

Directions: School district staff members, who contribute time to GEAR UP complete and sign this form. (Refer to the guidelines in Section 4: In-Kind Match Documentation and Reporting for qualifying activities). Include on the Monthly Match Summary Form and submit with the monthly A19 Invoice Voucher. NOTE: Original signatures are required. Stamped signatures or photocopies are not acceptable. Original forms must be submitted to WSAC. Schools must retain photocopies of all forms.

Staff Name		Joey Smith		School	Super School	
Position	Administrator	X	Teacher	MONTH/YEAR		
Mark one.	Counselor		Classified Staff	February 2019		
	GEAR UP Staff		Other			
Day	Code	# Hours	Salary+ Benefits	TOTAL	Code #	Activities
1.				\$ -	1	Provided information to students and/or families about college and/or career opportunities and preparation.
2.				\$ -		
3.	2	4.00	\$ 38.50	\$ 154.00	2	Prepared class activity to help underachieving students and/or promote rigor.
4.				\$ -	3	Implemented prevention strategies to decrease dropout rate.
5.				\$ -	4	Chaperoned and/or facilitated a GEAR UP field trip.
6.				\$ -	5	Provided job shadow or career opportunity for students.
7.				\$ -	6	Tutored or mentored students outside of classroom time.
8.				\$ -	7	Prepared students for standardized testing, including PSAT, SAT, Aspire, ACT, ASVAB, ACCUPLACER, SBA.
9.				\$ -		
10.				\$ -	8	Provided information about financial aid, including FAFSA, scholarships, College Bound Scholarship.
11.				\$ -		
12.				\$ -	9	Provided information to students and/or families about the college application process.
13.				\$ -		
14.	10	1.00	\$ 38.50	\$ 38.50	10	Prepared students for careers in math, science, engineering, and technology with specific classroom based activities or career information.
15.				\$ -		
16.				\$ -	11	Developed family and community partnerships to increase parent engagement.
17.				\$ -		
18.				\$ -	12	Planned/participated in a GEAR UP even, activity, or meeting.
19.				\$ -	13	Participated in pro-dev that benefits GEAR UP students.
20.				\$ -	14	Provided administrative support: grant oversight, billing, match, budgeting, data collection, or other functions for grant.
21.				\$ -		
22.				\$ -	I certify that all time and effort being claimed as in-kind match directly supported the GEAR UP project and GEAR UP students. I have not been compensated by any federal funds for these activities, nor has any of this time been donated as in-kind match for any other program. I hereby certify, UNDER PENALTY OF PERJURY under the laws of the State of Washington, that this information is true and correct. For teachers/certificated staff: The time donated to conduct these activities occurred outside my normal work duties, beyond my normal contract day. For GEAR UP paid staff: The time documented is beyond paid GEAR UP time.	
23.				\$ -		
24.				\$ -		
25.	12	2.00	\$ 38.50	\$ 77.00		
26.				\$ -		
27.				\$ -		
28.				\$ -		
29.				\$ -		
30.				\$ -		
31.				\$ -		
TOTALS		7.00		\$ 269.50		

Contributor's Signature: _____ DONOR ORIGINAL SIGNATURE _____ Date: _____ 2.8.19 _____

District Designated Authority Signature: _____ ORIGINAL SIGNATURE _____ Date: _____ 2.8.19 _____