

**Chabot-Las Positas Association of Retired Employees
CARE Fund Special Projects Grant Program
2012-2013 Application Form**

Please mail completed form to:
CARE Grants, c/o Sophie Rheinheimer
5933 McAndrew Drive
Oakland, CA 94611

Deadline: September 21, 2012
Award announcement: October 19, 2012

Applicant Information

Name Richard Dry

Site: Chabot LPC District Office

Campus e-mail address rdry@laspositascollege.edu

Campus phone number 510 559-8044
(or home phone if no campus phone is available)

Division or Department ALSS 3

Name of Mgr/Supervisor Dr. Flores

Project Information

Name of project Reading and Writing Center Dry Erase Sign and Banner

Amount of grant requested (max: \$1,500) \$149.86 Expected completion date for project Right Away

Who will be responsible for completion of the project? Richard Dry

Description - Provide a brief overview of project plan, stating the outcome goal:

I would like to purchase a banner for the Reading and Writing Center (RAW Center) and a dry-erase white-board sign with eraser and markers so that students can be directed to our center, which occupies a room within the Tutorial Center, and for a satellite table in the library.

Budget - Help us understand how you will spend the grant funds:

List each planned expenditure, showing: \$ amount, (to) payee, (for) description.

Example: \$56 to AcroScientific for laser pointer

Total budget should equal award request.

(Provide additional narrative if desired.)

- \$83.67 to Amazon for a foldable, double-sided, dry erase easel
- \$7.07 to Amazon for an dry-erase eraser/pen set
- \$47.00 + \$12.12 shipping to Build-a-Sign for a 3' x 8' banner

Benefits - Please briefly explain how the project will **improve service to the colleges** in your area of work responsibility. Describe what problem the project will solve, and how long the benefits will last. Be Specific.

The RAW Center offers one-on-one tutoring with an English instructor in reading and writing. This tutoring is open to all students across the curriculum for assignments or application essays. These supplies will provide important RAW Center access information for students.

I agree to provide a one-paragraph outcome report to CARE at the completion of the project. (due: May 13, 2013)

Applicant's Signature [Signature] Date 9/15/12

Mgr. / Supervisor's Signature [Signature] Date 9/19/12