

# 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
<b>Fall Meeting ★</b> October 10-11, 2024   Albany & IBEW Local 280	☒	☒	☒			●	●	●
<b>GEAR UP West</b> October 27-29, 2024   Albuquerque, NM ✓ Registration: \$390 ✓ CO pays up to two per cluster	—		☒	☒		☒	●	●
<b>Model School Visit</b> March 7, 2025   Hermiston High School	☒	☒	☒			●	●	●
<b>GEAR UP Planning Retreat ★</b> April 17-18, 2025   Eugene, OR ✓ CO pays up to 10 per cluster – cluster participants are set unless exceptions have been approved by CO	☒	☒	☒			●	●	●
<b>Rural Summit: From Cradle to Career</b> April 27-30, 2025   Anchorage, AK CO will pay for the Superintendent as part of a new professional learning community initiative	—		☒	☒		☒	●	●
<b>2025 PNACAC Annual Conference</b> May 21-23, 2025   Portland, OR ✓ Registration: \$300 ✓ CO pays up to two per cluster	—	☒	☒	☒		●	●	●
<b>National GEAR UP Conference</b> July 13-16, 2025   San Francisco, CA ✓ 2024 Registration: \$1,200 (member) & \$1,300 (non-member) ✓ CO pays up to two per cluster ✓ If presenting, CO will pay for travel	—		☒	☒		●	●	●

## 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 – check agenda what meals are fully covered	—

updated 9/26/2024