Maintain/Increase awareness of Career Clusters, Programs of Study, and Career Development in collaboration with K-12 partners, business and industry, CESA's and other stakeholders.

13. C. Measurable Outcome and Activity Description

Funds will be used to support Career Prep Outcomes #1, #2, and #4.

1. Measureable Outcome Statement #1

Outcome Statement: Maintain/Increase the number of secondary education students who successfully complete, as a secondary school Career Prep student, courses that award postsecondary credit at the secondary level.

The number of articulation agreements will increase from agreements with 42 school districts to agreements with 43 school districts. New this year: a minimum of 100 students will complete a WITC certificate or technical diploma while still in high school (for example Nursing Assistant or Welding technical diploma).

Activity A: Facilitate Meetings for High School and Technical College Instructors in an Effort to Advance Articulation Efforts

Activity Description The process used to develop articulation agreements has been streamlined to make it more efficient. A fall articulation day will be held in October 2016. All 45 school districts in the WITC area will be invited to meet with the WITC faculty mentors. Individual Mentors as Teachers meetings will be scheduled as needed.

Projected Number Served: 50 teachers

Position(s) funded No salary will be funded for this activity; however, travel and meeting expenses will be paid for. Positions responsible for accomplishing this task include:

- Curriculum Specialist
- Director of Curriculum

- Director of Career Prep and K12 Relations

Start/End Date

July 1, 2016 – June 30, 2017

Initial activity will occur in October 2016 with additional follow up throughout the 2016-2017 academic year. Dates will be selected to best meet the needs of the individual campuses and the schools they serve. Each campus team leader will be in contact with the high schools in their area.

Activity B: Articulated/Dual Credit Courses

Activity Description

Transcripted Credit and Advanced Standing agreements will continue to grow (in 2015/16 WITC developed transcripted credit and/or advanced standing agreements with 42 school districts).

Projected Number Served: 1,500 students

Position(s) funded

No salary will be funded for this activity; however, travel and meeting expenses will be paid for. Positions responsible for accomplishing this task include:

- Curriculum Specialist
- Director of Curriculum
- Director of Career Prep and K12 Relations
- Deans
- Faculty

Start/End Date

July 1, 2016 – June 30, 2017

Agreements will be developed in fall 2016 for implementation in fall 2017.

Activity C: Conduct Youth Skills Academies – Manufacturing and Health

Activity Description

The students participate in Manufacturing Skills or Health Academy exploration courses at WITC campuses. Students will have the potential to earn WITC credits and receive credit toward high school graduation.

Projected Number Served: 20 students

Position(s) funded

Grant funds will be used to pay for instruction of the academies as well as travel for instructors. Positions responsible for accomplishing this task include:

- Director of Career Prep and K12 Relations
- WITC Deans
- WITC Faculty
- Workforce Resource Partners
- CESA 11 & 12 Partners

Start/End Date

Planning will take place throughout the 2016-2017 academic year, and academies will be held in June 2017.

2. Measureable Outcome Statement #2

Outcome Statement: Maintain/Increase the number of secondary Career Prep students who, upon graduation from high school, enroll in postsecondary education in the same field or major as the secondary student was enrolled at the secondary level.

Approximately 200 teachers, counselors, and administrators will participate in select learning communities at Facilitating the Future, counselor workshops, and other staff development activities. Ninety-five percent of participants will indicate that these activities have increased their ability to enhance a student’s technical/academic skills and to provide opportunities for transition into postsecondary education.

Activity A: Career Days and Connecting Activities

Activity Description Prior to their Career Day visit to the technical college, students take a career interest inventory to identify careers they have the most potential and interest in. High school students then select their top choices and select three or four programs to shadow/visit. The entire college campus is involved in the visit and all programs participate. Students shadow and participate in program-related activities in career areas they have selected. By participating in this event, students have the opportunity to have an experience in and learn about several program areas and talk with the instructors and students in the programs. Some campuses host a second Career Day to accommodate the large numbers of students in their area. In addition to specific Career Day activities, we will also encourage school districts to visit as arranged with campus administrators or career specialists.

Projected Number Served: 1,500 students

Position(s) funded No salary will be paid for with grant funds for these activities; however, travel, meeting expenses, and supplies will be paid for. The Director of Career Prep and K12 Relations is informed of the development by the sharing of planning meeting minutes and through conversations with the Career Specialist at each campus. Positions responsible for accomplishing this task include:

- Director of Career Prep and K12 Relations
- Career Specialists
- Campus Administrators
- Admissions Advisors
- Public Relations Technicians
- WITC Deans
- WITC Faculty

Start/End Date July 1, 2016 – June 30, 2017
Dates will be selected to best meet the needs of the individual campuses and the schools they serve. Each campus team leader will be in contact with the high schools in their area.

Activity B: College/Financial Aid Night

Activity Description High School seniors within the WITC district and their parents/guardians will receive an invitation in the mail to attend a College Night offered at WITC New Richmond and/or WITC Rice Lake. Notices will also be placed in local newspapers. College/Financial Aid Night will incorporate campus tours and break-out sessions geared toward students and/or parents with the purpose of giving students information they need to transition smoothly from secondary to postsecondary education.

Projected Number Served: 250 students

Position(s) funded No salary will be paid for with grant funds for these activities; however, travel, meeting expenses, and supplies will be paid for. The Director of Career Prep and K12 Relations is informed of the development by the sharing of planning meeting minutes and through conversations with the Career Specialist at each campus. Positions responsible for accomplishing this task include:

- Career Specialist
- Director of Career Prep and K12 Relations
- Financial Aid Advisor
- WITC Deans
- WITC Faculty from the New Richmond/Rice Lake campus

Start/End Date July 1, 2016 – June 30, 2017
College Night will be held in late January/early February 2017. District staff will be available to assist parents and students and conduct break-out sessions.

Activity C: Northwest Wisconsin Career Prep/School-to-Work Consortium Meetings

Activity Description The consortium will meet in its entirety at least three times throughout the year. Additional subcommittees will meet throughout the year to plan and carry out the activities.

Position(s) funded No salary will be paid for with grant funds for these activities; however, travel and meeting expenses will be paid for. Position responsible for accomplishing this task include:

- Director of Career Prep and K12 Relations

Start/End Date July 1, 2016 – June 30, 2017
Planning will take place throughout the 2016-2017 academic year and meetings will be held in October 2016, January 2017, and April 2017.

Activity D: Local Counselor Inservices and Annual Counselor Workshop

Activity Description The Annual Counselor Workshop focuses on updates and information pertinent to High School and WITC counselors in the WITC region. Follow-up activities to the summer Comprehensive School Counseling learning community, WTCS and WITC updates and information, and issues that arise throughout the school year in the counseling area are often included in the agenda. The workshop has been centrally located for the past several years and has been attended by 15-20 of the 45 school districts annually. The intended outcome of this event is to give counselors from multiple school districts an opportunity to network, receive updates, and move forward on their Comprehensive School Counseling programs.

Local Counselor Inservices are conducted on the WITC campuses to introduce counselors to new staff at the campus, overview new programs offered, provide updates on contracts, youth options, and technical college initiatives. Discussions will take place to generate ideas on how WITC and high schools can partner to best assure students are prepared as they transition into post-secondary education.

Projected Number Served: 100 counselors

Position(s) funded No salary will be paid for with grant funds for these activities; however, travel and meeting expenses will be paid for. Positions responsible for accomplishing this task include:

- Director of Career Prep and K12 Relations
- WITC Counselors
- WITC Deans

Start/End Date July 1, 2016 – June 30, 2017

Planning will take place throughout the 2016-2017 academic year. The Counselor to Counselor Inservice will be held in the fall of 2016, and the Annual Workshop will be held in the spring of 2017.

Activity E: Counselor Externships

Activity Description High school counselors participate in a five-day externship with WITC counselors and staff to better understand WITC courses, programs, resources, processes, and procedures so they can relay accurate information as they discuss post-secondary options with students.

Projected Number Served: 4 – 8 counselors

Position(s) funded Grant funds pay for the stipend that the counselors receive upon completion of the externship. Positions responsible for accomplishing this task include:

- Director of Career Prep and K12 Relations - to promote and coordinate
- WITC Counselors and Staff - to provide the experience

Start/End Date July 1, 2016 – June 30, 2017
Counselor externships are expected to take place between July and August 2016.

Activity F: Educator Manufacturing/Healthcare Externships

Activity Description High school and WITC faculty, as well as high school administrators, will have the opportunity to participate in a five-day externship to better understand and make connections with community businesses and better understand the world of work that awaits students. Preparedness of students for post-secondary education will be enhanced based on knowledge of administrators and teachers of the world of work.

Projected Number Served: 20

Position(s) funded Grant funds pay for the stipend that participants receive upon completion of the externship. Positions responsible for accomplishing this task include:

- Director of Career Prep and K12 Relations
- CESA 11 & 12 partners
- WITC faculty
- High school faculty
- High school administrators

Start/End Date July 1, 2016 – June 30, 2017
Educator externships are expected to take place in July 2016.

Activity G: Collaborative Career Prep Professional Development with K-12 and Technical College Partners

Activity Description High school and WITC faculty, as well as high school administrators and managers, will have the opportunity to participate in collaboratively planned Career Prep Professional Development Activities. A planning group with representatives from CESA 11 & 12 and WITC is already in place and has over 20 years of experience in planning collaborative summertime professional development workshops. The group will focus on activities designed to support career and technical education students transitioning from a Wisconsin high school to a Wisconsin technical college.

Projected Number Served: 150

Position(s) funded Grant funds will pay for instruction and other professional development activity expenses. Position responsible for accomplishing this task include:

- Director of Career Prep and K12 Relations
- CESA partners
- WITC faculty
- High school faculty
- High school administrators

Start/End Date Ongoing from July 1, 2016 through June 30, 2017

3. Measureable Outcome Statement #3

Outcome Statement: Maintain/Increase awareness of Career Clusters, Programs of Study, and Career Development in collaboration with K-12 partners, business and industry, CESA’s and other stakeholders.

Approximately 100 teachers, counselors, and/or administrators will attend and participate in Career Pathways related training designed to increase awareness and facilitate development of Career Pathways. Ninety-five percent of participants will indicate that these activities have increased their ability to enhance a student’s technical/academic skills and to provide opportunities for transition into postsecondary education or careers.

Activity A: Wisconsin Career Pathways Website Training and Support

Activity Description Career Prep will continue to help support the WI Career Pathways website and will work with school districts on saving/exporting current Programs of Study in preparation for the move to Career Cruising Software.

Projected Number Served: 100 teachers

Position(s) funded No salary will be paid for with grant funds for these activities; however, travel and meeting expenses will be paid for. Position responsible for accomplishing this task include:
▪ Director of Career Prep and K12 Relations

Start/End Date Ongoing from July 1, 2016 through June 30, 2017

Activity B: Support for Local/Regional Academic and Career Planning (ACP)

Activity Description Work with CESA 11 and CESA 12 and school districts within the WITC region to develop and implement local and regional training related to ACPS.

Projected Number Served: 100 teachers

Position(s) funded No salary will be paid for with grant funds for these activities; however, travel and meeting expenses will be paid for. Position responsible for accomplishing this task include:
▪ Director of Career Prep and K12 Relations

Start/End Date Ongoing from July 1, 2016 through June 30, 2017

13. D. Input to Grant Application

This proposal is based upon extensive input from the Career Prep Consortium at their 2015 spring and fall meetings, information gathered from partners including CESAs 10, 11, and 12, from Manufacturing Works/Gold Collar meetings, Workforce Resource meetings, meetings with high school teachers and administrators, analysis of data, and professional development participant evaluations. Since consortium members represent faculty, counselors, administrators, workforce development, and business sectors, input reflects a diverse range of needs and includes student needs.

This grant proposal has been reviewed and approved by the WITC President's Cabinet and recommended for approval by the Board of Trustees.

14. COURSES/WORKSHOPS

Not applicable. Facilitating the Future brochures and other professional development workshop descriptions are available upon request.

15. MONITORING AND EVALUATION PROCESS

The evaluation process will be both formative and summative with project changes made on an ongoing basis to respond to changing student and professional development needs. WITC Director of Career Prep and K12 Relations assumes primary responsibility for facilitating the evaluation process in collaboration with designated CESA and Career Prep Consortium members.

Components of this process will include:

- Analysis of data provided by WTCS and DPI to determine progress in meeting designated outcomes
- Completion of mid-year and year-end WTCS project evaluation forms, which will include input from Career Prep Consortium members
- Participant evaluation surveys completed by participants at all professional development events
- Student, parent, and chaperone feedback from Career Days, College Nights, and other student-focused activities
- Facilitating the Future assessment process that includes:
 - Participant post-event evaluation (while at FTF)
 - Participant development of individual action plans for improvement (while at FTF); implementation of action plans; and assessment of results through an implementation report
 - Summative evaluations by Career Prep FTF Leadership Team focusing on longer-term general outcomes

16. BUDGET NARRATIVE

Wisconsin Indianhead Technical College

Project Number #17-166-150-217

Title: Career Prep

<u>Line Number</u>	<u>Description</u>	<u>Outcome Number</u>	<u>Amount</u>
1.0 Administration			\$0
	(Total 1.0 Administration)		
2.0 Salaries/Fringes	Youth Skills Academies	1C	\$4,250
	Youth Skills Academies Estimated Fringe	1C	750
	(Total 2.0 Salaries/Fringes)		5,000
3.0 Travel	Director of Career Prep and K12 Relations meetings/mileage	All	5,000
	Career Days, Connecting Activities	2A, 2B	1,000
	Articulation Meetings for High School & Tech College	1A, 1B	500
	(Total 3.0 Travel)		6,500
4.0 Equipment-Major			0
	(Total 4.0 Equipment-Major)		
5.0 Equipment - Minor			0
	(Total 5.0 Equipment-Minor)		
6.0 Software			0
	(Total 6.0 Software)		
7.0 Supplies	College/Financial Aid Night	2B	500
	(Total 7.0 Supplies)		500
8.0 Other	Career Days, Connecting Activities	2A, 2B	7,000
	High School Relations Report Printing	All	400
	NW Career Prep Consortium Meetings	2C	500
	Local Counselor Inservice & Spring Workshop	2D	3,000
	Counselor Externships/Educator one-day experiences	2E	1,500
	Educator Externships	2F	7,000
	Collaborative CP Professional Dev w/K-12 & TC	2G, 3A, 3B	14,344
	Articulation Meetings for HS/TC Instructors	1A, 1B	2,500
	Transcribed Credit Support	1B	1,500
	(Total 8.0 Other)		37,744
9.0 Subtotal	<i>Lines (1.0 thru 8.0)</i>	n/a	\$49,744
		Total Budget	\$49,744
		WITC Portion	\$0
		Reimbursed by Grant \$	\$49,744