



Allowable Costs

ALLOWABLE INCENTIVES

Use the following guidelines when providing incentives for students, volunteers, school, and community members.

1. **Budget Limit:** The incentive budget should not exceed 3% of the total contracted programming budget for each grant year. This includes schools supplies for students. Note: care packages are not incentives
2. **Excluded Items:** Apple Music or similar entertainment-related (e.g. e-books) expenses and gift cards (including grocery/gas gift cards) are not allowable expenditures.

DESCRIPTION	AMOUNT	PURPOSE
Educational items for drawings held at the end of an event	One item per meeting valued at up to \$35	Attendance incentive for parent/family meetings <i>Guidance:</i> Educational items that enhance student understanding through their learning process
Clothing items must promote a college message and/or include the Oregon GEAR UP and/or Oregon Goes To College logo	Up to \$25 each – printing & setup charges must be included	<i>Identification and safety:</i> Students, staff, and chaperones wear clothing item on field trips, school events, special programs, and community service to ensure easy identification and enhance safety protocols <i>Guidance:</i> Clothing used explicitly for identification and safety purposes on field trips, school events, special programs, and community. Peer mentoring or leadership programs specifically geared toward college and career readiness, may be allowable only for the students in leadership roles and only as needed for identification purposes
Pencils/pens	Up to \$3.50 each	Student reward or incentive
Magnets or key chains	Up to \$4 each	Student reward or incentive
Stickers	Up to \$2 each	Student reward or incentive
Backpacks	Up to \$35 each	Incentive for academic achievement, attendance, or service <i>Guidance:</i> This does count towards the total per student of \$40 for school supplies

School supplies (paper, bookmarks, highlighters, markers, calculators, and other school supplies)	Up to \$40 per student per year	Student reward or incentive <i>Guidance:</i> School supplies should only be items not provided in annual order. Care packages for students who have started their post-secondary education are not included in the 3% budget incentive requirement (Oregon Goes To College – Care Package Resource)
Coffee mugs/cups/water bottles	Up to \$9 each	Student reward or incentive, appreciation tokens for volunteers
Hats, scarves, bags, and pennants w/GEAR UP or college message	Up to \$12 each	Student reward or incentive
Career or educational books	Up to \$35 each	Student reward or incentive <i>Guidance:</i> Books enhancing learning, knowledge, or providing insights into professions, industries, skills, post-secondary paths/journeys including college, universities, trades, and certifications. E-books and textbooks are unallowable. For dual enrollment information, please see Student, Classes, Camps, College Credit, and Applications Fees section .
Candy/snacks	Up to \$5 per person	Student reward or incentive
Educational games	Up to \$20 each	Student reward or incentive. <i>Guidance:</i> Games designed with specific educational purposes or have incidental educational value. They help teach specific subjects, expand concepts, reinforce development, understand historical events or cultures, and develop skills while playing. Games based on chance are not allowable

MEAL, BEVERAGE, AND SNACK ALLOWANCES

Food and beverages may be offered to participants for GEAR UP training, workshops, and/or structured activities where they are receiving GEAR UP information. Use the following guidelines when planning to provide food for a GEAR UP event.

DESCRIPTION	AMOUNT	PURPOSE
Meals	Up to \$21 per student, parent, or staff	Family/parent night event
Meals	Up to \$22 per student per meal	Field trips, college visits, or test taking
Healthy and nutritious snacks (e.g. granola bars, string cheese, fruit, popcorn, trail mix, pretzels, crackers, milk, juice, yogurt, bagels, muffins)	Up to \$5 per day per student	Field trips, college visits, after school programs
Coffee and light refreshments (e.g. fruit, bagels, donuts, muffins, cookies, or crackers and cheese)	Up to \$17 per person per event	Advisory meetings, volunteer meetings, chaperone meetings