

Specific Allowable Costs & Guidelines

Federal Cohort & Priority Schools



Allowable Incentives		
Description	Amount	Purpose
Educational items for drawings held at the end of an event	One item per meeting valued at up to \$25	Attendance incentive for parent/family Meetings
Clothing items w/ GEAR UP or college message. Any printing/setup charges must be included.	Up to \$20 each	Students, staff, chaperones to wear on field trips, school events, special programs, community service and other events to promote GEAR UP, teamwork, and safety (on field trips)
Pencils/Pens	Up to \$1 each	Student reward or incentive
Magnets or Key Chains	Up to \$2 each	Student reward or incentive
Stickers	Up to \$.50 each	Student reward or incentive
Backpacks	Up to \$20 each	Incentive for academic achievement, attendance, or service
School Supplies (binders, folders, paper, bookmarks, highlighters, lanyards, markers, calculators, and other school supplies)	Up to \$20 per student per year	Student reward or incentive
Coffee Mugs/Cups/Water Bottles	Up to \$6 each	Student reward or incentive, appreciation tokens for volunteers
Hats, scarves, bags and pennants w/GEAR UP or college message	Up to \$10 each	Student reward or incentive
Career or educational books	Up to \$20 each	Student reward or incentive
Educational CD's	Up to \$20 each	Student reward or incentive
Educational DVD's	Up to \$20 each	Student reward or incentive
Food/meals for student and parent events (only when necessary)	Up to \$10 per person	For GEAR UP events only
Candy/snacks	Up to \$2 per person	Student reward or incentive
Educational Games	Up to \$20 each	Student reward or incentive
Flash Drives	Up to \$10 each	Student reward or incentive

NOTES:

1. The reward/incentive budget shall be no more than 2% of total budget each grant year.
2. iTunes or similar items are considered entertainment and are not an allowable expenditure.



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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.

Meal, Beverage and Snack Allowances		
Description	Amount	Purpose
Meals	Up to \$10 per student, parent, or staff	Family/Parent Night Event
Meals	Up to \$10 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 \$1 per day per student	Field trips, college visits, after school programs
Coffee and light refreshments or light meals (e.g. fruit, bagels, donuts, muffins, cookies, or crackers and cheese)	Up to \$5 per person per event	Advisory meetings, volunteer meetings, chaperone meetings

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

Student Classes, Camps, College Credit		
Description	Amount	Purpose
College classes, online classes for credit retrieval, AP tests, Running Start books, College in the High School costs or similar expenses.	Allowable OK if Dual enrollment or in the 7 th year but there should not be college classes earlier	Activities associated with academic college credit
Individual student camps, on a college campus.	Request Pre-Approval	Academic support or enrichment
SAT or ACT tests	Published amount and allowable only if student is not eligible for a waiver. NOTE: GEAR UP will pay for the required ACT CCRS tests.	Pre-College Tests
College Placement Tests (ASSET, Compass, etc.)	Published amount when no waiver is available	Placement Tests