



# 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:** \_\_\_\_\_ GEAR UP Year 7: 09/26/2023 – 09/25/2024

**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**

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

**Total:** \_\_\_\_\_