

Utah's Statewide GEAR UP Education Program

Cost-Share Validation Approval Input/Output Year Begin Report Form

Administrative Time & Effort Estimate

Employee Name: _____

School / Location: _____

Reporting Period: Year 2: September 1, 2025 to August 31, 2026

How will you validate and provide updates of time / effort contributions?

a. I request GEAR UP Administrative Personnel to regularly update according to the activity pattern below.

Initial Approval: _____

b. I will regularly update my contributions myself on the online cost share database.

Initial Approval: _____

The hours summarized below represent an estimate of the type and amount of time and effort that will be contributed during the year listed above.

Employee Signature (School/Staff Employee)

Date

Administrative Signature (GEAR UP Employee)

Date

Activity

Hours

- | | |
|--|-------|
| <input type="checkbox"/> Academic counseling/advising/planning or career counseling | _____ |
| <input type="checkbox"/> Classroom or afterschool observation of GEAR UP programs | _____ |
| <input type="checkbox"/> College visits/college student shadowing/college chats | _____ |
| <input type="checkbox"/> Completion of student data files and GEAR UP program reports | _____ |
| <input type="checkbox"/> Cultural events or other unspecified GEAR UP event | _____ |
| <input type="checkbox"/> Educational field trips or other instructional presentations | _____ |
| <input type="checkbox"/> Financial Aid/scholarship/FAFSA support, etc. | _____ |
| <input type="checkbox"/> GEAR UP workshops/seminars or training activities | _____ |
| <input type="checkbox"/> General student/family/parent orientation or engagement events or programs | _____ |
| <input type="checkbox"/> Helped identify or coordinate community resources or activities | _____ |
| <input type="checkbox"/> Job site visits/job shadowing/career expert visits | _____ |
| <input type="checkbox"/> Meetings or activities involving GEAR UP students | _____ |
| <input type="checkbox"/> Meetings with GEAR UP personnel | _____ |
| <input type="checkbox"/> Meetings with parent(s) | _____ |
| <input type="checkbox"/> Meetings with Partners or Board (on behalf of GEAR UP) | _____ |
| <input type="checkbox"/> Meetings with staff regarding GEAR UP activities, students, or programs | _____ |
| <input type="checkbox"/> Mentoring / Core Subjects / ACT / SAT prep and testing support | _____ |
| <input type="checkbox"/> Other miscellaneous activities (not specified above) | _____ |
| <input type="checkbox"/> Participated in First-Year college support services of any type | _____ |
| <input type="checkbox"/> Participated in other activities directly related to GEAR UP students and / or parents helping to advise, plan, or provide interventions in support of the GEAR UP objectives | _____ |
| <input type="checkbox"/> Participated in telephone calls | _____ |
| <input type="checkbox"/> Prepare for and / or participate in any GEAR UP sponsored event, program, or activity | _____ |
| <input type="checkbox"/> Prepare for classes that emphasize academic rigor, academic preparedness, critical thinking skills, career exploration, or importance of study habits | _____ |
| <input type="checkbox"/> Prepare for classes to help students get ready for postsecondary education | _____ |
| <input type="checkbox"/> Prepare for giving tutors direction on specific students and desired outcomes | _____ |
| <input type="checkbox"/> Sent or reviewed emails, documents, or other correspondence | _____ |
| <input type="checkbox"/> Summer / weekend or other afterschool enrichment programs | _____ |
| <input type="checkbox"/> Supervised or observed GEAR UP activities in classroom | _____ |
| <input type="checkbox"/> Tutoring / homework assistance / academic enrichment | _____ |

Total: _____