

GEAR UP Events Budget

2025-26



Event, date, & location	Meals at meeting	Substitutes (as needed)	Lodging	Registration	Stipend for chaperones	Travel	Additional meals	All other costs
GEAR UP West ★ October 26-28, 2025 <i>Portland, OR</i> ✓ Registration: \$400 (early) \$450 (late) ✓ CO pays for all staff registered per cluster	–	☒	☒	☒		●	●	●
Model School Visit March 11-12, 2026 <i>Yamhill Carlton</i>	☒	☒	☒			●	●	●
GEAR UP Planning Retreat ★ April 22-24, 2026 <i>Eugene, OR</i> ✓ CO pays up to 10 per cluster	☒	☒	☒			●	●	●
GEAR UP Summer Camp June 22-25, 2026 <i>University of Portland</i>	☒	☒	☒		●	●	●	●
National GEAR UP Conference July 19-22, 2026 <i>Washington, DC</i> ✓ 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. Late registration or cancellation fees are the responsibility of cluster.
- ✓ Per diem for meals will be provided. Please note that meals included in the agenda of meetings or conferences will not be reimbursed.
- ✓ Follow district travel policies and procedures.
- ✓ District or contracted funds can be used to cover event attendance for those who are not covered by the CO.
- ✓ Substitutes are paid for on an as needed basis.
- ✓ Clusters can use district or contract funds for events, including costs for event attendance for those who are not covered by the CO.
- ✓ Contact CO for additional financial support when district requires payment for non-contract hours or additional travel expenses during conferences/meetings.

GLOSSARY

Cluster – Oregon GEAR UP schools

CO – Central Office

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

Travel – roundtrip per diem for mileage between home and event location OR airfare + economy airport and/or hotel parking, per diem for 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>	–