**SHHS GAP YEAR CHECKLIST**

**DOCUMENTATION:**

Obtain state ID or Driver’s License

Obtain copies of final transcript, diploma, letters of recommendation,

health insurance card, birth certificate, Social Security card, etc.

**OTHER TASKS:**

Open a personal bank account with personal debit card

Obtain Social Security card

Register to Vote / obtain Voter registration card

Make a personal legal document file to keep SAFE paper copies of:

Social Security card

Birth certificate

Voter registration card

Health insurance card / information

Copy of diploma / final HS transcript (request online SHHS website)

Copies of Letters of Recommendation (request copy from recommenders)

General resume

Documents for filing taxes (w-2s, paystubs, etc.)

**SET GOALS FOR GROWTH DURING YOUR GAP YEAR:**

**Continuing Education:** *How will I prepare for continuing education?*

Begin college or trade training at end of a growth year?

*OR* Take classes part time while employed, with goal of degree, certificate, pro license?

Research and determine which college, community college, or trade school

Apply to the school and submit admission documents as required

Submit FAFSA for the academic year based upon first semester of enrollment

Work with education institution to enroll, pay bill, begin classes

**Personal Enrichment:** *What kind of personal enrichment will I pursue during growth year?*

Attend college-based travel / study program for credits toward degree?

Seek opportunities for volunteer / social justice work? (Peace corps, AmeriCorps etc.?)

Apply to aGap Year organization for options? (example: gapyearassociation.org)

Volunteer in local non-profit organization?

Participate in a religious organization’s mission program?

Travel intentionally to learn about culture, social-political issues?

If traveling, do I have a passport, or need to obtain one?

**Apprenticeship:** *Will I seek an apprenticeship?*

Work directly with a company to earn a license?

Research companies that offer apprenticeships Enroll in apprenticeship program at a trade school?

Research programs at local schools (CCA, Pickens, Emily Griffith, CITC, etc)

Submit FAFSA if your school provides federal student aid

Work with education institution to enroll, pay bill, begin classes

**Employment:** *Will I seek part-time or full-time employment?*

Where to seek employment?

Research: ADWorks, Indeed, JobCorps, company websites, etc.

(Employment continued)

Create or update a resume, keep an electronic copy and paper copy

Create cover letter draft / template

Create LinkedIn account?

Complete and submit application documents as requested by employers

Keep records of submitted job applications for follow-up

Prepare for interviews, required clothing, reliable transportation

**Housing:** *What is my plan for personal housing?*

Will I live on my own or with family? What are my responsibilities to my family?

Determine costs of rent, utilities, renter insurance, deposits, other

Will I have roommates? Determine how to split costs

Will a lease require a co-signer? Who will serve as co-signer?

How to legally protect my personal interests on lease with roommates?

What is my plan for personal transportation to job, classes, etc.?

**Financial Planning:** *What are my personal costs?*

List all costs: rent, utilities, transportation, groceries, health, clothing, etc.

Educational costs (if attending): tuition and fees, books, other

List my personal income from all sources

Review take home pay of job and other income sources

Create a plan for saving for emergencies / future costs

Apply for Financial Aid for education expenses?

Submit FAFSA each October and review all aid, loans, costs of education

Filing Taxes

Keep w-2s, paystubs, and other employment documents for tax filing

Will I file my own tax return or need help (and pay) for filing?

Prepare personal budget to meet costs

Review / revise budget every 6 - 12 months as income / costs change

**Spiritual Development:** *What are my plans to create a support community?*

Will I participate in a spiritual/religious community?

Will I continue with a previous spiritual/religious community or establish a new community?

**Health:** *What are my plans to maintain good physical and mental health?*

Are there costs associated with these health goals? Add these to budget.

Do I have a support system for pursuing these goals? Who will I ask to partner with me?

Where can I get help if my physical or mental health declines?

**MY GAP YEAR CONTACTS AND RESOURCES:**

SHHS Records Office: 720.886.5440

Colorado Crisis Services (for mental health support): 844.493.8255

ADWorks Workforce Center 303.636.1160 [www.adworks.org](http://www.adworks.org)