Cost Share Scenarios

FOR GEAR UP COORDINATORS

OREGON GEAR UP

SCENARIOS

It can be hard to remember what can count as cost share, especially in the moment or when it's time to log it into Event and Cost Share Tracker (ECST). Here are some scenarios with different types of cost share to help assist with what can be collected.

College Campus Tours		
Scenario	**Item to Track**	**Documentation**
Chaperone(s)/volunteer(s)	Track volunteer hours. Use the volunteer rate or the professional's wage rate per hour.	None
College campus faculty and staff that help with tour (tour guides, professors, etc.)	Track staff hours. Use the volunteer rate or the professional's wage rate per hour.	None
Discounts on food	Document items that were discounted and value of discount.	Documentation demonstrating value (e.g., receipt)
District/school faculty volunteer(s)	Track staff hours. Use the volunteer rate or the professional's wage rate per hour.	None
Facility space donated for students to use for lunch or activity on campus tour	Document the space donated and the value of the facility.	Invoice declaring value of facility form the donating organization
Presenter(s)/speaker(s)	Track presenter/speaker hours. Use the volunteer rate or the professional's wage rate per hour.	None
School or district provided transportation for students	Document transportation value for college visit.	Documentation demonstrating value to transport students
Swag (t-shirts, promotional items, etc.)	Track items donated and value of each item. Staff member from college can help determine value.	Value of items

Donated Materials/Supplies		
Scenario	**Item to Track**	**Documentation**
Someone donates materials or supplies to GEAR UP Program	Track donated items and values from whoever donated the items. Some donation items include food, equipment, furniture, etc.	Documentation demonstrating value (if applicable)

Field Trip

Scenario	Item to Track	Documentation
Chaperone(s)/volunteer(s)	Track volunteer hours. Use the volunteer rate or the professional's wage rate per hour.	None
District/school faculty volunteer(s)	Track staff hours. Use the volunteer rate or the professional's wage rate per hour.	None
Staff at field trip location that help with field trip (tour guides, etc.)	Track staff hours. Use the volunteer rate or the professional's wage rate per hour.	None
Presenter(s)/speaker(s)	Track presenter/speaker hours. Use the volunteer rate or the professional's wage rate per hour.	None
School or district provided transportation for students	Document transportation value for college visit.	Documentation demonstrating value to transport students
Waiver or discount on activity for students	Track items that were discounted or waived demonstrating the value (e.g., discount on admission tickets).	Documentation demonstrating value
Swag (t-shirts, promotional items, etc.)	Track items donated and value of each item. Staff member can help determine value.	Value of items
Somone donates materials or supplies for GEAR UP field trip	List of donated items and values (e.g., flyers, food, etc.).	Documentation demonstrating value (if applicable)
Discounts on food	Document items that were discounted and value of discount.	Documentation demonstrating value (e.g., receipt)
Facility space donated	Document the space donated and the value of the facility.	Invoice declaring value of facility form the donating organization

Wi-Fi

Scenario	Item to Track	Documentation
School grants the GEAR UP Coordinator and/or students access to their Wi-Fi network	Document cost per user, how many users, and duration of cost. Example: it costs $5.40 per ser, 50 users, for one month, equals $270.00 per month ($5.40x50x1).	Documentation on cost per user and duration of cost.

GEAR UP Activity/Event

Scenario	Item to Track	Documentation
Chaperone(s)/volunteer(s)	Track volunteer hours. Use the volunteer rate or the professional's wage rate per hour.	None
District/school faculty volunteer(s)	Track staff hours. Use the volunteer rate or the professional's wage rate per hour.	None
Presenter(s)/speaker(s)	Track presenter/speaker hours. Use the volunteer rate or the professional's wage rate per hour.	None
Swag (t-shirts, promotional items, etc.)	Track items donated and value of each item. Staff member can help determine value.	Value of items
Somone donates materials or supplies for GEAR UP activity	List of donated items and values (e.g., flyers, food, etc.).	Documentation demonstrating value (if applicable)
Discounts on food	Document items that were discounted and value of discount.	Documentation demonstrating value (e.g., receipt)

Guest Speaker

Scenario	Item to Track	Documentation
Presenter(s)/speaker(s)	Track presenter/speaker hours. Use the volunteer rate or the professional's wage rate per hour.	None
Snacks or food, if applicable	Document donated snack/food values.	Documentation demonstrating value (if applicable)
District/school faculty volunteer(s)	Track staff hours. Use the volunteer rate or the professional's wage rate per hour.	None
Swag brought in by speaker (t-shirts, promotional items, pens, etc.)	Track items donated and value of each item. Staff member can help determine value.	Value of items

Student Learning Plans

Scenario	Item to Track	Documentation
Counselor(s) spends time with student going over their student learning plan	Track staff hours. Use the volunteer rate or the professional's wage rate per hour.	None

Indirect Costs		
Scenario	**Item to Track**	**Documentation**
Indirect Costs/Overhead	Use school's indirect cost/rate to your program budget. Indirect rate cannot be above 8% (federal limit).	None

Other Ideas		
Scenario	**Item to Track**	**Documentation**
Cash donations	List donated items and values.	None
Copies	Usage and value of copies made	None
Donated books/curriculum	Track the donated books/curriculum and value.	Documentation demonstrating value (if applicable)
Fee Waivers	Track items that were waived demonstrating the value (e.g., SAT/ACT waiver).	Documentation demonstrating value (if applicable)
Mentoring Services	Track mentor's hours. Use the volunteer rate or the professional's wage rate per hour.	None
Professional Development Time and Travel	Track time spent in meetings and traveling. Can count any expenses not covered by GU grant or Central Office (e.g., melas, mileage, flights, etc.). Can count staff time if outside of normal workweek/work hours.	Documentation demonstrating value (if applicable)
Professional Development Workshops	Workshops that impact GU initiatives/goals.	Documentation demonstrating value (if applicable)
Substitute Expenses	Substitute expenses if not covered by GU grant or Central Office.	None
Tutoring	Track tutor's hours. Use the volunteer rate or the professional's wage rate per hour.	None