

Basic Skill Initiative Request for Funds

BSC Mission Statement

Our Mission is to improve the retention, persistence, and success of basic skills students.

Funds ~~used requested~~ from the Basic Skills Initiative should include one or more of the following:

1. Promote the use of effective practices in developmental education for administrative, student services, and instructional programs.
2. Provide professional development regarding effective practices in developmental education.
3. Work with Institutional Research in tracking basic skills students from entry to completion.
4. Assess and evaluate the programs designed to improve student success.

~~The Basic Skills Committee may be targeting specific projects in a given year, based on the current year Certification Report and action plan submitted to the Chancellor's Office.~~

Preference will be given to requests connected to ~~the Basic Skills current year action~~ this plan, submitted to the Chancellor's Office annually (available on the Basic Skills web pages: <http://inside.redwoods.edu/basicskills/other.asp>).

Note: Basic Skills funds are not eligible to supplant existing staff or operational funding. Basic skills funding will not exceed three years and project proposals/planning ~~should must~~ include how future funding will be institutionalized.

- Your proposal's ~~estimated~~ costs ~~should must~~ include taxes, shipping and benefits (actual quotes should be included where possible; benefits can be estimated at 10% of total salary.
- An itemized cost for each funding request must be included.

Upon approval from the Basic Skills Committee, the next step is to complete the correct ~~form documents~~(s) needed to encumber your approved funds. Please work with ~~your area secretary or~~ Crislyn Parker to complete and finalize these ~~forms documents~~. ~~They must be submitted to Crislyn Parker for finalization.~~

Complete the form on the page below, and email the completed ~~d~~ request packet as an attachment to bsc@redwoods.edu.

Note: Funding requests are due one week (by Friday) prior to Basic Skills Meetings, in order to be included on the agenda. Basic Skills Committee meets on the first and third Friday's of the month, excepting holidays. Please check the inside.redwoods [google calendar](#) for meeting changes or cancellations.

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