



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: 09/26/2024 – 09/25/2025

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: _____