



# GEAR UP MONTHLY SERVICE REPORT

GEAR UP School: \_\_\_\_\_

Site Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

A Monthly Service Report is to be completed **by the 15<sup>th</sup> of each month** to document services to the GEAR UP cohort the previous month (the report submitted for September 2012 will document all services provided to the cohort during the month of August 2012). ***Please document ALL SERVICES AND ACTIVITIES for the cohort, irrespective of funding*** as non-GEAR UP-funded activities/services may be captured to meet the mandatory match requirement of our grant. A completed service report must be submitted each month and will this form and the following documentation:

- An invoice and all receipts related to expenses for which the district must be reimbursed.
- Service documentation of all activities on the service report. Sufficient documentation includes sign-in sheets, event agendas, event evaluations, or any additional proof the activity was implemented.
- Monthly In-Kind Match forms
- Monthly Attendance/Discipline Report forms

Date	Activity Code	Length of Activity	Activity Description/Outcomes	Supporting Docs Attached

Activity Codes:			
<u><b>Student Services:</b></u> S1: Tutoring/Homework Assistance S2: Rigorous Academic Curricula S3: Mentoring Activities S4: Financial Aid Counseling/Advising S5: Academic Planning/Career Couns. S6: College Visits/Shadowing	S7: Job site visit/job shadowing S8: Summer Program S9: Educational field trip/workshops S10: Family/cultural events S11: Other (please specify)	<u><b>Parent Services:</b></u> P1: Workshops on College Prep/Financial Aid P2: Counseling/Advising P3: College Visits P4: Family/cultural Events P5: Other (please specify)	<u><b>Teacher Services:</b></u> PD: Professional Development Activity

*Submit all forms and additional documentation to LaJuanda Faye Coleman no later than the 15th of each month.*