DESCRIPTION	AMOUNT	PURPOSE
Drawing Item: Gift basket	One item per meeting valued up to $25	Attendance incentive for parent/family meetings
GEAR UP or college message clothing items (shirts, hats, scarves, bags, etc.). Any printing and/or setup charges must be included.	Up to $25 each	Students, staff, chaperones to wear on field trips, school events, special programs, community service, and other events to promote GEAR UP, teamwork, and safety on field trips
GEAR UP or college message coffee mugs, cups, or water bottles	Up to $10 each	Appreciation tokens for volunteers; student reward or incentive
School Supplies: Pens, pencils, highlighters Backpacks Flash drives Binders, folders, paper, markers, calculators, and other school supplies	Up to $1 each Up to $25 each Up to $10 each Up to $20 per student per year	Student reward or incentive
Magnets or key chains	Up to $2 each	Student reward or incentive
Stickers	Up to $0.50 each	Student reward or incentive (depending on use, may be considered "Materials & Supplies")
Career or educational books	Up to $25 each	Student reward or incentive
Educational CDs, DVDs, or games	Up to $25 each	Student reward or incentive
Snack Items (e.g. candy, granola bars, fruit snacks, bagged pretzels, crackers, etc.)	Up to $1 each	Student reward or incentive (depending on use, may be considered "Materials & Supplies")

NOTES:
1. Rewards and incentives may be used if attendance or performance cannot be encouraged through other means.
2. The total reward/incentive costs must not be more than 5% of the site's annual budget for "Other" and must be pre-approved.
3. iTunes or similar items are considered entertainment and are not an allowable expenditure.
4. Summer camp, bridge program fees are covered under each site's "Other" category, please refer to the GEAR UP manual for complete details. Opportunities to participate in such programs may be offered as incentives.
5. Gift cards/certificates are not allowable expenditures and may not be purchased using GEAR UP funds; gift cards/certificates may be used if donated.