Appendix E
Received AUG 15 2014
Proposal # 15-4-BCL

**Full Grant Proposal**
**Library Services and Technology Act FFY 2015**

This form is available for download in Microsoft Word on our web site via: http://www.oregon.gov/osl/LD/Pages/LSTAcomp.aspx. Proposals not meeting the following conditions will be returned. Use 12 point Times New Roman with one inch margins. Hard copy must be **single-sided**. Do not change the words on this form. The deadline for receipt of the full proposal is **5:00 pm on Friday August 15, 2014.**

**Part I: General Information**

1. **Project title:** Baker County PreK Links
2. **Applicant**: Baker County Library District
3. **Mailing Address:** 2400 Resort St. Baker City, OR 97814
4. **Contact person:** Perry Stokes, Library Director Phone: (541) 523-6419
   Email: director@bakerlib.org
5. **Fiscal agent** (if different than applicant):
6. **Project URL** (if any):
7. **U.S. Congressional District**: District 2
8. **DUNS number**: 193440039
9. **List geographic target area to be served by the project:** Baker County
10. **Estimated number of persons benefiting from the project:** 1,000
11. **Description of persons benefiting from the project:** Families in the Baker County Library District service area with children ages 5 or younger.
12. **List partnering organizations. All partnering organizations must also sign section IV.1. See instructions for guidance on partners versus participants.**

Pine Valley Preschool
Pine Valley School District

13. **Project abstract** (one paragraph):

The Baker County PreK Links project (PreK Links) will improve conditions for student success by increasing parental involvement with early learning activities. Identical, internet capable tablets will be placed in the public library and preschools, preloaded with early-learning applications that support the curriculum. A preliminary questionnaire will assess parents' information literacy skills regarding effective use of the internet to address family needs and interests. Mandatory training prior to checking out a tablet will include instruction on how to use the device and learning apps, plus build skills in identifying online resources that target the needs

indicated on the questionnaire. Changes in parental involvement will be tracked by the preschool, comparing attendance and participation levels pre and post project. Participating families will be registered for the *Ready 2 Learn* program to ensure an on-going connection with early-learning resources and activities.

14. Provide the text of the single most relevant goal from the *Five-Year State Plan 2013-2017* that will be addressed by the grant project.

Goal 4#: Develop information literacy. Outcome: Create programs for development of information literacy skills at all ages.

15. Briefly describe how the LSTA project will continue after the grant ends, especially noting local support.

The Library District will continue to offer training and access to devices as children move past the eligibility age of 6 and successive families become eligible for the Baker County PreK Links program.

16. List letters of support for the project (name, affiliation) that are attached to this application. Do not include letters from project partners listed in #11.

Katie Brooks, Bright Eyes Preschool

Linda Collier, Friends of Halfway Library

Terrie Simons, Halfway City Recorder

Cindi DelCurto, Halfway resident

PLEASE FILL IN THE FOLLOWING INFORMATION ABOUT THE ANTICIPATED LENGTH OF YOUR GRANT PROJECT:

(Check applicable boxes)

| | | | |
|---|---|---|---|
| THIS IS THE | ☒ 1st YEAR | OF A | ☒ ONE YEAR GRANT PROJECT |
| | ☐ 2nd YEAR | | ☐ TWO YEAR |
| | ☐ 3rd YEAR | | ☐ THREE YEAR |

For projects that are multi-year be sure to include an estimate of the funds anticipated to be needed for the future years in the budget discussion.

THIS IS PRIORTY ___2___ OF THIS ORGANIZATION'S PROPOSALS

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**Part II: Project Budget**

Proposed project budget (use this format only – do not alter):

*(Double click on the table to enter data. Before closing the table, be sure to scroll to the top of it)*

| Item | Local Cash | Local In-kind | LSTA | Total |
|---|---|---|---|---|
| Personnel | | $7,440 | | $7,440 |
| Benefits | | $2,232 | | $2,232 |
| Travel | 2520 | | | $0 |
| Equipment | $1,000 | | $29,300 | $30,300 |
| Supplies | | | | $0 |
| Contractual | | | $8,100 | $8,100 |
| Library Materials | | | $5,000 | $5,000 |
| **Total Direct Charges** | $3,520 | $9,672 | $42,400 | $55,592 |
| *Indirect Charges* | $0 | $0 | $0 | $0 |
| **Total Budget** | $3,520 | $9,672 | $42,400 | $55,592 |

Proposed second year LSTA amount: -0- Proposed third year LSTA amount: -0-

**Part III: Project Narrative**

(Attach additional pages. See the criteria for grant proposal evaluation in the Grant Guidelines as well as the Grant Application Instructions for more information on this section.)

***NOTE:****This grant is designed to dovetail with two other grant projects approved through the Eastern Oregon Early-learning Hub (Baker, Wallowa and Malheur Counties) . The advantage of aligning this project with the others is to create a high level of awareness of early-learning opportunities in Baker County, with this grant connecting the public library as a vital early-learning resource and education partner.* ***As all three projects connect with preschools, the project timeline will reflect the school's operational calendar of September through June. An extension for February 2016 – June 2016 will be filed as required. Requested funds cover the extended 18-month period.***

A. *Background of Applicant (describe the agency's ability to undertake this project)*

**Baker County Library District** was established as an independent special library district in 1988. With six branches and bookmobile service, the library is able to cover all corners of this large, rural region with both traditional and innovative services. The children's program has a strong and effective partnership with area schools, childcare providers and preschools. Reflecting the library's commitment to children and families, it is an active participant in the newly created Eastern Oregon Early Education Hub for Baker, Wallowa and Malheur Counties. Baker County Library Director, Perry Stokes, will serve as the project manager for the Pre-k Links grant. The district also has full-time IT Systems Administrator on staff that is also able to conduct training sessions and serve as a help resource on demand.

**Pine Valley Community Preschool** serves the remote "panhandle" area of Baker County. As the only preschool within 65 miles, the school is available to children from the frontier communities of Halfway, Richland, Sparta, Newbridge, Brownlee, Oxbow and surrounding

areas. This program is solidly aligned with Oregon State Education goals emphasizing the importance of early learning leading to kindergarten readiness. Children in this program have a truly seamless transition from preschool to kindergarten; the preschool is housed within the Pine Eagle Elementary School and the same certified teacher serves both age groups. Recognizing the economic challenges facing many area families, parents have the opportunity to volunteer in the classroom to partially offset tuition costs. Pine Valley Community Preschool Head Teacher, Brenda Durr, will provide statistical information on changes in student achievement and parental participation throughout the project. This information will be coded to protect confidentiality for individual students and families.

**Pine Eagle Charter school**, located in Halfway, is dedicated to serving the education needs of Eagle Valley, Pine Valley, Sparta, Brownlee and the Oxbow communities. The school supports academic excellence for all children grades k-12 by providing options for exploring occupation and career interests, enhancing the use of technology and building world perspectives in citizenship. Though challenged by its remote setting, small population, high unemployment and the accompanying issues of poverty, the district has a track record of solving problems creatively, backed by a resourceful and supportive community. Students are able to gain experience through volunteer, practicum and internship placements provided by community businesses and organizations. The charter school offers free or low-cost opportunities for college-level coursework through partnerships with Eastern Oregon University, Treasure Valley Community College, Blue Mountain Community College and Oregon Institute of Technology. Some parents may see their children graduate from high school with an Associate Degree already in place. Cammie DeCastro, Principal of the Pine Eagle Charter School will facilitate dovetailing information and materials from the Baker County PreK Links program with the two Eastern Oregon Early Learning Hub projects, procure tablets for the Pine Valley Community Preschool as part of matching funds, and be responsible for seeing that data and information needed for reports and project evaluation are sent to Baker County Library as needed.

B. *Detailed statement of problem*

The panhandle of Baker County is an isolated and remote region wedged between the base of the Wallowa Mountains and Hell's Canyon on the Idaho border. The only year-around access is a narrow, winding, 65-mile stretch of road through the Powder River Canyon. 65 % of children in this geographic area come from homes identified as "at risk" due to poverty. 44 % of the adults have attained education levels of high school or less. For the 2013-2014 school year, approximately 47% of children participating in the Oregon Kindergarten Assessment fell below the 20$^{th}$ percentile in the three areas measured. The Oregon Early Learning Council (of which OSL is a partner and participant) is encouraging preschools to work with school districts in aligning curriculum, practices and expectations so that all children will start their k-12 education with the foundational skills needed for success. *A key piece to this formula is to engage and involve parents.* This is particularly challenging in low-income, low-education households.

C. *Describe the proposed solution that the project will implement. Indicate the project goal, and the quantified objectives that will be used to measure whether the goal is accomplished. Describe the activities that will be undertaken to meet each objective. (include timeline)*

The Baker County Pre-k Links project will enable the public library to create an enticing bridge between early learning alignment activities in the preschools and parent/child engagement in the home. Project participants will simultaneously build life-enhancing information literacy skills customized to help their families thrive.

This project will serve all Baker County families with children from birth through age five. It will *specifically* target the "panhandle" area of Baker County, involving a partnership between Baker County Library, Pine Eagle School District and the Pine Eagle Community Preschool. *If a supplemental grant is obtained, additional preschools will become direct participants. However, this LSTA proposal is constructed to move forward regardless of that additional funding.*

**GOAL: Improving conditions for student success through increased parental involvement with early learning activities.**

**PRE-AWARD PLANNING** (all travel and staff time involved in these planning activities will be considered part of the "in-kind" contribution).

**September 2014 through January 2015:**

- Meet with preschool and school district representatives to design family questionnaire.
- Review consumer information regarding various hand held learning devices and preferred learning programs. Select the best device and programs to meet the needs of the project and budget.
- Pine Valley Preschool begins using devices in the classroom, purchased with in-kind funds.
- Baker County Library will design check-out policy and procedures for processing and circulation of devices and conduct staff training for all branches.
- Supplemental grant application to purchase tablets for other Baker County preschools.

***Note: this project is not contingent on the success of the supplemental grant.***

- Notification of LSTA award.
- Begin a "Coming Soon!" promotion of the project to eligible families. Press releases and media contacts.
- Connect with already funded "Eastern Oregon Early Learning Hub" grant activities. Specifically, this will include placing PreK Links information in "Literacy Bags" that will be distributed as part of the Baker County Early Literacy project; and the PreK Links program being shared as part of visits to families of home-schooled children as part of the Ready-to-Read project.
- Prepare contracts for instructors that include expectations for scope of class content and methodology. (The presenters will be competent in early childhood education, information literacy for adult learners and the use of tablets. Attendance at an orientation/training class will be a prerequisite for checking out a device for home use. Registrants for the class will complete a multiple choice questionnaire that will enable the presenter to focus information literacy training individual family needs.)
- Identify instructors.

**PROJECT BEGINS**

**Objective 1: Improve information literacy skills for parents/guardians towards greater awareness and use of online family/education/health resources as determined by pre and post assessments.**

**February 2015:**

- Purchase selected devices and learning modules.
- Prep items for circulation.
- Notices to parents of children enrolled in preschool(s) informing them of the program.

**April 2015:**

- Initiate monthly orientation and training classes in all Baker County Library locations. Classes will be a prerequisite for checking out a device.
- Participants will complete the pre-program questionnaire to allow the instructor to focus classes on specific needs such as health, education, employment, housing or other needs related to maintaining healthy families.
- Classes will cover basic operation of the device including setting parental controls; an overview of the preloaded early learning activities and how to engage effectively and playfully with their children; and how to access information indicated on their questionnaire using online resources.

**May 2015:** (End of school year)

- Family participation lists will be updated at the end of the 2014/15 school year as older children become ineligible and new families are added. Limiting eligibility to families with children from birth through age six will match the Ready 2 Learn program.
- Participating adults will complete a post-program survey.

**June through August 2015:** (Schools closed for summer break)

- Library branches will promote the PreK Links program to Summer Reading families.
- Library representatives will attend Preschool open house and registration events to promote the PreK Links program for the 2015/16 school year.

**September 2015 through June 2016:** (Full school year)

- Continue offering monthly training programs at all Baker County Library locations.
- Adults will complete a preliminary questionnaire and post-program questionnaire at the end of each school year.
- Statistical information will be collected and compiled by the partners.

**Objective 2: Increase the number of parents attending preschool meetings by 20%**

**September 2014 – May 2016:**
Pine Valley Community Preschool (and any other participating preschools) will prepare monthly statistical information on parental involvement as indicated by attendance at parent – teacher meetings, weekly parent information meetings, assisting in the classroom and participating and/or attending school events.

This information will be used cross referenced to that of the roster of parents participating in the Baker County PreK Links program to determine whether participants show a change in interest, attitude and involvement in their child's early-learning activities when compared to non-participants.

**Objective 3: Increase the number of Baker County children enrolled in Ready 2 Learn by 200.**

**September 2014 – May 2016.**
All families will be registered for "Ready to Learn Cards" as part of the Baker County PreK Links program. R2L participation will ensure that families continue to receive fun and effective early learning ideas each month and are introduced to financial planning for their child's college education.

***A request to extend the grant period will be submitted by November 2015. The final report will be completed by June 2016.***

**D.** *Budget narrative*

**Local Cash**
**Equipment: $1,000.** A community benefactor is donating funds to cover the cost of placing tablets in the Pine Valley Community Preschool.
**Travel: $2,520.** 90 classes x (approx) 50 miles x $0.56/mi.

**Local In-kind**
**Personnel: $7,440.** An average of $30 per hour is used for these calculations. **Planning:** 4 staff x $30/hr x 12 hours = $1,440. **Training:** 6 staff x $30/hr x 2 hours = $360. **Materials preparation:** 1 staff x $30/hr x 20 hours = $600. **Project management and data collection:** 2 staff x $30/hr x 84 weeks x 1 hour/week = $5,040.
**Benefits: $2,232.** An average of one third of personnel costs.

**LSTA**
**Equipment: $29,300.** 100 Tablets (Kindle HD 7"; Google Nexus or similar) = $24,000. 100 protective frames = $2,500. 100 screen protectors = $300. 100 circulation bags = $2,500.
**Contractual: $8,100.** 90 classes x 3hrs x $30/hr. (One class per month will be offered at each of the six library locations over 15 months. Class time includes two hours instruction and one hour for prep set up and take down).
**Library Materials: $5,000.** Various early-learning apps. $50 per device.

**E.** *Evaluation method*

**<u>Objective 1</u>**

**Desired Outcome:** Parents will demonstrate an increased ability to use the internet as a tool to locate information resources that support early-learning and healthy families.

**Method:** Compare pre and post-program questionnaires to quantify changes in these information literacy skills.

**Objective 2**

**Desired Outcome:** Pine Valley Community Preschool (and other participating preschools) will show a 20% increase in parental participation in school events and activities compared to current levels.

**Method:** Maintain and review preschool participation data to evaluate changes in parental involvement.

**Objective 3**

**Desired Outcome:** A 20% increase in Baker County families registered for the Ready 2 Learn program.

**Methodology**: Track R2L registration attributable to this project.

**Part IV: Certification of Application**

1. Documentation of project support. Partners listed in Part I, number 12 must sign. The grant applicant signs IV.3.d. If the fiscal agent is different than the applicant, they sign IV.3.e.

I HAVE READ THE PROPOSAL PRESENTED ON THE PRECEDING PAGES. I AM AWARE OF THE OBLIGATIONS THAT PARTNERSHIP IN THE PROPOSED PROJECT WOULD ENTAIL. BY MY SIGNATURE I CERTIFY MY ORGANIZATION'S COMMITMENT TO SUPPORT THE PROPOSED PROJECT AS DESCRIBED IN THE PRECEDING PAGES.

| *Name* | *Library/Organization* | *Signature* | *Date* |
|---|---|---|---|
| Perry Stokes, Director | Baker County Library | Perry Stokes | 8/12/14 |
| Cammie DeCastro, Principal | Pine Eagle School District | Cammie DeCastro | 8-4-14 |
| Brenda Durr, Teacher | Pine Valley Community Preschool | Brenda R Durr | 8-5-14 |

2. Certification for Children's Internet Protection Act
   Public and public school library applicants, and consortia with public or school members **must** check one of the options below (a, b, or c).

| | |
|---|---|
| a. | The applicant public or public school library has complied with the requirements of Section 9134(f)(1) of the Library Services and Technology Act. Every computer connecting to the Internet, public and staff, is filtered. The filter can be disabled upon request of adults. |
| b. | ***(for consortia only)*** Prior to using any LSTA funds to purchase computers used to access the Internet or to pay for direct costs associated with accessing the Internet for a public library or a public school library, the applicant consortium or group will collect and retain a duly completed Internet Safety Certification from every constituent public library or public school library in accordance with requirements of Section 9134(f) of the Library Services and Technology Act. Every computer connecting to the Internet, public and staff, is filtered. The filter can be disabled upon request of adults. |
| c. X | The requirements of Section 9134(f) of the Library Services and Technology Act do not apply to the applicant library because no funds made available under the LSTA program will be used to purchase computers used to access the Internet or to pay for direct costs associated with accessing the Internet for a public library or public school library that does not receive discounted E-Rate services under the Communications Act of 1934, as amended. |

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3. Certification of the grant applicant and/or fiscal agent (if different than applicant)

a. I affirm that the jurisdiction or organization (henceforth, ORGANIZATION) is the designated fiscal agent for the project described in this application and is empowered to receive and expend funds for the conduct of the proposed grant project.

b. I affirm that the information contained in this application is true and correct and that the ORGANIZATION for which I am an official has authorized me to submit this application for LSTA grant funds.

c. I affirm that if this application were to result in the ORGANIZATION being awarded grant funds to carry out the project described in this application, that the ORGANIZATION would comply with all of the federal and state requirements for the administration of LSTA grants, including part IV.2 above and allowable costs described in Appendix B of the General Information and Grant Application Guidelines, Library Services and Technology Act.

d. Signature of grant applicant

PERRY STOKES
Name of official authorized to enter into contractual agreements for the ORGANIZATION

LIBRARY DIRECTOR
Title

8/12/14
Signature Date

director@bakerlib.org
Email

541.523.6419
Phone number

e. Signature of fiscal agent (if different than applicant or if applicant is not a 501(c)3 or legally established entity or if applicant does not have contract authority for the ORGANIZATION)

_____
Name of official authorized to enter into contractual agreements for the ORGANIZATION

_____
Title

_____
Signature Date

_____
Email

_____
Phone number

**This form must be received at the State Library no later than 5:00 p.m. on Friday, August 15, 2014.**

Email a Word or PDF of your proposal to *ann.reed@state.or.us*. It is fine if you are not able to include letters of recommendation or appendices in the electronic copy. The electronic copy does not substitute for the hard copy original. Hard copy must be **single-sided**. The hard copy original of this form with signature must be received at the State Library no later than **5:00 pm on Friday, August 15, 2014. Faxed copies will not be accepted**. There are no exceptions. If requesting indirect costs, attach appropriate sections of a federally- approved indirect cost plan.

Mail or deliver **one copy** of your application to:

Library Development Services
Oregon State Library
250 Winter St., NE
Salem, OR 97301-3950

*Linda Collier*

*36410 Valley View Lane*

*Halfway, OR 97834*

August 5, 2014

LSTA Advisory Committee
Oregon State Library
250 Winter Street NE
Salem, OR 97301

To the Advisory Committee:

I am writing to support the grant request of the Baker County Library which would provide tablets to parents to check out through the library. I support this project because I can see that it provides a way for parents to become involved in their children's education. It is recognized that an important part of early childhood education is parental involvement and these tablets would be available to parents with children ranging in ages from new born through age six. Parents would be trained in the use of the tablet and could use it to do learning activities with their children.

As president of the Friends of the Halfway Library, I see the need of parental involvement in children's education. I have been a reader through the SMART (Start Making A Reader Today) program for three years and have witnessed the difference it makes in a child's life just to have an adult read with them twice a week. I also volunteer at the school cafeteria, so I recognize that not every child gets the kind of adult attention at home that they need. I volunteer at the Library and have been impressed with the kinds of programs that the library offers, including the recently rejuvenated summertime reading program at the Halfway Branch and the Ready to Learn program, offered through the main library. I am very excited about the possibilities that this grant could offer to parents and children of Baker County.

Sincerely,

Linda Collier

Linda Collier
President of the Friends of the Halfway Library

August 1, 2014

LSTA Advisory Committee
Oregon State Library
250 Winter Street NE
Salem, OR 97301

Advisory Committee:

The success of small, rural communities is keyed to the success of the families who live there.

As City Recorder for the City of Halfway, I want to lend my support to the Baker County Pre-K Links project to encourage parental involvement with their child's education. Starting the habit of involvement when the children are preschool age, and connecting that to the life-long learning opportunities available at our public library is a great idea!

Halfway is proud to have excellent internet connectivity available. Unfortunately, we do see a large percentage of households that cannot afford to put this tool to use. Making tablets available for check out *and* helping families develop the skills for effective use of that resource makes this a project that will continue to produce benefits for years to come.

Please consider the many positive ripple effects this project will have for our community as you decide how to allocate this year's funds.

Respectfully yours,

Terrie Simons
City Recorder

August 1, 2014

LSTA Advisory Committee
Oregon State Library
Salem, OR

Dear Advisory Committee Members,

In the new world, technology and electronics are "it". Everything we do on a daily basis deals with electronics and technology in some form. It seems the sooner kids get their hands on electronics and technology, their interest in education and knowledge increases at a faster rate.

As the parent of a Pine Valley preschooler, I support using tablets in the preschool classroom AND making this technology available to families who couldn't otherwise afford to have it. The sooner we get our kids' hands-on experience using these devices the sooner they will pick up on the new way of learning. Having access to computers and learning programs will help not only the kids, but the parents as well. The internet is an unlimited source of information that all parents could put to better use with additional training.

The Baker County PreK Connects project will provide a great jump start to our children's education and help families find the resources they need!

Sincerely yours,

(sent via email)

Cindi DelCurto
Halfway, Oregon

July 29, 2014

LSTA Advisory Committee
Oregon State Library

To-whom-it-may-concern,

I am a parent of a child with learning disabilities, writing in support of the Baker County Library grant application to make tablets available to families.

I believe that technology is beneficial to preschoolers because of the multiple positive effects I have seen in my son during his time in class learning from these tools.

My son has had speech issues requiring him to have one-on-one sessions with a speech therapist. His time on certain programs that are available on the class laptops have helped him immensely in hearing letter sounds. He can now identify letters and their sounds and is very excited and proud that he can do so.

He also did not like to communicate verbally with his teacher and classmates because of his difficulty being understood. I feel that his excitement for using the technology has made it easier for me to introduce him to these kind of online speech games at home. He is now comfortable using these kind of tools and home and is enthusiastic about learning to read because he has built confidence at school.

This grant project, Baker County PreK Links, will mean that parents will be able to locate information to help them with a variety of family needs, and all kids at this level will have opportunity to learn to use, and benefit from these tools.

Thank you for your consideration.

Milicent Simpson, parent
Pine Valley Community Preschool.

August 4, 2014

Oregon State Library
LSTA Advisory Committee

Advisory Committee Members:

Learning to use technology is similar to learning a new language. The sooner you begin, the easier it is to learn and internalize. Students are expected by third grade to be proficient enough with technology to be able to take interactive, complex testing, as well as numerous benchmark tests. Introducing students at the preschool level to a variety of platforms enhances their ability to think flexibly, work through frustrations, lengthen engagement times, and to learn at their own pace. More importantly perhaps, utilizing technology in the preschool has the potential to help close the achievement gap. There are some students in our community preschool program who have access to a plethora of technological devices, while there are others who have never had the opportunity to touch a computer. By providing opportunities in the classroom, we are leveling the playing field among our students as well as with students across the nation.

Making these devices available to families to check out from the public library and use in the home will reinforce what the children are learning in the classroom, plus strengthen the connection and level of support parents have for their child's education.

I enthusiastically support the Baker County PreK Links grant application and hope you will consider funding this important project.

Respectfully,

Morgan Gover

Board of Directors

Pine Valley Community Preschool

Halfway, OR

August 11, 2014

LSTA Advisory Council
Oregon State Library
250 Winter St. NE
Salem, OR 97301

RE: Baker County PreK Links project

To whom it may concern:

This is a petition letter of support of grant funding for the **Baker County PreK Links project** (PreK Links). By signing this petition we wish to demonstrate

1) corroboration that this grant will fulfill a need in our communities,
2) agreement to actively participate in the project, and
3) confidence that the grant administrators have the skills and capacity to make the project a success.

Partner : Bright Eyes Preschool

By: Kate R. Brooks
Kate Brooks

Title: Owner

Date: 8/12/2014

Partner :

By: _____

Title: _____

Date: _____

Partner :

By: _____

Title: _____

Date: _____

Partner :

By: _____

Title: _____

Date: _____

Partner :

By: _____

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Partner :

By: _____

Title: _____

Date: _____