# 7th Year Incentive Procedure for Regional Coordinators

This procedure is applicable to all WA State **GEAR UP Regional Coordinator-based partner schools** only.

Students may receive an incentive equal to $10 every month if they have two or more meaningful contacts with GEAR UP staff (school-based staff or peer mentors). This can look like an academic conversation, a general check in, a study session, attending a monthly event or something similar. Simply saying hello and hanging out for 5 minutes will not count towards one of these check ins.

## Process

1. Starting September 2023, at the end of each month, WSAC will generate a report of students who were tracked in Pi at least twice throughout the month.
2. The report will be sent to Regional Coordinators (RCs).
3. RCs are responsible for purchasing and distributing the incentives in a timely manner.
4. Incentives are subject to the normal GEAR UP guidance for incentives, found here: <https://gearup.wa.gov/file/expenditure-guidance>.
5. Options include:
	1. A meet-up time at the student bookstore where students are allowed to pick out an item equal to or under $10, including tax.
	2. A meet-up time at the campus coffee shop where students are allowed to pick out an item equal to or under $10, including tax. *Note: this is an exception to guidance and is allowable.*
	3. A pre-determined incentive purchased by the RC, to be handed out at a time they decide.
6. **Optional:** RCs may opt to allow students to ‘stack’ their incentives. Students could ‘save up’ their monthly award and opt to buy a more expensive incentive.
7. While incentive guidance still applies to purchases ([Expenditure Guidance.Updated 8.2.23.docx (live.com)](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fgearup.wa.gov%2Fsites%2Fdefault%2Ffiles%2Fresources%2FExpenditure%2520Guidance.Updated%25208.2.23.docx&wdOrigin=BROWSELINK)), please note the two exceptions below.

\*While incentives over $25 have not been allowable in the past, they will be allowable for 7th Year Partner Campuses, as they are stacked incentives equaling no more than $10 every month. RCs must document and track the stacking of incentives should students choose this route, utilizing monthly Vela reports and receipts as a backup.

\*Food has been restricted to $3 regularly, but for 7th incentives, you may spend up to $10.

## Submitting Invoices for Reimbursement:

1. Detailed receipts for all incentives will be submitted with the monthly A19/Reimbursement process.
2. The student recipient's signature must be on the receipt for the incentive.
3. Attach the Vela participation reports to document the student was eligible to receive the invoice. In the case of stacking incentives, attach all relevant Vela reports to show the full incentive earned.
4. The student recipient's signature must be on the receipt for the incentive.