

# WA State GEAR UP Expenditure Guidance

**This guidance represents typical GEAR UP (GU) expenditures. It may not include everything allowable. NOTE:**

- The annual Work Plan and Budget details approved expenditures, and they must adhere to the guidance below.
- Expenditures must tie directly to GU activities and support.
- Written (email) approval is required for items requiring pre-approval. Verbal consent is not pre-approval.
- Questions? Contact Roxanne at [roxannee@wsac.wa.gov](mailto:roxannee@wsac.wa.gov)

INCENTIVES	DESCRIPTION	ALLOWABLE	NOT ALLOWABLE
<b>Family Gift Cards:</b>	– A single or multiple gift card may equal the total value allowed.	– Up to \$25 per family event. – Allowable for adult family members only.	– Student gift cards. – Gift cards for unallowable expenditures (entertainment or alcohol, for example)
<b>Staff, Parent, &amp; Volunteer Appreciation:</b>	– Thank you cards or certificates.	– Up to \$5 per person.	– No other items allowed.
<b>Food &amp; Treats:</b>	– Food may be provided for student celebration of achievement. – Examples: Pi Day for all students who have a 3.14 GPA. – Senior Decision Day	– Up to \$3 per event per student. – May be a treat like candy, coffee, cocoa, pizza, pie, gum, etc.	– Meals or total exceeding \$3 per GU participant.
PROGRAM MATERIALS & SUPPLIES	DESCRIPTION	ALLOWABLE	NOT ALLOWABLE
<b>Student School Supplies:</b>	Binders, folders, paper, highlighters, markers, flash drives, calculators, planners or calendars, pens, pencils, backpacks, etc., necessary for student success.	– Up to \$20 per student per year in need. – Must be given to students directly and not kept as stock items.	– Items that are not required for full student participation.
<b>Classroom Calculators:</b>	– Required calculators for classroom use. Calculators must be retained as GU property.	– Up to one set per classroom is needed as required for the course.	– N/A
<b>Program Supplies:</b>	– Consumable supplies that are necessary for program implementation. Includes postage and printing.	– Must be used directly by the GEAR UP program and not part of general supplies.	– Technology hardware, games, or any other non-consumable item.

<b>Career &amp; College or Other Educational Books or Materials, Including Games:</b>	– To be used in classrooms, GU programming, or library.	– Supplemental books that are not part of any curriculum.	– Required coursework, curriculum, or materials.
<b>Decorations:</b>	– Family events	– Up to \$25 per event.	– Decorations for non-family events.
<b>College Going Culture Items:</b>	– College/career pennants, motivational and informational posters, or other items to be displayed in public areas of the school or GU classrooms/offices.	– Up to \$500 per year.	– Items that are not college/career messaging focused.
<b>FOOD</b>	<b>– DESCRIPTION</b>	<b>– ALLOWABLE</b>	<b>– NOT ALLOWABLE</b>
<b>Field Trips &amp; College Visits:</b>	<ul style="list-style-type: none"> <li>– Student and chaperone meals may be provided based on the meal period covered for the trip. See Travel Guidance for additional details.</li> <li>– If cash is given to students and/or chaperones, they must sign the Student Meal Allowance Form.</li> </ul>	<ul style="list-style-type: none"> <li>– One meal per day provided through school food service to reduce costs whenever possible.</li> <li>– Up to \$15 per meal.</li> <li>– Up to \$20 per meal in King County only.</li> <li>– Up to \$5 for healthy snacks per day.</li> <li>– Transportation and lodging are at per diem rates.</li> <li>– Substitute wage and mandatory benefits.</li> </ul>	<ul style="list-style-type: none"> <li>– Candy and similar treats are not allowable.</li> </ul> <p>If a single receipt is provided, the total may not exceed the meal per person limits.</p>
<b>Family Events:</b>	– Food may be provided to all staff, students, and their family members in attendance.	<ul style="list-style-type: none"> <li>– Up to \$5 per attendee for refreshments. OR</li> <li>– Up to \$10 per attendee for a meal.</li> <li>– Delivery fee and up to 20% tip is allowable for catered events.</li> </ul>	<ul style="list-style-type: none"> <li>– Leftovers may be given to families in attendance.</li> <li>– Leftovers may be given to students during the following school day.</li> <li>– Leftovers may be donated to a local shelter or similar.</li> </ul>
<b>Snacks:</b>	Healthy, nutritious snacks (granola bars, string cheese, fruit, popcorn, trail mix, pretzels, crackers, milk, juice, yogurt, bagels).	<ul style="list-style-type: none"> <li>– Allowed for testing/assessments and field trips only.</li> </ul> <p>Up to \$5 per event or day per student.</p>	<ul style="list-style-type: none"> <li>– Candy, pop, and similar treats are not allowable.</li> <li>– Food for after-school programs. Use the USDA Food and Nutrition Service</li> </ul>

			<a href="https://www.k12.wa.us/policy-funding/child-nutrition/school-meals/national-school-lunch-breakfast-program/afterschool-snack-program">https://www.k12.wa.us/policy-funding/child-nutrition/school-meals/national-school-lunch-breakfast-program/afterschool-snack-program</a>
<b>College &amp;/or Career Fairs:</b>	<ul style="list-style-type: none"> <li>– Light refreshments or meals for presenters.</li> </ul>	<ul style="list-style-type: none"> <li>– Up to \$5 per presenter for refreshments is allowed for less than a full-day event.</li> <li>– Up to \$10 per presenter for a meal, which is allowable for a full-day event.</li> </ul>	<ul style="list-style-type: none"> <li>– Staff may not be included.</li> <li>– Meals for less than a full-day event.</li> </ul>
<b>Staff Events:</b>	Food for staff on the school campus.	<ul style="list-style-type: none"> <li>– Staff may be included in family event meals outside the school day.</li> </ul>	<ul style="list-style-type: none"> <li>– Meals and refreshments for staff during GU events during the school day or professional development.</li> </ul>
<b>Student Meals during the School Day, on Campus:</b>	<ul style="list-style-type: none"> <li>– Generally, not allowable.</li> </ul>	<ul style="list-style-type: none"> <li>– Written permission is required. It must be in the approved work plan/budget.</li> </ul>	<ul style="list-style-type: none"> <li>– Limited exceptions may be made for student events that limit access to regular mealtime.</li> </ul>
<b>ACADEMIC COSTS</b>	<b>DESCRIPTION</b>	<b>– ALLOWABLE</b>	<b>– NOT ALLOWABLE</b>
<b>Academic Coursework Tuition &amp; Fees:</b>	Credit retrieval course fees, Running Start books, and supplies may be allowable if the school does not usually pay them.	<ul style="list-style-type: none"> <li>– Credit retrieval or summer school fees are allowable if students are responsible for the cost and no waiver or scholarship is available.</li> <li>– Running Start books, supplies, and bus passes are allowable.</li> </ul>	<ul style="list-style-type: none"> <li>– Running Start summer school tuition.</li> <li>– Any tuition or cost that the school district pays typically on behalf of a student.</li> <li>– Non-mandatory fees that are not required for participation.</li> <li>– Late fees.</li> </ul>
<b>Student Conferences:</b>	<ul style="list-style-type: none"> <li>– Support students in building leadership and skills. It must be open to all students and not based on a selective process.</li> </ul>	<ul style="list-style-type: none"> <li>– Registration fees, lodging, transportation, and meals not provided by the provider. Chaperone costs.</li> </ul>	<ul style="list-style-type: none"> <li>– School club activities and conferences, including but not limited to ASB, DECA, FFA, FCCLA, etc.</li> <li>– Out-of-state student travel.</li> </ul>

<b>Summer Enrichment:</b>	<ul style="list-style-type: none"> <li>– GU-approved summer camp experiences and courses. Pre-approval of camps is required.</li> </ul>	<ul style="list-style-type: none"> <li>– Up to \$750 per student for registration fees.</li> <li>– Transportation and meals are allowable if not provided by the camp program.</li> <li>– An equitable access plan must be established to provide funds for students.</li> </ul>	<ul style="list-style-type: none"> <li>– Sports camps.</li> <li>– Camps that are not pre-approved by WSAC.</li> <li>– Camps that are not open to the general student population (e.g., ASB Leadership Camp).</li> <li>– Late registration and cancellation fees.</li> </ul>
<b>Pre-College Assessments:</b>	<ul style="list-style-type: none"> <li>– PSAT, ACT, SAT, Accuplacer, or similar assessments required for college entrance.</li> </ul>	<ul style="list-style-type: none"> <li>– Cost of the test unless a waiver is available.</li> <li>– <b>PSAT:</b></li> <li>– 9/10/12<sup>th</sup> grades: Full cost of assessment.</li> <li>– 11<sup>th</sup> Grade: Full cost of non-FRPL eligible GU cohort students. FRPL-eligible students are free.</li> <li>– <b>ACT/SAT Saturday Tests:</b> Full cost of non-FRPL eligible GU students. FRPL-eligible students are free/waiver.</li> <li>– <b>SAT School Day Tests:</b></li> <li>– Full cost of non-FRPL eligible GU students. FRPL-eligible students at a reduced rate (est. \$15)</li> </ul>	<ul style="list-style-type: none"> <li>– Test fees for waiver-eligible students: <ul style="list-style-type: none"> <li>○ SAT/ACT – FRPL students</li> <li>○ PSAT – 11<sup>th</sup> Grade FRPL students</li> </ul> </li> <li>– Late registration fees.</li> </ul>
<b>AP Test Fees:</b>	<ul style="list-style-type: none"> <li>– Student fees for AP tests.</li> </ul>	<ul style="list-style-type: none"> <li>– The entire test fee for non-FRPL unless subsidized by the district or OSPI.</li> <li>– OSPI subsidized fee for FRPL students, if applicable.</li> </ul>	<ul style="list-style-type: none"> <li>– Test fees for FRPL-eligible students who are covered by a waiver. <ul style="list-style-type: none"> <li>○ Late fees.</li> </ul> </li> </ul>
<b>College Application Fees:</b>	<ul style="list-style-type: none"> <li>– Up to 3 college application fees are allowable for colleges not part of the Common Application.</li> </ul>	<ul style="list-style-type: none"> <li>– All GEAR UP students are eligible for free applications using the Common Applications.</li> </ul>	<ul style="list-style-type: none"> <li>– Fees for waiver-eligible students.</li> <li>– Fees for colleges that use the Common Application.</li> </ul>

		<ul style="list-style-type: none"> <li>– Application fees for colleges not using the Common Application for FRPL-eligible students.</li> </ul>	<ul style="list-style-type: none"> <li>– Fees for students with access to family support to pay the fees.</li> </ul>
<b>Teacher Mini-Grants:</b>	<ul style="list-style-type: none"> <li>– Durable goods and materials to enhance and supplement the curriculum.</li> <li>– Teachers submit applications to the GEAR UP Advisor.</li> <li>– Application approval required by Roxanne Encheff, <a href="mailto:roxannee@wsac.wa.gov">roxannee@wsac.wa.gov</a>.</li> </ul>	<ul style="list-style-type: none"> <li>– Up to \$500 per core content (math, ELA, science, social studies, and dual credit courses) per teacher per year.</li> </ul>	<ul style="list-style-type: none"> <li>– Mini-grants for electives and non-core content courses.</li> </ul>
<b>Technology &amp; Hardware:</b>	<ul style="list-style-type: none"> <li>– GU staff and student computers, printers, scanners, and associated hardware required to support the program.</li> </ul>	<ul style="list-style-type: none"> <li>– To be purchased in Years 1 and 4.</li> <li>– Emergency, pre-approved purchases in other years.</li> <li>– Reasonable warranty costs may be reimbursable if included in the approved work plan/budget.</li> </ul>	<ul style="list-style-type: none"> <li>– Non-GU staff computers or technology unless explicitly in the work plan.</li> </ul>
<b>Guest Speakers:</b>	College/career planning and preparation or motivational speaker.	<ul style="list-style-type: none"> <li>– Up to \$2,000 per year.</li> <li>– For a GU-endorsed guest speaker list, contact <a href="mailto:bethk@wsac.wa.gov">bethk@wsac.wa.gov</a>.</li> </ul>	N/A
<b>Field Trips, College Visits, Job Site Visits:</b>	<ul style="list-style-type: none"> <li>– Educational or cultural experiences, career exploration, and college visits for students and families. Includes job site visits and job shadows.</li> </ul>	<ul style="list-style-type: none"> <li>– Entry fees, activity costs, transportation, and meals per guidance are for students, family members, and chaperones.</li> </ul>	<ul style="list-style-type: none"> <li>– Entertainment is not allowable. Exception: for overnight trips on a college campus, activities may be permitted with written pre-approval.</li> </ul>
<b>Scholarships &amp; Financial Aid Application Completion:</b>	<ul style="list-style-type: none"> <li>– Support students in applying for scholarships.</li> </ul>	<ul style="list-style-type: none"> <li>– Supplies and materials needed for search, including USB drives.</li> </ul>	<ul style="list-style-type: none"> <li>– Student Scholarships.</li> <li>– Scholarship or financial aid website or service membership fees or costs.</li> </ul>

STAFF	– DESCRIPTION	– ALLOWABLE	– NOT ALLOWABLE
<b>Staff Salary &amp; Benefits:</b>	<ul style="list-style-type: none"> <li>– For GU-assigned staff.</li> <li>– Up to 190 days for Coordinators or Directors.</li> <li>– Up to 185 days for other staff.</li> <li>– Staff who provide specific GU services, such as tutoring, may also be included.</li> </ul>	<ul style="list-style-type: none"> <li>– Actual salary and benefits directly assigned to GU staff, including mandatory benefits paid by the employer.</li> </ul> <p>Salary/wages commensurate with experience and district personnel policy.</p>	<ul style="list-style-type: none"> <li>– Staff pay that is not directly attached to GU programming.</li> <li>– Supplanting existing staff positions.</li> <li>– Staff time to work with non-GU students or on non-GU programming.</li> </ul>
<b>Professional Development:</b>	Supports building a college and career culture, GU objectives, or improves curriculum and instruction.	<ul style="list-style-type: none"> <li>– For on-site pro-dev: cost of trainer and materials.</li> <li>– For off-site pro-dev: registration and allowable travel.</li> <li>– Substitute pay to cover staff who attend pro-dev.</li> <li>– See travel guidance for details on allowability for meal reimbursement and other travel-related costs.</li> </ul> <p>Pay for staff time requires preapproval.</p>	<ul style="list-style-type: none"> <li>– Travel outside WA, OR, and ID unless for GEAR UP West or NCCEP Conferences.</li> <li>– Rental cars, unless pre-approved.</li> <li>– Clock hours or fees for credit.</li> <li>– Late registration or cancellation fees.</li> <li>– Travel insurance, travel agent fees, or booking fees.</li> </ul>
MISC. COSTS	– DESCRIPTION	– ALLOWABLE	– NOT ALLOWABLE
<b>Advertising &amp; Public Relations:</b>	<ul style="list-style-type: none"> <li>– Recruiting and advertising GU position openings are allowable.</li> <li>– Promoting GU-specific events or accomplishments.</li> <li>– General outreach to families.</li> </ul>	<ul style="list-style-type: none"> <li>– Reasonable cost of services.</li> </ul>	<ul style="list-style-type: none"> <li>– Public relations and non-GU advertising.</li> </ul>
<b>AVID:</b>	<ul style="list-style-type: none"> <li>– May include required training, director meetings and training, materials costs, and membership fees.</li> </ul>	Allowable at cost if adopted as a new program. Schools are expected to build sustainable	<ul style="list-style-type: none"> <li>– Out-of-state training may be pre-approved if not offered in WA. All rules related to other</li> </ul>

		budgets over time, separate from GU funding.	professional development and travel apply. – AVID gear or swag.
<b>Graduation or End of Year Celebrations:</b>	– Graduation activities that are outside of the traditional events may be allowed.	<ul style="list-style-type: none"> <li>– Costs are limited to those previously stated.</li> <li>– GU student banners or signs may be purchased, not exceeding \$25 each, not including set-up costs and shipping. Must include GEAR UP logo.</li> </ul>	– Costs typical of graduation are not allowable, including caps, gowns, diplomas, decorations, music, supplies, etc.
<b>Subscriptions &amp; Memberships:</b>	– Necessary for program implementation.	– Allowable at cost if attached to a specific GU activity or service.	– Cannot support lobbying organizations.
<b>Family Events:</b>	– Ensure family members have the information they need to support preparation and planning for graduating on time and being prepared for postsecondary options.	<ul style="list-style-type: none"> <li>– Supplies and materials that are needed for promotion and implementation.</li> <li>– Language interpretation services.</li> <li>– Childcare at the events.</li> </ul>	– See incentive and meal guidance above.
<b>UNALLOWABLE COSTS</b>	<b>– DESCRIPTION</b>	<b>– ALLOWABLE</b>	<b>– NOT ALLOWABLE</b>
<b>Donations:</b>	– Any donation of funds or goods purchased with GU funding.	– Not allowable.	– Not allowable.
<b>Incentives:</b>	– Any item that may be given to students for participation or other activity.	Allowable only if donated by another business, organization, or school district.	– Not allowable.
<b>Entertainment:</b>	Movies, sporting events, escape rooms, amusement parks, recreational activities, etc.	– Not allowable.	– Not allowable.
<b>Furniture &amp; Equipment:</b>	Schools are expected to provide programs with the necessary furniture for the program.	<ul style="list-style-type: none"> <li>– Equipment is defined as exceeding \$5,000. File cabinets or similar must be adequate for secure program</li> </ul>	Generally, not allowable.

		documentation storage. File cabinets or other records storage containers are allowable.	
<b>Student Activity Fees:</b>	– ASB cards, sports passes, student clubs, graduation costs, caps/gowns, and related activities.	– Not allowable.	– Student camps, conferences, etc., specific to club participation (ASB, FBLA, DECA, etc.). – Items that personally benefit the student or are extracurricular.
<b>Personal Protective Equipment (PPE):</b>	– Masks, cleaners, gloves, disinfectants, sanitizer, etc. Schools are expected to provide programs with the necessary PPE.	– Not allowable.	– Not allowable.
<b>AmeriCorps:</b>	Program match or site fees.	– Not allowable.	– Not allowable.
<b>Indirect Costs:</b>	– The cost to the district for administering the grant may be billed at the Federal Restricted Rate, up to WSAC's approved indirect rate, posted here: <a href="http://www.k12.wa.us/safs/FinancialResources.asp">http://www.k12.wa.us/safs/FinancialResources.asp</a>	– WSAC recommends that the district contribute the Indirect Cost rate as a match to the program, but it is not required.	– Costs for district staff and other district expenditures are included in the indirect rate calculation.
<b>Communications:</b>	– Cell phone and landlines.	– Not allowable.	– Not allowable; school districts are expected to support these costs.