



FAMILY EVENT PARTICIPATION LOG

Directions:

1. Use this form to document participation in all GEAR UP Iowa family events. You will use this form to enter participation records into the online database. The form must be accurate and legible.
2. For ALL family events, you must also include the student name. Indicate with a Y/N if the student attended or not.
3. Food can only be provided if reflected in the Budget Worksheet in the Iowa Grants online system. You will need to submit copies of receipts showing itemized food purchases and an agenda of the event in order to receive reimbursement. Food will not be reimbursed for events classified as entertainment.
4. Keep this form on file; do not submit to GUI staff unless requested.

Name of Activity: _____ **Date of Activity:** _____

Time of Activity: _____ to _____

Meal/Refreshments Provided (circle one): **Yes** **No**

| | Student Name | Attended? (Y)es or (N)o | Family Member Names | # Adults Attending |
|----|--------------|-------------------------------|---------------------|-----------------------|
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GUI District Contact Signature: _____

Attach additional sheets if needed.