STUDENT EVENT SIGN-IN
(Non-travel events)

Directions:

1. Use this form to document student participation in all GEAR UP Iowa events. You will use this form to enter participation records into the online database.
2. 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.
3. Keep this form on file; do not submit to GUI staff unless requested. The form must be accurate and legible.

Name of Activity: _____Date of Activity:_____
Time of Activity: _____ to _____
Meal/Refreshments Provided (circle one)**:** **Yes** **No**

Student Name	**Student Name**

GUI District Contact Signature:_____
Attach additional sheets if needed.