



Washington State GEAR UP Program

Specific Allowable Costs and Guidelines

Description	Amount	Purpose
Drawing Item: Grocery store gift card OR gas gift card OR restaurant gift card OR food gift basket	One item per meeting valued up to \$25	Attendance incentive for parent/family meetings NOTE: Gift cards cannot be purchased for students and the prize drawing is for the parent and no other purpose
Clothing items with GEAR UP on them or college message. Any printing and/or setup charges must be included	Up to \$20 each	Students to wear on field trips, school events, special programs, community service and other events to promote GEAR UP, teamwork and safety on field trips (see note below)
Pens and pencils	Up to \$1 each	Student incentive
Magnets or key chains	Up to \$2 each	Student incentive
Stickers	Up to \$0.50 each	Student incentive
Backpacks	Up to \$20 each	Incentive for academic achievement, attendance or service
Coffee mugs, cups or water bottles	Up to \$5 each	Appreciation tokens for volunteers, water bottles may be purchased for students
Hats, scarves, bags and pennants with GEAR UP on them or college message	Up to \$10 each	Student incentive
Career or educational books	Up to \$20 each	Student incentive
Educational CDs	Up to \$20 each	Student incentive
Educational DVDs	Up to \$20 each	Student incentive
Decorations for events (flowers, balloons, e.g.)	Up to \$25 per event	For GEAR UP family events only
Educational games	Up to \$20 each	Student incentive
Flash drives	Up to \$10 each	Student incentive

NOTES:

1. The above cost limits are before tax, and/or shipping and handling, which will be reimbursed in addition to these limits.
2. Anticipated expenditures must be in the school's approved work plan and budget.
3. The incentive budget shall be no more than 1% of contractor's total annual budget and must be pre-approved.
4. iTunes or similar items are considered entertainment and are not an allowable expenditure.
5. Gift cards are not an allowable expense for volunteers or students.
6. Clothing items may not be purchased for staff or parents.
7. Items for staff are not an allowable expenditure. Thank you cards or certificates for staff appreciation are allowable.



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Food and beverages may be offered in conjunction with GEAR UP structured activities where the participants are receiving GEAR UP information, per the following guidelines. Anticipated expenditures must be in the school's approved work plan and budget.

Meal, Beverage and Snack Allowances		
Purpose	Description	Amount
Family or parent night event	Refreshments or meals.	Up to \$5/attendee for refreshments or up to \$8/ attendee for meal. If you are doing a combined event with non-GEAR UP families, you must share the cost in proportion to actual attendance.
Meals for field trips and college visits	Meals. We recommend that one meal per day be provided through school food service to reduce costs. Note: If cash is given to students/chaperones, then they must sign the Student Meal Allowance Form.	Up to \$10 per student per meal. Up to \$15 per meal in King County Meals provided by a college campus food service program will be reimbursed at full cost. Reimbursement is based on actual attendance. Staff/chaperone meals: Either the student meal allowance or the district per diem is allowable, not to exceed the state per diem.
Snacks for field trips, college visits and testing	Healthy, nutritious snacks (granola bars, string cheese, fruit, popcorn, trail mix, pretzels, crackers, milk, juice, yogurt, bagels or muffins).	Up to \$3 per day per student.
Celebratory events or activity for students	Up to 1 event per quarter for student recognition for special achievement (GPA, attendance, or GEAR UP benchmark, etc.).	Up to \$1 per student per event.
Student Participation Incentive	A small treat/candy to encourage participation such as returning a survey.	Up to \$1 each per student per activity. Exceptions may be made for special events, such as a pizza party for a GEAR UP Week competition. Permission is required.
Advisory meetings	Not allowable	NEW: Effective 9/1/19: Expenses for this activity are not allowable.
College and career fairs (on school campus)	Meals or light refreshments for full day events, for presenters only.	Up to \$8 per presenter (may not provide food for students or staff) and only if the career fair extends over the lunch hour. OR Up to \$3 per presenter for light refreshments if the event is at least 4 hours.



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Food and Meals Not Allowable		
School staff meetings or professional development	Not allowable.	Meals for staff events are not an allowable expenditure.
Staff meals	Not allowable for on school campus during the school day.	Allowable for field trips up to per diem per school policy.
Before and after school snacks	Not allowable.	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
Student meals or snacks while on school campus, during the school day.	Not allowable unless prior permission is given. Contact Marcie Mills, marciem@wsac.wa.gov	Limited exceptions may be made for student events that limit access to regular meal time. Prior permission is required. In general, food or snacks will not be approved for lunch time activities.

NOTES:

1. Events must be entered in the portal to document participation PRIOR to the reimbursement being made.
2. The Expenditure Detail Form MUST INCLUDE the total number of participants for any event when food is provided. Must include: # GEAR UP students, # non-GU students, # family members, # staff.
3. Expenses that do not adhere to the above rules will not be reimbursed. Please do not ask for an exception.
4. If you are sharing expenses of an event with another program, you must document this on the Expenditure Detail Form and the distribution of charges is clearly detailed.
5. Perishable leftover food from events should be sent home with GEAR UP families and students whenever possible. In the event of excess, it can be distributed to GEAR UP students at school the following day. If neither of these are possible, it can be donated to a local homeless shelter. Non-perishable food should be kept for another GEAR UP event.



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GEAR UP allows expenses related to dual credit options, credit recovery, student camps and placement tests. When using GEAR UP funds to pay these expenses, priority should be given to low-income students who do not have the family resources to pay for them. It is allowable to pay these expenses for other students if you have confirmed that family resources are not available. Use the following guidelines when planning for these expenses. Anticipated expenditures must be in the school's approved work plan and budget.

Miscellaneous Expenses		
Purpose	Description	Amount
Academic coursework	Online classes for credit retrieval or enrichment, or College in the High School	Tuition is allowable for College in the High School, credit retrieval, and on-line classes offered on the school campus.
	Running Start	Books and supplies are allowable for Running Start. Bus passes are allowable if this is the mode of transportation.
Summer college campus experience	Individual student camps on a college campus	See GEAR UP endorsed camp options, available from Beth Kelly, bethk@wsac.wa.gov .
Placement tests (PSAT, Aspire, ACT, SAT, ACCUPLACER)	Pre-college and college placement tests, including re-takes	Published amount when no waiver is available. FRPL students are eligible for waivers for most tests.
AP Test Fees	Student fees to take the AP tests	Full test fee for non-FRPL cohort students. OSPI subsidized fee for FRPL and priority students allowed, if applicable.
College Application Fees (form required)	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 need. Waivers should be used when available.
School supplies for students who do not have resources available.	Binders, folders, paper, highlighters, markers, calculators, planners or calendars, pens, pencils, and other school supplies.	Up to \$20 per student per year
Teacher mini-grants to enhance existing curriculum.	Teachers must submit a form (https://gearup.wa.gov/file/sample-teacher-mini-grant-application) to the GEAR UP Coordinator requesting funds. The GEAR UP Coordinator will forward to marciem@wsac.wa.gov for approval.	Up to \$500 per teacher per year or equal to the amount in the school's approved work plan and budget. Requests are limited to durable goods and must enhance existing course curriculum.



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Guest speakers and professional development content must focus on college/career planning and preparation and may be motivational. It is strongly recommended that you obtain permission from the GEAR UP program before booking a speaker. Anticipated expenditures must be in the school’s approved work plan and budget.

Guest Speakers		
Purpose	Description	Amount
Guest Speakers: For a GEAR UP endorsed guest speaker list, contact bethk@wsac.wa.gov	College/career planning and preparation or motivational	Up to \$1,000, one per year.
Focus Training, http://www.focustraining.com/	College knowledge workshops on your campus.	Up to full fee for GEAR UP students.
Challenge Applications, http://www.challengeapplications.com/	Experiential learning model to provide leadership and goal setting activities for students; professional development train-the-trainer for staff.	Up to full fee for GEAR UP students and school staff.
Seeds Training	Leadership development for students.	Up to full fee for GEAR UP students and school staff.
Professional Development (on school campus)	Provided to school staff in support of achieving GEAR UP goals.	Reasonable fees for the service provided are allowable and are not limited to the \$1000 for guest speakers. Staff pay for participation is generally not an allowable expense. Substitutes are allowable.