

**Chabot-Las Positas Association of Retired Employees
CARE Fund Special Projects Grant Program
2015-2016 Application Form**

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

Deadline: November 16, 2015
Award announcement: December 1, 2015

Applicant Information

Name Veronica Martinez
Campus e-mail address vmmartinez@chabotcollege.edu
Division or Department Arts, Humanities, and Social Science

Site: Chabot LPC District Office
Campus phone number (510)723-6818
(or home phone if no campus phone is available)
Name of Mgr/Supervisor Carla Walter

Project Information

Name of project Communication Lab signs
Amount of grant requested (max: \$1,500) \$400 Expected completion date for project May 2016
Who will be responsible for completion of the project? Veronica Martinez

Description - Provide a brief overview of project plan:
See attached

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

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.)
See attached

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.
See attached

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, 2016 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 Veronica Martinez Date 10-16-15

I agree to provide fiscal oversight:
Mgr. / Supervisor's Signature Carla Walter Date 10/20/15

CARE Fund Special Projects Grant Program

Description –

The Chabot College Communication Lab is located in a small room in building 800, room 803. The Lab serves over 1000 students each semester. In order to continue to market the Lab most effectively we are asking for two signs for the Lab.

Currently the interior temporary sign was a craft project a few semesters ago. There is no permanent welcome sign. Not only does this look unprofessional but it is also confusing for students looking for the Lab. We would love to commission a Chabot student to either create a computer generated sign or paint a sign that creates a welcome tone. If this does not work out we can purchase a banner for the same price.

The tabling sign is for on-campus events, such as Gladiator Day, and off-campus events, such as The Great Debate.

Outcome –

Overall the Lab plans to attract more students and positive attention with improved signs. We plan to reduce the lack of recognition for our tutoring services. Many students and faculty still do not know where we are located or what we can do for students. With improved signs, we can begin to become a familiar resource. Increased marketing will improve our outreach efforts on and off campus. And if we pay the money to have these sign done professionally and then take care of them, they should last for years to come.

Budget – (see attachment / copy of quote)

1. Approximately \$250.00 for a Welcome sign to the Comm Lab, either commissioned by a Chabot student or purchased through *On Time Signs*
2. Approximately \$145 for a tabling banner from *On Time Signs*

Benefits –

It has been proven that peer tutoring increases the completion rate in our GE required COMM 1 classes. And faculty in all disciplines realize the benefit of assessing students through oral presentations but lack the time to review necessary speech preparation concepts. So the Comm Lab can benefit any student on campus. We simply need more visibility.

Thank you for your consideration.

On Time Signs

22534 Mission Blvd.
Hayward, CA 94541
510-888-9155
info@OnTimeSignsCA.com
www.OnTimeSignsCA.com

Estimate

Date	Estimate #
10/9/2015	2765
Tax ID	

Name / Address
Chabot College 25555 Hesperian Blvd Hayward, California 94545 Veronica Martinez vmmartinez@chabotcolleg... (510) 723-6818

Estimate prices are valid for 30 calendar days.
A new estimate may be required after 30 calendar days.

Item	Description	Qty	Rate	Total
Design/Layout			96.00	96.00T
2'x6' 13oz Banner	Full Color Digital Print 2 signs: one banner 6 feet long, 2 feet high, "Welcome to the Communication Lab" the other is more of a tablecloth and the sign is visible on the dropped portion of the cloth - for use at festivals, etc. "Chabot College Communication Lab"	2	130.80	261.60T
Grommets	1" Brass Grommets	8	0.25	2.00T
**	**50% deposit is required of the estimated cost before initiating the job		0.00	0.00T
***	**Quoted prices are tentative and subject to change Sales Tax		0.00 10.00%	0.00T 35.96
Total				\$395.56

-Terms & Agreements: This document is an estimate only. Final approval of invoice signature confirms this order and correctness of copy as printed above. All signs, drawings/lay-out, and materials used in manufacture of signs remain property of "On Time Signs" until unpaid balances are paid in FULL. Balance(s) due upon completion, unless prior terms are agree nupon in writing. Balance(s) not paid when sings are complete will be charged to your credit card on file.
-Warranties and guarantee information available upon request. There are no guarantees unless agreed upon in writing. ALL DEPOSITS ARE NON-REFUNDABLE. All returned checks will be subject to a \$20 service charge.
-All jobs not picked up within 30 days may be subject to disposal and storage charges of \$70/month. On Time Signs DOES NOT assume any liability to lost, stolen or damaged signs due to natural weather conditions or improper maintenance.