

#  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 Feather Wagner at** featherw@wsac.wa.gov
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| 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.
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| **Staff, Parent, & Volunteer Appreciation:** | * Thank you cards or certificates.
 | * Up to $3 per person.
 | * No other items allowed.
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| **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.
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| **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
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| **Books:***Career or educational.* | * Books with career, college, or other educational focus.
 | * Up to $20 each, not including setup and shipping charges.
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| **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.
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| **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.
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| **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
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| **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.
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| **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.
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| **Decorations:**  | * Family events
 | * Up to $25 per event.
 | * Items for non-family events.
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| **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.
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| 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.
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| **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.
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| **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>
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| **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.
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| **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.
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| **Student Meals during the School Day, on Campus:** | * Generally, not allowable.
 | * Written permission required: marciem@wsac.wa.gov
 | * Limited exceptions may be made for student events that limit access to regular mealtime.
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| 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.
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| **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.
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| **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.
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| **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.
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| **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.
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| **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.
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| **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 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.
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| **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.
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| **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
 | * N/A
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| **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.
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| **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.
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| **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
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| 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.
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| **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.
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| 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.
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| **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.
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| **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.
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| **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.
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| **Subscriptions & Memberships:** | * Necessary for program implementation.
 | * Allowable at cost if attached to a specific GU activity or service.
 | * Cannot support lobbying organizations.
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| **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.
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| UNALLOWABLE COSTS | DESCRIPTION | ALLOWABLE | NOT ALLOWABLE |
| **Donations:** | * Any donation of funds or goods purchased with GU funding.
 | * Not allowable.
 | * Not allowable.
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| **Entertainment:** | * Movies, sporting events, escape rooms, amusement parks, recreational activities, etc.
 | * Not allowable.
 | * Not allowable.
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| **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.
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| **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.
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| **Personal Protective Equipment (PPE):** | * Masks, cleaners, gloves, disinfectants, sanitizer, etc. Schools are expected to provide programs with the necessary PPE.
 | * Not allowable.
 | * Not allowable.
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| **AmeriCorps:** | * Program match or site fees.
 | * Not allowable.
 | * Not allowable.
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| **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.
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| **Communications:** | * Cell phone and landlines.
 | * Not allowable.
 | * Not allowable; school districts are expected to support these costs.
 |