



NCHEA COLLABORATION GRANT FINAL REPORT AND REIMBURSEMENT

The North County Higher Education Alliance (NCHEA) accepts applications to fund activities involving the collaboration of colleagues from Cal State University San Marcos, MiraCosta College, and Palomar College.

Submit the NCHEA COLLABORATION GRANT FINAL REPORT AND REIMBURSEMENT within **two weeks** of the completion of the activity. Submit via email to the NCHEA Director at ncheasd@gmail.com

The Final Report includes 2 items:

1. 1-2 Page Report
2. Receipts for Reimbursement

Grant Final Report:

Create a 1 to 2 page report of your activity/event that will be posted on the NCHEA website for all campuses to view. Include the following information in your report:

1. Activity title.
2. Name of the representatives from each of the campuses who led the activity/event.
3. Summary/description of the activity/event. How did it go?
4. Description of intercampus collaboration. Who attended (broken down by students/faculty/staff and institution) and how did they communicate/collaborate together?
5. Include: Photos from the event and any promotional materials or advertisements.

NCHEA COLLABORATION GRANT REIMBURSEMENT

Event date(s):	March 14, 2019
Event location:	CSUSM Kellogg Library
Event title:	Getting Ready for Ex Libris: A Behind the Scenes Look at Alma and Primo
Name of Person to be reimbursed:	California State University San Marcos
Phone number of person to be reimbursed:	(760) 750-4350 (Arlene Martin, Assistant to Dean, Library)
Mailing address of person to be reimbursed:	411 La Moree Rd., San Marcos CA 92078

GRANT FINAL BUDGET REPORT

Category	Description	Amount requested from NCHCA	Actual Amount Spent
Materials and Supplies**:	Handouts and name tags for attendees.	\$100	0
Consultants and Contracts*:			
Refreshments**:	Lunch (NOTE: includes morning refreshments)	\$700	\$588.24
Other (specify):	<ul style="list-style-type: none"> • Parking (NOTE: requested/approved Feb. 2019) • CSUSM Event Coordination Fee* <p>*10% fee charged by CSUSM for catering and parking arrangements</p>	\$105	\$105.00 69.32
Total requested and total spent:		\$905	\$762.56

Please either scan the [sign-in sheet](#) and insert the images here, or you can send it as a separate attachment to the email. **(ATTACHED)**

Please either scan the receipts and insert the images here, or attach as separate document to the email. **(ATTACHED)**

Please either insert images here or attach as separate document to the email. **(LINK INCLUDED IN REPORT SUMMARY)**