



# 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: \_\_\_\_\_

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrative Signature

\_\_\_\_\_  
Date

<u>Activity</u>	<u>Hours</u>
<input type="checkbox"/> Sent or reviewed emails, documents, or other correspondence	_____
<input type="checkbox"/> Participated in telephone calls	_____
<input type="checkbox"/> Meetings with GEAR UP personnel	_____
<input type="checkbox"/> Meetings with staff regarding GEAR UP activities, students, or programs	_____
<input type="checkbox"/> Meetings with parent(s)	_____
<input type="checkbox"/> Meetings or activities involving GEAR UP students	_____
<input type="checkbox"/> Meetings with Partners or Board (including travel and prep time)	_____
<input type="checkbox"/> Helped identify or coordinate community resources or activities	_____
<input type="checkbox"/> Classroom or after-school observation of GEAR UP programs	_____
<input type="checkbox"/> Supervised or observed GEAR UP activities in classroom	_____
<input type="checkbox"/> Completion of student data files and GEAR UP program reports	_____
<input type="checkbox"/> Tutoring / homework assistance / academic enrichment	_____
<input type="checkbox"/> Computer assisted lab/online help / UtahFutures Profile / FAFSA support etc.	_____
<input type="checkbox"/> Mentoring / Core Subjects / ACT / SAT prep and testing support	_____
<input type="checkbox"/> Academic counseling/advising/planning or career counseling	_____
<input type="checkbox"/> College visits / college student shadowing / college chats	_____
<input type="checkbox"/> Job site visits / job shadowing / career expert visits	_____
<input type="checkbox"/> Summer/weekend or other after school enrichment programs	_____
<input type="checkbox"/> Educational field trips or other instructional presentations	_____
<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"/> Cultural events or other unspecified GEAR UP event	_____
<input type="checkbox"/> First Year college support services of any type	_____
<input type="checkbox"/> Other miscellaneous activities (not specified above)	_____

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