

# WA State GEAR UP Expenditure Guidance

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| **The guidance below represents typical GEAR UP (GU) expenditures. It may not include everything that is or is not allowable. Please note:**   * **Your work plan and budget detail what has been approved for your school and must adhere to the guidance below.** * **Expenditures must tie directly to GU activities and support.** * **For items requiring pre-approval, you must email Marcie Mills or the designee in writing. Verbal consent is not pre-approval.** * **WSAC will not approve expenditures after the fact.** * **Questions? Contact Buffy Hatcher at** [buffyh@wsac.wa.gov](mailto:buffyh@wsac.wa.gov)**.** | | | |
| INCENTIVES | DESCRIPTION | ALLOWABLE | NOT ALLOWABLE |
| **Family Gift Cards or Other Incentives:** | * May be an item or a gift card or multiple items/gift cards. | * Up to $25 per family event. Gift cards are allowable for adult family members only. | * Incentives or gifts not attached to a specific event. * Student gift cards. |
| **Staff, Parent, & Volunteer Appreciation:** | * Thank you cards or certificates. | * Up to $3 per person. | * No other items allowed. |
| **Shirts:** | * Must include a GU logo or college/career logo or message. | * Up to $25 each, not including setup and shipping charges. | * Items without a GU logo or college message. * Items for adults - staff, volunteers, guest speakers, etc. * Incentives exceeding 1% of the annual budget or not included in the work plan and budget. * Gift cards are not allowable. * Incentives may not be distributed to non-GU students. * Incentives should be distributed fairly to students with no student receiving excessive incentives. * Entertainment is not an allowable incentive. |
| **Other Wearable Items:**  *Hats, scarves, and socks***.** | * Items with a GU logo or college/career logo or message. | * Up to $20 each, not including setup and shipping charges |
| **Books:**  *Career or educational.* | * Books with career, college, or other educational focus. | * Up to $20 each, not including setup and shipping charges. |
| **Other College Logo Items:**  *Such as pennants, notebooks, pens, magnets, key chains, lanyards, reusable coffee mugs, cups, or water bottles.* | * Items with a GU logo or college/career logos, such as those from a campus bookstore. | * Up to $10, not including setup and shipping charges. |
| **Food & Treats:** | * Food may be provided for student participation or celebration of achievement. | * 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 |
| **Student School Supplies:** | * Binders, folders, paper, highlighters, markers, flash drives, calculators, planners or calendars, pens, pencils, backpacks, etc., which are necessary for student success. | * Up to $20 per student per year in need. | * Items that are not required for full student participation. |
| **Classroom Calculators:** | * Required calculators for classroom use. Calculators must be retained as GU property. | * Up to one set per classroom in need at actual cost. | * N/A |
| **Program Supplies:** | * Consumable supplies that are necessary for program implementation. Includes postage and printing. | * Up to 1% of budget per year. | * Technology hardware, games, or any other non-consumable item. |
| **Career & College or Other Educational Books or Materials, Including Games:** | * To be used in classrooms, GU programming, or library. | * Up to $500 per year. | * Required coursework, curriculum, or materials. |
| **Decorations:** | * Family events | * Up to $25 per event. | * Items for non-family events. |
| **College Going Culture Items:** | * College/career pennants, motivational and informational posters, or other items for display in public areas of the school or GU classroom/offices. | * Up to $500 per year. | * Items that are not college/career messaging focused. |
| FOOD | DESCRIPTION | ALLOWABLE | NOT ALLOWABLE |
| **Field Trips & College Visits:** | * Student and chaperone meals may be provided based on the meal period covered for the trip. See Travel Guidance for additional details. * If cash is given to students and/or chaperones, they must sign the Student Meal Allowance Form. * GU recommends that one meal per day be provided through school food service to reduce costs. | * Up to $15 per meal. * Up to $20 per meal in King County only. * Up to $5 for healthy snacks per day. * Transportation, and lodging at per diem rates. * Substitute wage and mandatory benefits. | * Candy, and similar treats are not allowable. |
| **Family Events:** | **In Person:**   * Food may be provided to all GU students and their family members in attendance.   **Virtual:**   * Food for confirmed adult attendees and the GU student. | **In Person:**   * Up to $5 per attendee for refreshments. OR * Up to $10 per attendee for a meal. * Staff may be included.   **Virtual:**   * Up to $10 gift card per confirmed adult and GU student only. | * Gift cards for in-person events. * Staff food for virtual events. * Food for non-GU students and their family members. * Food for any other virtual attendees (siblings, non-GU students). * Delivery fees are not allowable for virtual events. However, they are allowed for catered on-site events. |
| **Snacks:** | * Healthy, nutritious snacks (granola bars, string cheese, fruit, popcorn, trail mix, pretzels, crackers, milk, juice, yogurt, bagels or muffins). | * Allowed for testing/assessments and field trips only. * Up to $5 per event or day per student. | * Candy, pop, and similar treats are not allowable. * Food for after-school programs. Use the USDA Food and Nutrition Service <https://www.k12.wa.us/policy-funding/child-nutrition/school-meals/national-school-lunch-breakfast-program/afterschool-snack-program> |
| **College &/or Career Fairs:** | * Light refreshments or meals for presenters. | * Up to $5 per presenter for refreshments. * Up $10 per presenter for a meal. | * Staff may not be included. * Meals for less than a full-day event. |
| **Staff Events:** | * Food for staff on the school campus. | * Staff may be included in family event meals outside of the school day. | * Meals and refreshments for staff during GU events during the school day. |
| **Student Meals during the School Day, on Campus:** | * Generally, not allowable. | * Written permission required: [marciem@wsac.wa.gov](mailto:marciem@wsac.wa.gov) | * Limited exceptions may be made for student events that limit access to regular mealtime. |
| ACADEMIC COSTS | DESCRIPTION | ALLOWABLE | NOT ALLOWABLE |
| **Academic Coursework Tuition & Fees:** | * Credit retrieval course fees, College in the High School tuition, Running Start books, and supplies may be allowable if the school does not usually pay them. | * Credit retrieval or summer school fees are allowable if students are responsible for the cost and no waiver or scholarship is available. * CiHS tuition is allowable if the student doesn’t qualify for the OSPI subsidy or school district funds. * Running Start books, supplies, and bus passes are allowable. | * Running Start summer school tuition. * Any tuition or cost that the school district pays typically on behalf of a student. * Non-mandatory fees that are not required for participation. * Late fees. |
| **Student Conferences:** | * Support students in building leadership and skills. Must be open to all students and not based on a selective process. | * Registration fees, lodging, transportation, and meals not provided by the provider. Chaperone costs. | * School club activities and conferences, including but not limited to ASB, DECA, FFA, FCCLA, etc. * Out-of-state student travel. |
| **Summer Enrichment:** | * GU-approved summer camp experiences and courses. | * Up to $500 per student for registration fees. * Transportation and meals are allowable if not provided by the camp program. | * Sports camps. * Camps that are not pre-approved by WSAC. * Camps that are not open to the general student population (e.g., ASB Leadership Camp). * Late registration and cancellation fees. |
| **Pre-College Assessments:** | * PSAT, ACT, SAT, Accuplacer, or similar assessments required by GU or for college entrance. | * Cost of the test unless a waiver is available. * **PSAT:** * 9/10/12th grades: Full cost of assessment. * 11th Grade: Full cost of non-FRPL eligible GU cohort students. FRPL eligible students are free. * **ACT/SAT Saturday Tests:** Full cost of non-FRPL eligible GU students. FRPL eligible students are free/waiver. * **SAT School Day Tests:**   Full cost of non-FRPL eligible GU students. FRPL eligible students at reduced rate (est. $8) | * Test fees for waiver-eligible students:   + SAT/ACT – FRPL students   + PSAT – 11th Grade FRPL students   + Late registration fees. |
| **AP Test Fees:** | * Student fees for AP tests. | * The entire test fee for non-FRPL cohort students. * OSPI subsidized fee for FRPL and priority students allowed, if applicable. | * Test fees for FRPL eligible students who are covered by a waiver. * Late fees. |
| **College Application Fees:** | * Up to 3 college application fees are allowable. | * See required forms and instructions in the Coordinator Manual. * Encourage students/families to pay a portion of the fee, usually $15. Consideration should be made for family needs. | * Fees for waiver-eligible students. |
| **Teacher Mini-Grants:** | * Durable goods and materials to enhance and supplement the curriculum. * Teachers must submit a form ([<https://gearup.wa.gov/file/sample-teacher-mini-grant-application>](https://gearup.wa.gov/file/sample-teacher-mini-grant-application)) to the GU Coordinator requesting funds. The GU Coordinator will forward it to [marciem@wsac.wa.gov](mailto:marciem@wsac.wa.gov) for approval. | * Up to $500 per core content (math, ELA, science, social studies, and dual credit courses) teacher per year. | * Mini-grants for electives and non-core content courses. |
| **Technology & Hardware:** | * GU staff and student computers, printers, scanners, and associated hardware required to support use. * May include mobile hot spots when in remote learning, with pre-approval. | * To be purchased in Years 1 through 4 of the program. * Emergency, pre-approved purchases in Years 5 through 7. * Purchased hot spots must be owned/retained by the school district and canceled when no longer needed. * Reasonable warranty costs may be reimbursable if included in the approved work plan/budget. | * Non-GU staff computers or technology unless explicitly in the work plan. |
| **Guest Speakers:** | * College/career planning and preparation or motivational speaker. | * Up to $1,000 per year. * For a GU endorsed guest speaker list, contact [[bethk@wsac.wa.gov](mailto:bethk@wsac.wa.gov)](mailto:bethk@wsac.wa.gov) | * N/A |
| **Field Trips, College Visits, Job Site Visits:** | * Educational or cultural experiences, career exploration, and college visits for students and families. Includes job site visits and job shadows. | * Entry fees, activity costs, transportation, and meals per guidance are for students, family members, and chaperones. | * Entertainment is not allowable. Exception: for overnight trips on a college campus, activities may be permitted with written pre-approval. |
| **Scholarships & Financial Aid Application Completion:** | * Support students in applying for scholarships. | * Supplies and materials needed for search, including USB drives. | * Student Scholarships. * Scholarship or financial aid website or service membership fees or costs. |
| **Focus Training**  **Seeds Training:** | * College knowledge and career planning workshops on your campus. * Student leadership, SEL training. | * Up to full fee for GU students. * Non-GU students may participate for no additional cost. | * N/A |
| STAFF | DESCRIPTION | ALLOWABLE | NOT ALLOWABLE |
| **Staff Salary & Benefits:** | * For GU assigned staff. * Up to 190 days for Coordinators or Directors. * Up to 185 days for other staff. * May also include staff who provide specific GU services such as tutoring. | * Actual salary and benefits directly assigned to GU staff, including mandatory fringe benefits paid by the employer. * Salary/wages commensurate with experience and district personnel policy. | * Staff pay that is not directly attached to GU programming. * Cannot supplant existing staff positions. * Staff time to work with non-GU students or on non-GU programming. * Any days beyond allowable must be providing direct services to students. |
| **Professional Development:** | * Supports building a college and career culture, GU objectives, or improves curriculum and instruction. | * For on-site pro-dev: cost of trainer and materials. * For off-site pro-dev: registration and allowable travel. * Substitute pay to cover staff who attend pro-dev. * See travel guidance for allowability details for meal reimbursement and other travel-related costs. * Pay for staff time requires pre-approval. | * Travel outside of WA, OR, and ID requires pre-approval. * Rental cars, unless pre-approved. * Clock hours or fees for credit. * Late registration or cancellation fees. * Travel insurance, travel agent fees, or booking fees. |
| MISC. COSTS | DESCRIPTION | ALLOWABLE | NOT ALLOWABLE |
| **Advisory Committee:** | * Two meetings per year are required. | * Cost of materials for required advisory meetings, thank you cards. | * Food, refreshments, incentives. |
| **Advertising & Public Relations:** | * Recruiting and advertising GU position openings are allowable. * Promoting GU specific events or accomplishments. * General outreach to families. | * Reasonable cost of services. | * Public relations and non-GU advertising. |
| **AVID:** | * May include required training, director meetings and training, materials costs, and membership fees. | * Allowable at cost if adopting as a new program. Schools are expected to build sustainable budgets over time, separate from GU funding. | * Out-of-state training must be pre-approved. All rules related to other professional development apply. * AVID gear or swag. |
| **Graduation or End of Year Celebrations:** | * Graduation activities that are outside of the traditional events may be allowed. | * Costs are limited to those previously stated. * GU student banners or signs may be purchased, not to exceed $20 each, and not including set up costs and shipping. | * Costs typical of graduation are not allowable, including caps, gowns, diplomas, decorations, music, supplies, etc. |
| **Subscriptions & Memberships:** | * Necessary for program implementation. | * Allowable at cost if attached to a specific GU activity or service. | * Cannot support lobbying organizations. |
| **Family Events:** | * Ensure family members have the information they need to support preparation and planning for graduating on time and being prepared for postsecondary options. | * Supplies and materials that are needed for promotion and implementation. Language interpretation services. Childcare at the events. * See incentive and meal guidance above. | * See incentive and meal guidance above. |
| UNALLOWABLE COSTS | DESCRIPTION | ALLOWABLE | NOT ALLOWABLE |
| **Donations:** | * Any donation of funds or goods purchased with GU funding. | * Not allowable. | * Not allowable. |
| **Entertainment:** | * Movies, sporting events, escape rooms, amusement parks, recreational activities, etc. | * Not allowable. | * Not allowable. |
| **Furniture & Equipment:** | * Schools are expected to provide programs with the necessary furniture for the program. | * Equipment is defined as exceeding $5,000. * File cabinets or similar must be adequate for secure program documentation storage. File cabinets or other records storage containers are allowable. | * Generally, not allowable. |
| **Student Activity Fees:** | * ASB cards, sports passes, student clubs, graduation costs, caps/gowns, and any related activities. | * Not allowable. | * Student camps, conferences, etc. that are specific to club participation (ASB, FBLA, DECA, etc.). * Items that personally benefit the student or are extracurricular. |
| **Personal Protective Equipment (PPE):** | * Masks, cleaners, gloves, disinfectants, sanitizer, etc. Schools are expected to provide programs with the necessary PPE. | * Not allowable. | * Not allowable. |
| **AmeriCorps:** | * Program match or site fees. | * Not allowable. | * Not allowable. |
| **Indirect Costs:** | * 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: [http://www.k12.wa.us/safs/F inancialResources.asp](http://www.k12.wa.us/safs/F%20inancialResources.asp) | * WSAC recommends that the district contribute the Indirect Cost rate as match to the program, but not required. | * Costs for district staff and other district expenditures are included in the indirect rate calculation. |
| **Communications:** | * Cell phone and landlines. | * Not allowable. | * Not allowable; school districts are expected to support these costs. |