



Activity and Expenditure Worksheet

INSTRUCTIONS

Use this form to seek authorization to utilize GEAR UP funds for all activities and purchases through August 2023. Please submit one form per activity (GEAR UP Week, college visit, etc.) and one for each collection of related expenditures (computer equipment for GEAR UP Coordinator, mobile laptop carts, classroom technology, etc.).

Email completed forms to Adrienne.Enriquez@oregonstate.edu.

DETAILS

School/Cluster Name:		Contact Name:	
Contact Phone:		Contact Email:	
Location:		Date(s) (MM/DD/YY):	
Activity Title/Expense:			
Description:			

BUDGET

Expense	Federal Funds	Cost Share	Notes/Reference Documents
Salaries			
Benefits			
Travel			
Materials & Supplies			
Consultants/contracts			
Equipment <i>(single items over \$5000)</i>			
Other <i>(specify)</i>			

Continued...

GEAR UP OFFICE USE ONLY

Approved on _____ By _____ GEAR UP Staff Member

TYPE OF SERVICE

(Check only one description, best fit)

PROVIDE INFORMATION REGARDING FINANCIAL AID FOR POSTSECONDARY EDUCATION:

- Assistance with FAFSA/ORSAA completion
- Other, please specify: _____

IMPROVE THE NUMBER OF PARTICIPATING STUDENTS WHO OBTAIN A SECONDARY SCHOOL DIPLOMA:

- Tutoring/homework assistance
- Intensive extended school day or school year
- Summer programs
- Other, please specify: _____

ENCOURAGE STUDENT ENROLLMENT IN RIGOROUS OR CHALLENGING CURRICULA AND COURSEWORK:

- Supporting the development or implementation of rigorous academic curricula
- Professional development for teachers/counselors
- Technology to enhance instruction/curricula
- Dual or concurrent enrollment program
- Special programs or tutoring in science, technology, engineering or math
- Other, please specify: _____

IMPROVE THE NUMBER OF PARTICIPATING STUDENTS WHO COMPLETE APPLICATIONS FOR AND ENROLL IN A PROGRAM OF POSTSECONDARY EDUCATION:

- Counseling/advising/academic planning/career counseling
- College visit/college student shadowing
- Educational field trip
- Job site visit/job shadowing
- Activities focused on career and technical education or apprenticeships
- Mentoring
- Workshop
- Other, please specify: _____

GRANT MANAGEMENT:

- Coordinator (salary, materials and supplies, etc.)
- GEAR UP sponsored events
- Other, please specify: _____
