



GEAR UP STAFF ACTIVITY LOG

GEAR UP School: _____ Date: _____

Staff Person Name: _____

Submit to LaJuanda Faye Coleman along with PCCUA Time Sheet within 3 days of the end of the pay period. Please complete and include with your time sheet. A log must be completed and signed by each person who is paid with GEAR UP funds. Please include hours directly charged to GEAR UP, as well as those being captured as in-kind.

Date	Description of Activity	GEAR UP Funded? (Y/N)	Hourly Rate	Hours

I hereby certify that 100% of the hours listed above were spent on GEAR UP activities. **Total Hours:** _____

Printed Name

Signature

Date

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