

2016 - 2017 AEBG Request for Proposal**Program Name**

Enhancement of NC Student Support Services

Are you an existing 2015-2016 AEBG funding participant?

Yes

Primary Contact Name

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Primary Contact Email

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Applicable Program Area

Adult Education (ABE, ASE, Basic Skills), English as a Second Language/Literacy, Adults in the Workforce, Adults Training to Support K-12 Student Success, Adults with Disabilities, Careers and Technical Education, Pre-Apprenticeship Training

1. Executive Summary

Noncredit Student Support Services Office at the Schott Campus needs additional support by the purchasing of equipment and the hiring of part-time hourly workers to address specific and targeted immediate needs: (1) Data Collection Assistance; (2) Orientation Assistance; and (3) Record Retention Assistance.

2. Integration

This support will advance the NC Student Support Services to be able to support all AEBG programs.

3. Justification

The NC Student Support Services office is in need of temporary assistance in developing orientation materials, setting up data collection methods, and scanning old records for a temporary record retention project (to facilitate easy access to older records moving forward).

4. Outreach & Marketing

Inherent in this proposal is the enhancement of the ability of NC Student Support Services to conduct outreach and orientation supporting students from all AEBG program areas.

5. Alignment

Services for Noncredit AEBG students.

6. Activity Chart

I certify that the Activity Chart has been completed and emailed to sbaebg@gmail.com

Total Budget Requested

75,000

1000/2000/3000

63,000

1000/2000/3000 Detail

Hire 3 part-time hourly workers

4000

7,000

4000 Detail

The NC Student Support Services Office needs to purchase materials to provide orientation packets to students and supplies in general (\$2500). In addition, the office needs two new laptops and a wireless printer (\$4500 of which will be budgeted to 6000 Object Code).

5000

5,000

5000 Detail

NC Student Support Services needs to hire a consultant to prepare orientation videos for NC programs.

Current Number of Students Served

xxx

Target Number of New Students Served for 2016-17

xxx

Do you currently receive NON-AEBG funding that supports the proposed activity? If yes, please describe how additional funding expands or supports that activity.

xxx

What is your sustainability plan for this activity when funding is no longer available?

These funds are spent on temporary needs to bring the office up to date with records retention, to create a base line process for data collection that can be continued by the existing staff.