GEAR UP Event & Cost Share Worksheet

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Event Title:** | |  | | | | | | | | | | | | | | |
| **Start Date:** | |  | | | **End Date:** | | | |  | | | | **Activity # from plan:** | | | \_\_\_-\_\_\_ |
| **Location:** | |  | | | | | | | | | | | | | | |
| **Type of Service (*check one category, best fit*):** | | | | | | | | | | | | | | | | |
|  | College Prep/Other workshops | | | | | | |  | | Job site visit/job shadowing | | | | | | |
|  | College Entrance/Placement Test Prep | | | | | | |  | | Mentoring | | | | | | |
|  | College visit/college student shadowing | | | | | | |  | | Professional Development (for Teachers/Counselors) | | | | | | |
|  | Counseling/advising/academic planning/career counseling | | | | | | |  | | Rigorous academic curricula | | | | | | |
|  | Educational field trips | | | | | | |  | | Student-Led/Peer leadership activities | | | | | | |
|  | Family/cultural events | | | | | | |  | | Summer programs | | | | | | |
|  | Financial aid counseling/advising/workshops | | | | | | |  | | Tutoring/Homework Assistance/Academic Enrichment | | | | | | |
|  | GEAR UP Club/Orientation | | | | | | |  | | N/A (cost share only) | | | | | | |
|  |  | | | | | | |  | |  | | | | | | |
| **“R” (*check all that apply*):** | | | | | | | | | | | | | | | | |
|  | Reaching Higher | |  | Rigor | |  | Relevance | | | |  | Relationships | |  | Raising Awareness | |

**Budget**

|  |  |  |  |
| --- | --- | --- | --- |
| Budget Category | Description | Amount | |
|  |  | **Proposed** | **Actual** |
| Salaries/Wages |  |  |  |
| OPE/Benefits |  |  |  |
| Travel |  |  |  |
| Materials & Supplies |  |  |  |
| Consultants/contracts |  |  |  |
| Other, specify: |  |  |  |
| Equipment (over $5,000) |  |  |  |

**Pre-event planning checklist**

**Post-event reporting**

**In-Kind Match – Personnel/Volunteers** (add additional rows or attach list of additional staff if needed)

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Title | # of Hours | Notes |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Event in-kind match**

|  |  |  |
| --- | --- | --- |
|  | In-Kind Match | Notes/Reference Documents |
| Other Wages (e.g. subs) |  |  |
| Travel |  |  |
| Materials & Supplies |  |  |
| Consultants/contracts |  |  |
| Other (specify) |  |  |
| Equipment (over $5,000) |  |  |

**People SERVED by the event**Being served means that the people benefitted from, or learned something from the event, whether they were the primary audience or not. This is separate from the “In-Kind Match” section above, used to show individuals who facilitated or volunteered at an event, and how many hours they contributed toward cost share.

*Someone could be listed in both places if they volunteered during the event and also gained some knowledge about the topic being addressed, for example, a teacher chaperoning a campus tour and also learning about the college.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Students** | Number served: **(remember to enter all names in ECST)** | | | | |
| **Parents/Family Members** | Number served: | | | | |
| **Staff** | Number served: | | | | |
| **Community Members** | Number served: | | | | |
| **Average amount of service received per participant** | | **Hours:** |  | **Minutes:** |  |

**Evaluation**

|  |  |
| --- | --- |
| The evaluation method I committed to in our plan was: |  |
| Complete (yes/no): |  |
| Based on your stated outcome on your plan, did you achieve what you were hoping to? Yes No Sort of | |
| How do you know? What was the outcome you hoped for and did you achieve it? How did you gather your feedback? | |
| What was the impact? High Medium Low | |
| Do you plan to continue this activity? Yes No | |
| Do you have ideas for improvement or changes you’d make for the future? | |

**Notes**