**Directions:** School district Teachers, who contribute time to GEAR UP, should complete and sign this form. Please refer to the guidelines in the Matching Funds Guide for documenting and reporting qualifying activities.

**Teacher/Counselor**

**In-Kind Form Sample**

**Rural Alaska GEAR UP Partnership**



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| **School Staff Name: \_\_Jane Doe\_\_\_\_\_ School Name: \_**Main School**\_ Month & Year: Sept. 2018** **Position: X** Teacher Counselor **School District: X** LKSD BSSD  |

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|  **Sample Activities** |
| * Lesson planning, curriculum supplement research, paper grading, classroom preparation (may include evenings, weekends, before or after school, lunch).
* Before and after school tutoring.
* College research for career explorations and discussions.
* Attendance and participation at GEAR UP sponsored events (College campus visits, Career fairs, GEAR UP National Conference, GEAR UP Capacity Building Conference).
* Professional development for supporting GEAR UP implemented initiatives – (Project Lead the Way, Math, Science, English Language Arts, Robotics), or other professional development that will increase your teaching effectiveness or content area.
* Assist students with completing FAFSA online during Parent Information Nights, as well as assist with completion of college applications, writing letters of recommendations and reviewing personal narratives.
* Emails, phone calls or meetings with GEAR UP staff, cohort students or parents related to GEAR UP activities, planning, events or interventions.
* Reviewing standardized test performance.
* Reading to preview books for lessons or classroom libraries.
* Reading/clipping articles you may use in class.
* Previewing films for classroom use.
* Participation in evening GEAR UP and other school events.
* Chaperoning summer school field trips.
* Writing letters of recommendation.
* Purchasing materials for teaching (bulletin board supplies etc.)
 |
| **X** **Signature of Donor** **X**  **Date****X** **School District Official** |
| For District Use Only:Hourly wage Benefit Rate Total In-Kind  = |

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| **I have Provided Services to GEAR UP to benefit the following checked outcome(s):** |
|  \_**X**\_ Increase the % of GEAR UP Students’ meeting proficiency on the Math State PEAKS Assessment.\_\_\_ Increase the % of GEAR UP Students’ meeting proficiency on the ELA PEAKS Assessment.\_X\_ Increase the % of GEAR UP Students’ meeting proficiency on the Science PEAKS Assessment.\_\_\_ Increase the % of GEAR UP Students’ enrolling in Algebra I. \_\_\_ Increase the % of GEAR UP Students’ taking advanced courses in Math.\_\_\_ Increase the % of GEAR UP Students’ taking advanced courses in Science. \_X\_ Participate in teacher professional development in Math, Reading, Science, working with LEP students and local cultures.\_\_\_ Increase the % of GEAR UP Students’ Graduation with a diploma.\_\_\_ Increase the % of GEAR UP Students’ knowledge about financial aid.\_\_\_ Increase the % of GEAR UP Students’ knowledge about applying to college.\_\_\_ Increase the % of GEAR UP Students’ who enroll and attend a college/university.  |

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|  In-Kind Time (Hours) |
| Week 1: 1-7 | 10 |
| Week 2: 8-14 | 12 |
| Week 3: 15-21 | 9 |
| Week 4: 22-28 | 10 |
| Week 5/6: |  |
| Total Hours |  |

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