

GEAR UP TN Forms Summary

Form	Purpose	Submit to	How to Submit It	How often	More info
Request for Reimbursement	To detail all expenditures and request reimbursements	Melinda Dunn (melinda.dunn@tn.gov) and your regional coordinator	Via email; or attach all documents, including supporting documentation, must be included in one email	By the 15th of each month	p. 62
\$1000 or Above Purchase Request	To gain prior approval for any purchase, invoice, event, or activity that will cost \$1000 or above	Your regional coordinator	Via email, with your MAP	With your MAP by the 15th of each month	p. 62
Monthly Match Summary	To document your total monthly match in one place	Melinda Dunn (melinda.dunn@tn.gov) and your regional coordinator	Via email, with your reimbursement request	By the 15th of each month	p. 71
In-Kind Match - Goods and Services	To provide documentation of in-kind donations and services that count as match	Melinda Dunn (melinda.dunn@tn.gov) and your regional coordinator	Via email, with your monthly match summary your reimbursement request	By the 15th of each month	p. 71
In-Kind Match-Staff	To provide documentation of in-kind donation of staff time	Melinda Dunn (melinda.dunn@tn.gov) and your regional coordinator	Via email, with your monthly match summary your reimbursement request	By the 15th of each month	p. 71
T-Shirt Approval Form	For all design and spending approval on t-shirts with the GEAR UP TN logo and using GEAR UP funds	Kate Derrick (kate.derrick@tn.gov) and your regional coordinator	Via email (Typically, this will also involve a \$1000 or above purchase request.)	As needed	n/a
Media Use Permission Form	To ensure parents and students provide permission for student images be used on GEAR UP TN publications, online communications, and other communications materials	Keep in your files	If requested, via email	As needed	n/a
Budget Revision Form	To make any changes to the budget submitted with your annual work plan	Your regional coordinator	Via email	As needed	p. 64
Activity Sign-In Sheet(s)	To track attendance at events and activities for data collection	Keep in your files	Enter the data into Compass	Activities must be entered into Compass prior to submission of the CAR	p. 43 p. 91 p. 92
Monthly Activity Plan	To plan the events and activities of the upcoming month and ensure you are meeting the plans set out in your annual work plan	Your regional coordinator	Via email	By the 15th of the month prior	p. 21
Completed Activity Report	To track the work completed in the preceding month, as laid out in your MAP, and to ensure all data is entered into Compass	Your regional coordinator	Via email and through Compass data entry	By the 15th of the following month	p. 28