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**APPLICATION FOR PROGRAM RESOURCES:  
COLLEGE AND CAREER TRANSITION CLUB**

**Section 1: Introduction**

Established by the Florida Postsecondary Comprehensive Transition Program Act (FS §1004.6495), the Florida Center for Students with Unique Abilities at the University of Central Florida (the Center) facilitates collaboration between institutions of higher education (IHEs), school districts, eligible private schools, and students with intellectual disabilities and their parents to plan for the transition of students into Florida Postsecondary Comprehensive Transition Programs (FPCTPs).

As stated in the legislation, the purpose of the ACT is to “increase independent living, inclusive and experiential postsecondary education, and employment opportunities for students with intellectual disabilities through degree, certificate, or nondegree programs and to establish statewide coordination of the dissemination of information regarding programs and services for students with disabilities. It is the intent of the Legislature that students with intellectual disabilities and students with disabilities have access to meaningful **postsecondary education credentials** (emphasis added) and be afforded the opportunity to have a meaningful campus experience” (FS §1004.6495(2)).

The Center is working with higher education institutions across Florida to support implementation of the Act in three primary ways: (a) facilitate application and approval of their **postsecondary education** program that serves students with intellectual disabilities as a FPCTP, (b) provide scholarship awards to students attending an institution’s approved FPCTP, and (c) provide grant funding to foster starting up new and/or enhancing existing **postsecondary education** programs.

To increase awareness of FPCTP opportunities and help students with intellectual disabilities prepare for and access those opportunities across Florida, the Center is partnering with secondary educators to develop and implement *Florida College and Career Transition Clubs* (CCT Club) at local schools serving high school students. Clubs will be inclusive, with membership adequately representing students enrolled in grades 9 – 12 from these three groups: (1) students with intellectual disabilities, (2) students with disabilities other than intellectual disabilities, and (3) students without disabilities. Club advisors will support students to learn and explore career pathways and postsecondary education options. Students will work together to identify and explore college and career opportunities, engage in mentoring, and participate in events and activities within the school, community, and at local IHEs to build college and career transition plans.

This application packet outlines specific details regarding how to apply for program resources to establish and implement a College and Career Transition Club.

## **Institution Eligibility and Responsibilities**

Local public and private schools (operating pursuant to FS § 1002.42) may apply for program resources to establish and implement a ***College and Career Transition Club***. To be eligible, the school must serve students in grades 9 – 12, including students with intellectual disabilities.

A designated school administrator must provide oversight to the CCT Club, as with any other club sponsored and/or operated by the school. A club advisor must be assigned to manage club activities and expenditures. The school principal must approve the Application for Program Resources and in so doing assures that the College and Career Transition Club will be implemented and managed per all applicable state and local school board rules and regulations.

## **Timeline, Available Resources, Reporting**

Funding for CCT Club development and implementation is available as early as February 2018. This first round of support will provide funding to support the club advisor stipend and club activities during the 2018 Spring semester, as well as an award for the 2018-19 and 2019-20 fiscal years. Applications will also be accepted for CCT Club start-up in the Fall 2018 semester, with funding awarded for 2018-19 and 2019-2020.

### **Application Deadlines:**

- ▶ Round 1 – January 22, 2018 (to establish Clubs beginning in Spring semester 2018)
- ▶ Round 2 – April 2, 2018 (to establish Clubs beginning in Fall semester 2018)

### **Funding Available:**

- ▶ Round 1 – \$3,000 Spring semester 2018; \$6,000 each 2018-19 and 2019-2020
- ▶ Round 2 – \$6,000 each 2018-19 and 2019-2020

### **Use of Funds:**

- ▶ CCT Club advisor stipend, per school board rules
- ▶ Supplies
- ▶ Transportation
- ▶ Speaker fees
- ▶ Educational materials

### **Reporting Requirements:**

- ▶ Annual CCT Club report to FCSUA due June 15 each year.
- ▶ Student enrollment (including number of students from each of these groups: (1) students with intellectual disabilities, (2) students with disabilities other than intellectual disabilities, and (3) students without disabilities, by grade.
- ▶ Summary of CCT Club activities.
- ▶ Summary of CCT Club expenditures, showing any balance remaining.
- ▶ Preliminary plan for the next year's Club activities.

## **Application Content**

The ***College and Career Transition Club*** application must provide the following information and meet the specified formatting instructions.

### **Application Cover Page**

- ▶ Complete all requested information
- ▶ Must be signed by school principal

### **Application Narrative**

- ▶ Title of proposed club
- ▶ School population of students in grades 9 - 12, including number of students with disabilities by disability category
- ▶ Recruitment strategies to adequately represent students with and without disabilities, including students with intellectual disabilities
- ▶ CCT Club structure, such as meeting schedule (e.g., weekly), meeting time(s) (e.g., before, during, after school), meeting context (e.g., part of a course), etc.
- ▶ CCT Club governance
- ▶ Sample of proposed club activities (e.g., use of “college day absence” to visit postsecondary education institutions), including strategies to establish student mentoring

### **Proposal Budget and Description**

- ▶ General budget showing amount of advisor stipend and general budget categories, with explanation of proposed items

### **Format**

- ▶ Application content, excluding cover page and budget, should not exceed three 8.5” X 11.5” pages
- ▶ No less than 1.5 line spacing
- ▶ 12 point font
- ▶ Use black font color

### **Submission Instructions**

Submit an electronic file(s) of the completed application – cover page signed by principal, narrative, budget and description – to:

[fcsua@ucf.edu](mailto:fcsua@ucf.edu)

**and**

[paula.kohler@ucf.edu](mailto:paula.kohler@ucf.edu)

For additional information or questions regarding this opportunity, contact:

Florida Center for Students with Unique Abilities

407-823-5225

[fcsua@ucf.edu](mailto:fcsua@ucf.edu)

[www.fcsua.org](http://www.fcsua.org)

or

Dr. Paula Kohler 407-823-2848

[paula.kohler@ucf.edu](mailto:paula.kohler@ucf.edu)

**Application for Program Resources:  
College and Career Transition Club**

**Application Cover Page: 2017 – 18**

<b>Date of application:</b> Click or tap to enter a date.
<b>School name:</b> Click or tap here to enter text.
<b>School address:</b> Click or tap here to enter text.
<b>District name:</b> Click or tap here to enter text.
<b>Grades within school (e.g., 9 – 12, 7 – 12):</b> Click or tap here to enter text.
<b>Proposed club start date:</b> Click or tap here to enter text.
<b>Total amount requested 2017 – 18 (February 1 – June 30):</b> Click or tap here to enter text.
<b>Total amount requested 2018-19 and 2019-2020 (each fiscal year):</b> Click or tap here to enter text.
<b>Proposed teacher/club advisor name:</b> Click or tap here to enter text.
<b>Proposed teacher/club advisor position:</b> Click or tap here to enter text.
<b>Proposed teacher/club advisor email:</b> Click or tap here to enter text.
<b>Proposed teacher/club advisor telephone:</b> Click or tap here to enter text.
<b>School financial contact name:</b> Click or tap here to enter text.
<b>School financial contact email:</b> Click or tap here to enter text.
<b>School financial contact telephone:</b> Click or tap here to enter text.
<b>School principal name:</b> Click or tap here to enter text.
<b>School principal email:</b> Click or tap here to enter text.
<b>School principal telephone:</b> Click or tap here to enter text.
<b>School principal approval signature:</b>