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**Chabot-Las Positas Association of Retired Employees
CARE Fund Special Projects Grant Program
2014-2015 Application Form**

Please mail completed form to:
CARE Grants, c/o Bill Threlfall
11 Woodside Glen Court
Oakland, CA 94602

Deadline: November 14, 2014
Award announcement: December 1, 2014

Applicant Information

Name Pauline Trummel

Site: Chabot LPC District Office

Campus e-mail address ptrummel@laspositascollege.edu

Campus phone number 925-424-2471
(or home phone if no campus phone is available)

Division or Department Student Services

Name of Mgr/Supervisor Barbara Morrissey, Dean SS

Project Information

Name of project "Let's Get Organized"

Amount of grant requested (max: \$1,500) \$240 Expected completion date for project January 2015

Who will be responsible for completion of the project? Pauline Trummel

Description - Provide a brief overview of project plan:

The LPC Tutorial Center is applying for a CARE grant to help us more efficiently manage communication with our growing number of tutors. We are requesting a mobile file cart and a swingline paper trimmer to use in the Tutorial Center.

Outcome - Clearly state the outcome to be attained by the project. Be specific.

If approved, this award would benefit both LPC students and tutors in the Tutorial Center. This moveable cart would provide tutors easy access their files, look more professional, allow them to receive pertinent information and contact students in a timely fashion, yet still allow us to move files into a locked room each evening. The paper trimmer would save the staff and tutors time by not having to cut large amounts of paper with scissors. These are items we've needed for some time yet haven't had the money to purchase because other necessary items had to be purchased with our \$300 supplies budget.

Budget - Expenditures must conform to this budget. Total budget should equal award request.

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

Example: \$56 to AcroScientific for laser pointer (Provide additional narrative if desired.)

\$240.00 to "SCHOOLSin" to purchase:

- 1 -- Go Cart Mobile File Cart @ \$125.00
- 1 -- ClassicCut Ingento Guillotine Paper Trimmer (12"Wx 12"L) @ \$85.00

This quote includes Shipping/Handling estimated at \$30

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.

In Fall 2011 we had 36 tutors working with our LPC students in the Tutorial Center. This semester (Fall 2014) we have 65 tutors. Tutors are required to check their files daily, but because of the overcrowding of files in our small box, student assignments and communications are often difficult to locate or get placed in the wrong file and cause frustration for tutors. The present system (a plastic file box and files) has become ragged, torn and just too tight to manage the number of files we must maintain. The file cart will improve service by alleviating crowding, frustrations, and mis-filed information. Often tutors create booklets for their students or the staff cuts 1/2 page communications by hand -- a paper trimmer will allow us all to make better use of our time giving us more time to interact with students.

Agreements: I agree to complete the project as described above and then provide a one-paragraph outcome report including a digital photograph to CARE. (due: June 20, 2015 or by the above completion date.)

I understand that grants will be payable to the College/District and grant purchases will become CLPCCD property.

Applicant's Signature Pauline Trummel Date 10/29/2014

I agree to provide fiscal oversight:
Mgr. / Supervisor's Signature Barbara Morrissey Date 10/29/14