

**Chabot-Las Positas Association of Retired Employees
CARE Fund Special Projects Grant Program
2017-2018 Application Form**

Please mail completed form to:

CARE Grants, c/o Bill Threlfall
11 Woodside Glen Court
Oakland, CA 94602

Deadline: November 13, 2017

Award announcement: December 1, 2017

Applicant Information

Name Mary Love

Site: Chabot LPC District Office

Campus e-mail address mlove@chabotcollege.edu

Campus phone number (510)723-7679
(or home phone if no campus phone is available)

Division or Department Academic Pathways/STEM Center

Name of Dean/Mgr/Supervisor Gabriel Chaparro

Project Information

Name of project STEM Center Tutor T-Shirts

Amount of grant requested (see [guidelines](#)) \$560.80 Expected completion date for project Spring 2017

Who will be responsible for completion of the project? Mary Love

Description - Provide a brief overview of project plan:

The STEM Center has drop-in tutoring services for math/science. Tutors already wear distinguishable yellow vests, however it is not the responsibility of the staff to wash the vests, so they become unsanitary over time. We would like to purchase uniform t-shirts and provide them to our tutors so they can wear them during their STEM shifts. The tutors will be responsible for maintaining the shirt as well as wearing the shirt during their shift.

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

Students will clearly be able to see the tutors in the STEM Center and will be less hesitant to ask for help. Increased visibility of the tutors will lower the frustration of students seeking help and will raise their customer service satisfaction, thus it will encourage students to come back, which will correlate to student success. As well as student satisfaction, tutors will also be able to practice work based skills and responsibility.

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

List each planned expenditure, showing: \$ amount, payee, item description.

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

\$460.80 (cost of t-shirts)+\$25 (start up fee)+\$20 (design fee)+\$55 (tax)=
\$560.80 (total) to www.thetshirtfactory.net

6 dozen 100% Cotton Heavyweight Adult T-shirt (\$6.40 each)

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.

Currently, our tutors wear vests that are shared among all the tutors, which is a sanitary issue because we don't have the means to wash them. Tutors will take their vests off in the middle of the shift because they feel they're dirty. If tutors have their own shirts, they will feel more valued in the STEM Center, they will stay visible to the students during their entire shift, and it will teach them responsibility in the workplace to always remember to bring their shirts to their shift.

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, 2018 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 Mary Love Date 11/6/17

I agree to provide fiscal oversight:
Dean/Mgr/Supervisor's Signature [Signature] Date 11/6/17