

**2006-07 Annual Operational Unit Plan of
Activities to Increase the Effectiveness of the New Beginnings**

2006-07 Activities to Increase the Effectiveness of the New Beginnings Office	Completed	Comments
July 1, 2006 -- June 30, 2007		
1. Distribute brochure for New Beginnings to offices on campus as well as agencies in the community.		
2. Recruit and enroll 34 displaced homemakers, or 75% of projected number.		
3. Assist 24 participants with completion of training, or 75% of projected number.		
4. Assist 21 participants with job placements, or 75% of projected number.		
5. Prepare monthly invoice by the 15 th of each month for past month's program activity, to be sent to Agency for Workforce Innovation.		
6. Distribute brochures to area civic clubs, One-stop Center, and local businesses.		
7. Prepare IEP for each program participant in New Beginnings regarding training and/or personal goals.		
8. Provide materials to participants concerning finances.		
9. Provide participants with information on various financial aid resources.		
10. Prepare case notes on each participant in OSMIS.		
11. Compile list of applicants who receive funding from New Beginnings along with amount each receives.		
12. Compile list of those applicants who receive PELL and/or McLendon Educational Trust Scholarship.		
13. Assist eligible students who are pursuing teacher education courses at Chipola College with Succeed Florida Grant.		
14. Include information on local weekly radio program regarding tuition assistance for nursing assistant, computers, real estate, and other short-term offerings at Chipola.		
15. Continue to market New Beginnings Program.		
16. Develop more short-term offerings for participants.		