

Blue Lake Rancheria Tribal Education Agency  
Grow Your Own Administrator Program Process Outline

This is a general outline of the steps, documents, and overall process of the Grow Your Own Administrator Program. A cohort specific detailed calendar with due dates will be provided each year during the recruitment process.

**GYOA Process:**

1. BLR recruits potential cohort participants
2. BLR supplies participants with an Application Package consisting of the following documents, and a schedule of due dates
3. Applicants return package to BLR
4. Packages reviewed, documented (dated), and files started
5. Acceptance or Rejection letters are sent to applicants
6. Follow-up on documentation, registration, and scheduled meetings through program year
7. Participant attends two semesters of HSU Ed Leadership Training
8. Participants attend mid-Spring conference in Sacramento
9. Participants graduate in late Spring
10. Participants attend cohort conference in Summer and are matched with Champion Mentor
11. Induction phase begins towards job placement and clearing Admin Credential
12. Starting during Induction, participant regularly updates PDPDCS website to provide OIE with Admin hours for Service Payback Completion

**Required Documents to be emailed to Blue Lake Rancheria:**

Blue Lake Rancheria required documents:

- Letter of Interest for GYOA Program
- Blue Lake Rancheria Scholarship Application
- Blue Lake Rancheria Student Payback Form
- Blue Lake Rancheria Employment Verification Form
- Transcripts
- Verification of Tribal Affiliation
- Admittance to HSU verification by sending BLR their current HSU Student ID and acceptance letter (after received)*

Federal Government required documents:

- ED\_80-016 Certification of Eligibility

**Regarding required documents:** BLR reviews and approved cohort participants and issues acceptance letter to GYOA program – could be email.

**Further Actions Needed by Cohort Participant:**

After BLR contacts the Cohort participant, they need to contact HSU and complete the university's admittance process. When they are admitted, they need to send BLR their acceptance letter and/or Student ID.

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Cohort participant must attend the Kick-Off meeting in late July or early August which will be scheduled prior to the first HSU class in August and receive instructions on the completion of federally required e-Signature documents and the use of the PDPDCS website. Participants must set up a User ID & Password for the PDPDCS website, and utilize the website for federally required documentation, tracking of their total scholarship funds, and for the Administrative hours worked towards Service Payback Agreement completion.

**Required Meetings:**

- Cohort Kick-Off meeting scheduled prior to classes starting in August
- Optional Follow Up:* Q&A with Steve and Alison as a private follow up during “Office Hours”

**Required Website Generated Documents & Account Maintenance:**

- PDPDCS E-Signature Service Payback Agreement – website generates and emails to BLR
- Quarterly verification of balances on PDPDCS System – Participant screen shots and emails to BLR