



## Instructions: How to Order GEAR UP Program Resources

### **Introduction**

WSAC has student and family incentives and printed publications available to GEAR UP schools. Incentives and resources do not come out of your program budget. They are available for free, but must be distributed only to GEAR UP students or GEAR UP families.

### **When can orders be placed?**

**June:** WSAC GEAR UP will provide access to an order form, with guidance and a due date to order incentives for the following school year. The June order should include the items needed for the implementing the coming year's family events, student incentives, and publication resources. WSAC will ship orders to schools in late August.

**Throughout School Year:** Small orders can be made throughout the year (for example, if you are taking a group of students on a field trip and want each of them to have a lanyard to hold their name tag). Orders will be filled based on quantities available. Not all items may be available. When placing an order please allow a minimum of 10 business days for your order to be filled and received.

### **Where is the form to place an order?**

The Program Resource Order form can be accessed from the Grant Management page: <http://www.gearup.wa.gov/webform/program-resource-order-form>.

### **How do I place an order?**

- Access the online form by going through the Grant Management page or directly linking to the form.
- Read all of the instructions (top of the form and for some items).
- Any line item that has a \* is a required field and must be filled in to submit the form.
- There are three sections that incentives and resources are located:
  - Student incentives
  - Family night incentives
  - Publications
- Select items from the different sections and provide a brief distribution plan for the items.
- Review your order for accuracy and then click "submit" at the bottom of the form.

### **I placed an order, what happens now?**

Once your order has been submitted your order is automatically sent to the email address you provided and WSAC for review. If there are no questions pertaining to your order it will be filled within 10 business days. If there are questions regarding your order you will be contacted via phone or email and your order will not be filled until the question(s) are answered.

### **Questions**

If you have any questions about incentives, resources, or how to order them please email [marcies@wsac.wa.gov](mailto:marcies@wsac.wa.gov).