

**GEAR UP In-Kind/Match
Time and Effort Report**

This form is used to record all personnel or consultant/contract time spent on GEAR UP work that is **not** paid through GEAR UP. Information must be entered online at www.gearupmedata.org.

- Personnel: Time donated by a staff member of your school (teachers, administrators, guidance counselors, support staff, etc.) beyond their regular workday. If your school district's Liaison is partially paid with local district dollars, that percentage count as match.
- Consultant/Contract: Time donated by a person not employed by your school district. For example, an expert brought in to work with your staff who is not paid with GEAR UP funds, or who donates his/her time.

Name: _____ Employer: _____ Title: _____

Activity	Date	Number of Hours	Hourly Rate for Service (If unknown, the online database can calculate the amount for you)	Value
TOTAL:				\$

Contributor's Signature: _____ Date: _____

Liaison Signature: _____ Date: _____

