

CHABOT-LAS POSITAS ASSOCIATION OF RETIRED EMPLOYEES
CARE Fund Special Projects Grant Program
2016-2017 Application Form

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

Deadline: November 14, 2016
Award announcement: December 1, 2016

Applicant Information

Name Jane Wolford Site: Chabot LPC District Office
Campus e-mail address jwolford@chabotcolleg Campus phone number 510-723-6680
(or home phone if no campus phone is available)
Division or Department Learning Connection Name of Dean/Mgr/Supervisor Amy Mattern

Project Information

Name of project Learning Connection Marketing Materials
Amount of grant requested (see guidelines) \$479.70 Expected completion date for project Spr 2017
Who will be responsible for completion of the project? Jane Wolford

Description - Provide a brief overview of project plan:

The LC is a learning support program seeking to reach more students. We participate in a variety of resource fairs to inform students, parents, high school counselors and the community about our services. We've found it difficult to attract much attention without professional-looking signage.

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

Increasing numbers of students will visit the LC and STEM Center tables to learn more about our learning support services at resource fairs throughout the academic year. More students will visit our learning labs for academic support.

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.)

\$234.70 each = \$469.40 + \$10.30 shipping = \$479.70 to 4imprint.com for:

Two (9457-6-24HR) Open-Back Poly/Cotton Table Throws (1 with LC logo imprint/
1 with STEM Center logo imprint)

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.

Our strong learning support services program will become more visible to prospective and current Chabot students. Increased student visits to our learning labs will result in greater student success.

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, 2017 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 Jane Wolford Date 11-8-16

I agree to provide fiscal oversight:

[Signature]

11/8/16