

Career Resource Center (CRC)

DEVELOPMENT “WISH LIST”

Statement of Purpose

This Development Wish List Itemizes the components if a Career Resource Center and defines what the CRC needs to be developed and operate.



I. Development and Installation Items:

- A. Procurement of a new or an existing structure 10,000sf (Minimum)
- B. Finishing: carpet, paint, wall guards, base, tile, utilities, lighting, Walls (as needed), etc.
- C. Furniture: desks, podium, tables, chairs, bookshelves
- D. Electronics: computers, servers, printers, stereo, Phones, overhead projector, Copiers
- E. Appliances: refrigerator, vending machines, coffee machine, water and juice dispensers
- F. Career Library resources: occupational, personality, IQ, college and career information
- G. Literature wall displays and stand-alone display fixtures
- H. Signage: Interior and exterior signs
- I. Security Access System: cameras, scanner, motion detectors, alarms, etc.
- J. Company Vehicle (to be determined)

II. Annual Budget Items:

- A. Operational Costs: Utilities, Janitorial, Legal, Accounting, Supplies, Stationery, Internet
- B. Staffing: A minimum of Eighteen (18) qualified employees
- C. Marketing Materials: Flyers, Postcards, Posters, and Banners
- D. Advertising in local community guides, directories, and publications
- E. Local Fundraisers: an average of 4 fundraisers (national fundraisers excluded)
- F. Local Non-Profit Organizations: publications, posters, and other literature