

Allowable Costs

2024-2025



ALLOWABLE INCENTIVES

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

- Budget Limit:** the incentive budget should not exceed 3% of the total contracted programming budget for each grant year.
- Excluded Items:** Apple Music or similar entertainment-related expenses 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
Clothing items must have a college message or Oregon GEAR UP and/or Oregon Goes To College logo	Up to \$35 each – printing & setup charges must be included	<i>Identification and safety</i> - students, staff, & chaperones wear clothing item on field trips, school events, special programs, and community service to ensure easy identification and enhance safety protocols
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
School supplies (binders, folders, paper, bookmarks, highlighters, lanyards, markers, calculators, and other school supplies)	Up to \$40 per student per year	Student reward or incentive
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
Food/meals for student and parent events (only when necessary)	Up to \$20 per person	For GEAR UP events only
Candy/snacks	Up to \$4 per person	Student reward or incentive
Educational games	Up to \$20 each	Student reward or incentive

MEAL, BEVERAGE, AND SNACK ALLOWANCES

Food and beverages may be offered to participants only in conjunction with GEAR UP training, workshops, and structured activities where the participants 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 \$20 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 \$4 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

STUDENT CLASSES, CAMPS, COLLEGE CREDIT, AND APPLICATION FEES

GEAR UP allows expenses related to dual credit options, credit recovery, student camps, placement tests and application fees. Use the following guidelines when planning for these expenses.

Description	Amount	Purpose
College classes, online classes for credit retrieval, AP exams, books, and other expenses for dual enrollment courses, or similar expenses	Published amount	Activities associated with academic college credit
Individual student camps, on a college campus	Request pre-approval	Academic support for enrichment
SAT or ACT exams	Published amount and allowable only if student is not eligible for a waiver	Pre-college tests
College placement tests (ASSET, COMPASS, ACCUPLACER, etc.)	Published amount when no waiver is available	Placement tests
College application fees	Published amount and allowable only if student is not eligible for a waiver – up to 4 per student	College applications