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**Chabot-Las Positas Association of Retired Employees
CARE Fund Special Projects Grant Program
2019-2020 Application Form**

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

Deadline: November 11, 2019
Award announcement: December 1, 2019

Applicant Information

Name Abigail Patton

Site: Chabot LPC District Office

Campus e-mail address apatton@chabotcollege.edu

Campus phone number 7261
(or home phone if no campus phone is available)

Division or Department EI Centro/ Student Services

Name of Dean/Mgr/Supervisor VP Matthew Kritscher

Project Information

Name of project Audio support for EI Centro Students

Amount of grant requested (see [guidelines](#)) 389.90 Expected completion date for project Spring 2020

Who will be responsible for completion of the project? Abigail Patton

Description – Provide a brief overview of project plan:

EI Centro is a one stop friendly resources center, providing counseling, financial aid advising, math tutoring, technical support and a study space, amongst other services. The project is to purchase headphones that will allow us to guide students through the online orientation and also allow students to utilize our computers to complete school work assignments.

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

Through the use of the headphones, students will be able to complete the online orientation in our center. Students will also be able to complete their work on canvas or listen to required media without interrupting or distracting other students.

Budget – Tell us what you want to buy: (supplies, apparatus, or services - See [guidelines](#)).

Vendor (supplier)	Item Description (Model # etc.)	Qty	Unit price	Tax	Shipping	Line Total \$
Amazon	Wireless Headphones	7	39.99			279.93
Amazon	Headphone Cases	7	10.99			76.93
				33.04		
Optional budget notes:						Budget Total: 389.90

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.

Students will be able to checkout our headphones to walk them through the online orientation, rather than having to redirect students to complete the orientation at home, at times risking students not completing it. When students complete the online orientation, they complete one of their matriculation requirements and attain priority registration. Additionally, students can complete school assignments without concerns about disrupting others in the center.

Agreements: I agree to complete the project as described above and then provide a one-paragraph outcome report including a digital photograph to CARE. (report due: May 22, 2020 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 Abigail Patton Date 11/6/19

I agree to provide fiscal oversight:
Dean/Mgr/Supervisor's Signature VP Matthew Kritscher Date 11/8/19