



March 31, 2016

Sharron Miles
District 5790 Rotary Foundation
1113 Regina Dr.
Hewitt, TX 76643

Dear Sharron,

This letter is to confirm receipt of the \$1,000 donation from the District 5790 Rotary Foundation in support of the Professional Office Skills Training pilot program. The grant provided partial funding for three students to attend the training program.

The goal of the training program is to provide students with the necessary skills to obtain entry level professional office skills positions. The program consists of 16 weeks of intensive training where students attend class 5 days a week for 5 hours each day. Students learn advanced computer skills in Microsoft Word, Excel, PowerPoint and Outlook. They also have a class in Business Communications including writing and speaking skills. The other main course is customer service skills training. This course is taught by Tarrant County College where students earn a certificate from the college.

As reported in the final report, the grant covered the session that began September 14, 2015 and ended January 15, 2016. There were 18 students that started the program with 14 completing. Of those 14 completing the program, 13 of them have been employed.

We very much appreciate the support of the Rotary Foundation. As you can see your funding was instrumental in acquiring needed skills helping graduates become employed. The vast majority of our students live in poverty. We hope these skills, and now a new job, will help them start the process of moving out of poverty.

Sincerely,

A handwritten signature in cursive script that reads "Sharon".

Sharon Cox
Founder, Executive Director