



VOLUNTEER CERTIFICATION MATCH FORM

Utah State University

The value of volunteer services may be considered as part of the GEAR UP cost sharing commitment. Please fill out this form as it relates to activities performed by a volunteer to assist in the work associated with USU STARS! GEAR UP. Volunteer and Site Coordinator signatures are required.

Section 1: To be completed by the volunteer

Name of Volunteer: _____ Hours of Volunteer Service: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

Description of Volunteer Activities: _____

The information provided on this form is an accurate estimate of the services I have provided to USU STARS! GEAR UP.

Volunteer's Signature: _____ Date: _____

Section 2. To be completed by the Site Coordinator

LEA: _____ School: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

Rate used to determine the total value of the Volunteer Services (Please only check one):

- \$29.95 – Normal Rate
- \$43.03 – Professional Services Rate. Please provide justification for using this rate: _____

- Other \$_____ Please provide justification for using this rate: _____

Total Value of Volunteer Services (# of Hours x Rate): \$_____

I hereby certify, UNDER PENALTY OF PERJURY under the laws of the State of Utah, that the forgoing is true and correct.

Site Coordinator's Name	Signature	Date
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When submitting time to be counted as match, please consider the following:

1. The time must be allocable to GEAR UP
 - a. It should be necessary for project success
 - b. It should be specific to GEAR UP
 - c. For teachers, the time must be outside of any contract or paid hours
2. The time must be allowable
 - a. If you couldn't do it with program funds, you can't count it as match
3. The time must be reasonable
 - a. The kind of time that a prudent person would incur for GEAR UP

If your time meets the above criteria, please submit the following information along with timesheets or other documentation to USU STARS! GEAR UP for inclusion in the match report. USU STARS! GEAR UP will make the final determination on whether the match is allowable.