



**COST SHARE CONTRIBUTION FORM
For School District Teachers/Staff**

In accordance with GEAR UP Cost Share Reporting and Guidelines, this form is required to be completed, signed and submitted for cost share contributions that cannot be documented through other means. It is most commonly used to document match from non-District Personnel and Volunteers who continue time/expertise toward the accomplishment of a work plan tasks

NAME _____ SCHOOL DISTRICT _____
 POSITION _____ PAY RATE/HOUR _____

List the average numbers of hours you have spent on the following activities this semester outside of your normal working hours.

_____ Preparing for meetings	_____ Assisting students before
_____ Attending Meetings	_____ Grading papers
_____ Completing program evaluation forms	_____ Preparing for class
_____ Attending GEAR UP funded programs/after regular school hours	_____ Traveling to GEAR UP activities

Total Hours _____ X Pay Rate _____ = _____
Total Contributions

Certification

I certify that the information on this cost share contribution from is correct, that it comes from a non-federal fund source, was incurred solely for the benefit of the GEAR UP program, and that I have suitable means of verification for it.

Printed Name _____ Signature _____
 Date _____

For Office Use Only