

NLDestiny
18 May 01
Proposal CS

COVER SHEET

Assignment: Proposal

Organization: Student Services, Student Senate

Reader(s) Audience: Dr.St. Onge and Tobi Hay

Position in organization: Head of Student Services and Head of Student Senate

Prior knowledge of subject: none

Prior attitude toward subject: none

Prior attitude toward me: They don't know me

Reasons for reading (how reader will use this document: One or both need to approve this idea.

Probable response (action expected) to this: One or both will give permission to approve this idea and support my plan.

Writer/Sender (Name and Section): Nancy Lee Destiny Tech.Writ.,Jeff Meyers

Position (for this writing): Student at CCC

Purpose: I want to provide a valuable service to new and current students of CCC, who need the use of used donated classroom text books, but can not afford to buy them, who don't qualify for Pell or TAP or lack money to buy their text books for classes, can then check out for the semester, the student donated books through the Douglas Library, at no cost to them, however they do have to return them by their semesters end.

Tone wanted here: Professional, well thought-out, planned

CONTENT/MESSAGE

Type of document: Unsolicited Proposal

Order of information: Project Summary, Intro—Rationale, Plan of work, Budget.

Personnel, Conclusion

Graphics needed/included: None

My source of information: Myself