

**Chabot-Las Positas Association of Retired Employees  
CARE Fund Special Projects Grant Program  
2024-2025 Application Form**

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

**Deadline: November 12, 2024**  
Award announcement: December 2, 2024

**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 STEM Center

Name of Dean/Mgr/Supervisor Gabriel Chaparro

**Project Information**

Name of project Calculator Return

Amount of grant requested (see [guidelines](#)) \$442.89 Expected completion date for project 5/16/24

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

Project Plan - Briefly tell us what you plan to do:

We would like to place a drop-box outside for students to return the calculator they borrowed from the STEM Center

Outcome - What will be the result? Be brief and specific.

We will get more of our calculators back, resulting in a lower attrition rate of our calculators. We will also receive our calculators back in a timely fashion, resulting in us having more calculators available at the beginning of the semester to loan out to students who need them.

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 \$
ULINE	Outdoor Mail Drop Box-21x16x36" Model No. H-8557	1	345	37.25	60.64	\$442.89

Optional budget notes: \_\_\_\_\_ Budget Total: 442.89

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.

This project will make it so we receive our graphing calculators back in a timely manner, allowing us to loan them out again to students who need them. On average, we have about 60 calculators that we loan out that do not get returned before the next semester starts. We put registration holds on students accounts when they don't return the calculator, however if they are taking the semester off, they might not notice and have no incentive to return the calculator. We have about 650 calculators in circulation, and we are starting to run out of calculators to lend out to students at the beginning of the semester, due to increasing demand and low stock. Getting a drop box for the calculator will allow students to drop calculators off after hours or between semesters when we are closed. It will also be easier for them to drop if off if they see staff are busy and do not want to wait. Hopefully with the drop box, we will receive more calculators in a timely fashion and the benefits will last for as long as we loan out calculators.

**Agreements:** I agree to complete the project as described above and then provide a one-paragraph outcome report including a digital photograph or video to CARE. (report due: May 16, 2025 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  Date 10/23/24

I agree to provide fiscal oversight:  
Dean/Mgr/Supervisor's Signature  11/23/24