

GEAR UP Events Budget

2024-25



Event, date, & location	Meals at meeting	Substitutes (as needed)	Lodging	Registration	Stipend for participants	Travel	Additional meals	All other costs
Fall Meeting ★ October 10-11, 2024 <i>IBEW Local 280, Tangent</i>	☒	☒	☒			●	●	●
GEAR UP West October 27-29, 2024 <i>Albuquerque, NM</i> ✓ Note: 2024 registration rates not published yet ✓ CO pays up to two per cluster	—		☒	☒		☒	●	●
Model School Visit <i>Dates and location TBD</i>	☒	☒	☒			●	●	●
GEAR UP Planning Retreat ★ April/May 2025 <i>Location TBD</i> ✓ CO pays up to 10 per cluster – <i>cluster participants are set unless exceptions have been approved by CO</i>	☒	☒	☒			●	●	●
National GEAR UP Conference July 2025 <i>San Francisco, CA</i> ✓ Note: 2024 registration rates not published yet ✓ CO pays up to two per cluster ✓ If presenting, CO will pay for travel	—		☒	☒		●	●	●
Summer Institute for Educators Summer 2025 <i>Dates and location TBD</i>	☒		☒		☒	●	●	●

PLAN AHEAD

- ✓ CO will pay for **early registration** only. Any late registration fees resulting from failure to register in a timely manner are the responsibility of the cluster.
- ✓ Meals at meetings/conferences are indicated on the agenda.
- ✓ Follow district travel policies and procedures.
- ✓ If the number of individuals attending an event is more than the amount that CO will cover, Clusters can use district or contracted amount funds to cover additional attendees.
- ✓ Substitutes are paid for on an as needed basis.
- ✓ Clusters can use district or contracted amount funds for events.
- ✓ Contact CO for additional financial support when district requires payment for non-contract hours during conferences/meetings.

GLOSSARY

Cluster – Oregon GEAR UP schools

CO – Central Office

Contracted Amount – the annual budget a school receives for approved programmatic costs and coordinator salaries

Travel – roundtrip mileage between home and event location OR airfare + airport and/or hotel parking, mileage between home and airport, rental car or transportation between hotel and airport, baggage fees for one piece of luggage

Key: Who Pays?	
Central Office	☒
Cluster	●
Required events for GEAR UP Coordinators	★
Conference/Meeting – <i>check agenda what meals are fully covered</i>	—