



**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM**  
*Dr. R. Scott Ralls, President*

July 1, 2008

**RESPONSE DEADLINE: July 15, 2008**

**MEMORANDUM**

**TO:** Kay Manley (A-B Tech CC), Renee Steele (Bladen CC), Diane Bowers (Blue Ridge Literacy Council), Bobby Sutton (Central Piedmont CC), Zeledith Blakely (Craven CC), Patricia Phillips (Davidson CC), Carrie Heffney (Fayetteville TCC), Tamba Thompson (Halifax CC), Renita Allen (James Sprunt CC), Renee Sutton (Lenoir CC), Laura Walters (Literacy Council of Wake County), Candy Putnam (Mitchell CC), Margo Lindsey (Rockingham CC), Kathy Gardner (Stanly CC), Andrea Mace (Wake TCC), Debbie Woodard (Wilkes CC), Barbara Boyette (Wilson CC)

**FROM:** Bob Allen, Director, Literacy Resource Center

**SUBJECT: Student Success Activity Grant (Final Report)**

The final report for your grant is due July 15, 2008. Please use the attached form to submit your grant summary. Reports are due in the System Office no later than **July 15, 2008**, and must be transmitted electronically.

The report will be copied and collated into a binder for distribution to other Basic Skills programs. Materials received will be on display at the Basic Skills Conference. A representative of your grant should plan to share your activity at our Student Success Activity Grant workshop on Wednesday, August 6, 2008, at 4:00 p.m.

Reports should be submitted to Jannai Johnson at [johnsonj@nccommunitycolleges.edu](mailto:johnsonj@nccommunitycolleges.edu). If you are sending a copy of your notebook or course outline, mail it to the following address:

**North Carolina Community College System  
5016 Mail Service Center  
Raleigh, North Carolina 27699-5016  
Attn: Jannai Johnson**

We plan to continue this grant opportunity in the fall 2008. Your timely response and results will help determine future support, resources, and selection of grants to be awarded for 2008-2009.

BA/jj  
Attachments

cc: Dr. Randy Whitfield, Associate Vice President, Basic Skills  
Selected Community College Presidents

**S08-041  
Email & Paper Copies**

*(Not to exceed 2 pages)*

***Sample Heading:***

Basic Skills Program name

Title of Grant

Contact person name

Email address

Telephone number

**A. Description of Project** *(purpose)*

**B. Plan of activities** *(action plan)*

**C. Results or success** *(measurable numbers, effectiveness)*

**D. Final Costs** *(vs. budget, unexpected expenses)*

**E. Evaluation** *(What would you plan/do differently next time?)*

*(A-E – use single space, emphasize results)*