

**Subject:** Orange Rotary, District Grant P-416  
**From:** Heidi Larkin-Reed  
**Date:** August 26, 2013  
**To:** Harry J. Charm and Grant Committee  
**From:** Heidi Larkin-Reed, President, Orange Rotary Club

Please find below information you requested via email to Cliff Nelson on August 24, 2013

**Project Start Date:** December 14, 2013

**Project Completion Date:** January 5, 2014

**Budget:** We are requesting \$5,000 from the District Grant. The Orange Rotary Club will donate \$5,000 for a total cost of \$10,000. Project breakout is as follows:

**District Grant Request**

**\$3,000.00** - To purchase 10x 5ft tables  
**\$2,000.00** To purchase stacking chairs  
**\$5,000.00 Requested from the District Grant.**

Tables	To be purchased from OUSD District Vendor - Concepts	10x 5ft tables = <b>\$3,000.00</b>	Match tables currently in use
Chairs	To be purchased from OUSD District Vendor - Concepts	120x stacking chairs = <b>\$4,800.00</b> <b>\$2000 provided by the District Grant and balance provided by Orange Rotary Club.</b>	Replace wood chairs

**Orange Rotary Club Donation:**

**\$5,000.00** - To purchase paint and materials to make repairs to facility and additional chairs.

**Paint and Materials:** \$2200.00

**Additional Chairs:** \$2800.00

**Letter from Participating Organization:** The participating organization that was discussed in the grant application is the Orange H.S. It is my understanding per my conversation with Mr. Charm that a letter from Orange High School is not needed to move forward with this project. No other organizations are partnering with us at this time.

**Public Image Plan:**

**The Rotary Club Orange -P-416 “High School Library Upgrade” Public Image Plan**

The Rotary Club of Orange will use the following methods to promote and inform members of the public, Rotarians, students, parents and teachers about the project the results of the project and the role Rotary played in accomplishing our goal. In addition, we will use this project to inform the above groups about Rotary.

**Newspaper:** Press releases written by club members about the project, indicating how the project is progressing and the results of the project. The articles will be submitted to the Orange City News and the Orange County Register. Projected number of articles; 5-7.

**Chamber of Commerce:** The Orange Rotary Club is a member of the Orange Chamber of Commerce. Therefore, we will submit articles to the Chamber to be published in the Chamber’s newsletter and weekly e-newsletter about the project and use this opportunity to educate its members about Rotary.

**Social Media:** Info about the project will be posted on the Orange Rotary Club’s Facebook page. Members will be asked to share the information with their contacts.

**Orange Rotary Club Bulletin:** Articles will be written for the Club bulletin updating members on the progress and the reporting on the outcome.

**Orange Rotary Club Website:** Articles and information will be posted to the Club’s website.

**Labels on Tables and Chairs:** Rotary logo placed on the tables and chairs indicating item was donated by Rotary.

**Please contact Cliff Nelson or I if further information is needed. We look forward to moving forward with this project.**