

**FOLSOM LAKE COLLEGE
REVOLVING FUND ACCOUNT**

10 College Parkway • Folsom, CA 95630
P: (916) 608-6549

CHECK NO. **FL-01527**

GENFD: NOT TO EXCEED \$500
VENDOR NO. 0000003279
LOCATION 09

CBFUND: NOT TO EXCEED \$1,000
VENDOR NO. 0000000001

DATE **4/29/2015**

TO Innovative Educators
c/o Erin Hoag
3277 Carbon Place
BOULDER, CO 80301

REQUISITIONED BY
REQ#_808115 MENDELL/DIXON

GENFD	5200	12	FL.VS.MATR	63100	00000	2015	597H	345.00
BUS UNIT	ACCOUNT	FUND	DEPARTMENT (ORG)	PROGRAM	CLASS	BY	PROJECT/GRANT	AMOUNT

BUS UNIT	ACCOUNT	FUND	DEPARTMENT (ORG)	PROGRAM	CLASS	BY	PROJECT/GRANT	AMOUNT

QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	EST. TOTAL AMOUNT
1.00	EA	Webinar - First-Year Student & Libraries: Assessing The Impact of Information April 17, 2015 Delivery: Electronic Digital Download (Non-Taxable) Order# 42869	345.000	345.00

RECEIVED BY: _____
DATE: _____

<p>FOLSOM LAKE COLLEGE REVOLVING FUND ACCOUNT 10 College Parkway • Folsom, CA 95630 (916) 608-6549</p>	<p>BANK OF AMERICA GOVERNMENT BANKING</p>	<p>CHECK No. FL-01527 DATE: <u>April 29, 2015</u></p>
<p>Pay to the order of: Innovative Educators *****</p>		<p>\$ <u>345.00</u></p>
<p>THREE HUNDRED FORTY-FIVE AND 00/100 *****</p>		<p>DOLLARS</p>
<p>NON-NEGOTIABLE</p>		

*THIS CHECK VOID 6 MONTHS FROM DATE DRAWN



April 16, 2015

INVOICE:

Please remit payment for attached invoice to mailing address:

Innovative Educators
3277 Carbon Place
Boulder, CO 80301

For proper posting of payment, **please include the invoice order number** (located on the top right of the attached invoice) with your payment. Your timely payment is greatly appreciated.

If you have any questions, please contact Erin Hoag at erin@ieinfo.org or via phone at 720-581-1516.

A handwritten signature in black ink that reads 'Erin K. Hoag'.

Innovative Educators thanks you for your business!

Erin Hoag, MBA
720-581-1516
Erin@ieinfo.org

Valerie Kisiel, MA
303-775-6004
Val@ieinfo.org

Pamela Ranallo, MA
720-872-0361
Pam@ieinfo.org

Innovative Educators

Supporting Academic & Professional Growth In Higher Ed

INVOICE

Date:
04/14/2015

Order#:
42869

Innovative Educators
3277 Carbon Pl
Boulder, CO 80301

Additional Information:

Job Title Librarian

Bill To: (Customer ID#153012)

Folsom Lake College
Rebecca Mendell
10 College Parkway
Folsom, CA 95630
United States
916-608-6708
mendelr@flc.losrios.edu

Ship To:

Folsom Lake College
Rebecca Mendell
10 College Parkway
Folsom, CA 95630
United States
916-608-6708

Payment Method:

Purchase Order # 808115

Shipping Method:

Free Shipping (Digital Delivery)

Code	Description	Qty	Price	Total
3356	First-Year Students & Libraries: Assessing The Impact Of Information Literacy [Webinar Options:Single connection and recording for one year]	1	\$345.00	\$345.00

Subtotal: \$345.00
Tax: \$0.00
Shipping and Handling: \$0.00
Grand Total: \$345.00

Request for Taxpayer Identification Number and Certification

**Give Form to the
requester. Do not
send to the IRS.**

Print or type See Specific Instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. Innovative Educators, Inc		
	2 Business name/disregarded entity name, if different from above Innovative Educators		
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input checked="" type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶ _____		4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
	5 Address (number, street, and apt. or suite no.) 3277 Carbon Place		Requester's name and address (optional)
	6 City, state, and ZIP code Boulder, CO 80301		
	7 List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number																					
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2	7	-	1	6	2	0	4	0	2												

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here	Signature of U.S. person ▶ <i>Erin K. Hoag</i>	Date ▶ <i>4/16/15</i>
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.

By signing the filled-out form, you:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
- Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

Los Rios Community College District

Requisition

Page 1 of 1

Req. No. **808115**

Vendor Code **33899**

DATE 4/14/15

P.O. NO. **FD1527**

Approved by / Date
Reviewed by / Date
Dispatched Method / Date

VENDOR Innovative Educators c/o Erin Hoag
 ADDRESS 3217 Carbon Place
 CITY Boulder STATE CO ZIP 80301
 PHONE (303)955-0415 FAX (866)508-0860

DELIVERY INSTRUCTIONS	
<u>ASPA</u>	Location Code
<u>FLC</u>	<u>Library</u>
College/District Location	Department
Division	Date Required

ITEM	DESCRIPTION GIVE COMPLETE DESCRIPTION, INCLUDING CAT. NO. & SIZES	ORDERED		AMOUNT	
		QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE
	<i>*Use additional paper if necessary and please reference requisition number. DO NOT USE A SECOND REQUISITION.</i>				
1	<u>First Year Students & Libraries Webinar (4/17/15)</u>	1	1	345. ⁰⁰	345. ⁰⁰
2	<u>(single connection & recording)</u>				
3					
4	<u>Electronic Download</u>				
5	<u>for faculty & staff</u>				
6					
7					
8					
9					
10					
11					
12					
13					

Purchases Charged to Categorical Programs, Grants or Special Projects		Sales Tax
This purchase is in compliance with the requirements of <u>SSSP</u>		
Program Director/Coordinator Signature <u>Melanie Dixon</u> Program Goal/Objective Number/Explanation <u>SSSP</u>	For grants/special projects Program Name <u>SSSP</u> Project/Grant Number <u>597H</u>	Total <u>345.00</u>

I hereby certify the items/services listed above are to be obtained in accordance with District Regulation 8323, Section 4, Conflict of Interest, and all other applicable district, state, and federal policies, rules, regulations and laws.

REQUESTED BY: Rebecca Mendell TYPED/PRINT DATE 4/14/15

REQUESTED BY: [Signature] SIGNATURE DATE 4/14/15

AUTHORIZED: [Signature] DEAN OR AUTHORIZED SIGNATURE DATE 4/16/15

APPROVED: [Signature] VICE PRESIDENT, ADMINISTRATION DATE 4/21/15

Leaflet 15200112 IFL US. MATR

Bus. Unit	Account	* Fund	Org	
<u>63100</u>	<u>00000</u>	<u>12015</u>	<u>597H</u>	<u>\$ 345.00</u>
Program	Sub-Class	BY	Proj/Grnt	Amount
	<u>/</u>	<u>/</u>	<u>/</u>	
Bus. Unit	Account	* Fund	Org	
	<u>/</u>	<u>/</u>	<u>/</u>	<u>\$</u>
Program	Sub-Class	BY	Proj/Grnt	Amount

*** Asset Location** - For equipment purchases over \$200 (Accounts 6490, 6495 and computers) complete the area below indicating the final location where equipment will be housed.

Location Code _____ Dept. _____

Building _____ Room No. _____

Instructions on Reverse

Innovative Educators

Supporting Academic & Professional Growth In Higher Ed

Date:
04/14/2015

Order#:
42869

Innovative Educators
3277 Carbon Pl
Boulder, CO 80301

Additional Information:

Job Title Librarian

Bill To: (Customer ID#153012)

Folsom Lake College
Rebecca Mendell
10 College Parkway
Folsom, CA 95630
United States
916-608-6708
mendelr@flc.losrios.edu

Ship To:

Folsom Lake College
Rebecca Mendell
10 College Parkway
Folsom, CA 95630
United States
916-608-6708

Payment Method:

Purchase Order # 808115

Shipping Method:

Free Shipping (Digital Delivery)

Code	Description	Qty	Price	Total
3356	First-Year Students & Libraries: Assessing The Impact Of Information Literacy [Webinar Options:Single connection and recording for one year]	1	\$345.00	\$345.00

Subtotal: \$345.00

Tax: \$0.00

Shipping and Handling: \$0.00

Grand Total: \$345.00

[View Cart](#) | [My Account](#) | [Search](#) | [Help](#)

Innovative Educators

Supporting Academic & Professional Growth In Higher Ed

[Online Training](#)[Go2Knowledge](#)[StudentLingo](#)[TutorLingo](#)[Free Resources](#)[About Us](#)[Home](#) > [Information and Benefits - Live Webinars](#)

Registration Information

How do I register?

You can register online by adding the product to your shopping cart or emailing or faxing the completed paper-based registration form. If you have any questions, please call 303.955.0415.

When do I register?

You can register at any time, even the morning of the live event. If the event has past, you can purchase the On-Demand recording of the session.

How much does it cost?

Our standard pricing, which includes institutional access to the recording for one year, is as follows:

Single webinar: \$345 (including flexible date webinars)

2-part workshop: \$545

3-part workshop: \$750

The price includes:

- one live site connection (unlimited amount of participants)
- institutional access to the recording for one year (unlimited number of viewings by all faculty and staff)
- implementation guide and evaluation form

If you would like to access the webinar from multiple locations at your institution/campus, we do provide additional site connections for \$150 per additional site. If you need to purchase an additional site connection, please contact us **by email** or 303.955.0415.

Package Deal - Buy more webinars and save!

3 webinars: \$750 - enter coupon code 285 when registering (Save \$285)

6 webinars: \$1395 - enter coupon code 675 when registering (Save \$675)

12 webinars: \$2295 - enter coupon code 1845 when registering (Save \$1845)

1 (2-part) workshop and 1 webinar for \$750 - enter coupon code 140 when registering

1 (2-part) workshop and 4 webinars for \$1395 - enter coupon code 530 when registering

2 (2-part) workshops and 2 webinars for \$1395 - enter coupon code 385 when registering

Please note: a workshop costing \$545 counts as two, as these trainings consist of two sessions.

[Download paper-based registration form for package deal](#)

If you have any questions regarding registration or pricing or if you don't see what you are looking for, please contact us **by email** or call 303.955.0415.

Payment

You may pay with a credit card (MasterCard, Visa or Discover), PO/check, or electric transfer of funds.

Please mail checks or PO's to our new mailing address:

Innovative Educators
c/o Erin Hoag
3277 Carbon Pl.
Boulder, CO 80301

Feel free to **email** or call 303.955.0415 with any questions.

What is a webinar?


A webinar is an interactive seminar conducted over the web and is typically 1.5 to 2 hours long.

• What is the process?

Webinar participants log into the webinar site with a password sent via email. Participants can print handouts, as we send you a link to the presentation via email approximately a day prior to the event. Once logged in, you are able to see the PowerPoint slides, ask questions and make comments via chat, very similar to instant messaging.

First-Year Students & Libraries: Assessing The Impact Of Information Literacy

Friday, April 17 ~ 1:00-2:30pm (Eastern)

Paper-Based Registration Form 

Registration Fee: \$345.00

PRICING OPTIONS:

- Single connection and recording for one year (\$345)
- Unlimited connections at your institution and recording for one year (\$545)
- Unlimited connections at your institution and lifetime access to the recording (\$600)

Register 

Description Speaker(s) FAQs

First-Year Students & Libraries: Assessing The Impact Of Information Literacy

Overview:

The North Lake College Library (NLCL) is known for its innovative approach to library use in the classroom. This past year, the library took its instruction a step further. As part of EDUC 1300, a class aimed at allowing first-year college students to gain a strong footing in the academic world, the library incorporated information literacy components into normal classroom instruction. While partnering with the EDUC instructor, the academic librarians combine online and database-driven resources, information regarding print and non-print research, as well as pathways into transfer and employment as part of the course curriculum. Careful emphasis is placed on the difference between high school "reports" and college "research" papers, and the librarian and instructor are charged with educating the first-year student on what is expected from them as college students. At the end of the course, the students are assessed on what they learned and also how they can use the knowledge and skills in further endeavors. Finally, the success of these students is measured against that of students in subsequent English classes that did not have the learning frameworks course.

Join us to learn how early and continued exposure to the academic library and all of its resources will increase academic preparedness and college readiness. Participants will also learn how to measure the effectiveness of library instruction as it relates to the first-year student and acquire the knowledge and resources needed to assist students to achieve academic and career success.

Objectives:

- Understand how early and continued exposure to the academic library and all of its resources will increase:
 - academic preparedness
 - knowledge of the steps necessary to achieve overall college readiness
 - knowledge of the steps and classes necessary (including transfer) to obtain the desired degree
- Learn how to measure the effectiveness of library instruction as it relates to the first-year student by analyzing the participants against their course successes, as well as their readiness for greater academic challenges
- Acquire the knowledge and resources needed (and presently used) to allow student success to be expanded from the traditional instructional realms into the areas that are equipped to assist students to achieve both academic and career success

Who should attend?

- 2-year & 4-year institutions
- Academic Affairs/Instruction
- Assessment Center
- First-Year Experience Coordinators
- First-Year Experience Instructors
- Retention Specialist
- Library Services/Librarians
- Retention Specialist
- Student Services/Affairs

Related Webinars

Package of 3 Webinars (Save \$285)

Registration Fee: \$750.00



Developing Effective Pre-Assessment Activities

Registration Fee: \$345.00

Reflective Judgment: Teaching Students To Think

Registration Fee: \$345.00

Teach Students How To Learn Metacognition

Registration Fee: \$345.00

- **Is there a recording available?**

Approximately one week after the conclusion of the webinar, you will receive a link to the recording which is good for institutional access for one year and can be forwarded to all faculty and staff for viewing anytime, anywhere.

- **What equipment is required?**

An Internet connection, computer speakers and LCD projector are required if a large group is viewing the presentation. Participants can call-in via phone for the audio if they are having troubles with the audio over the computer.

- **What are the technical requirements?**

Innovative Educators uses WebEx as its web conferencing provider. If you have not previously attended a WebEx event, please go to <http://developers.webex.com/api/jointest/index.php> to make sure your computer is compatible with WebEx. Be sure to complete this test prior to the live event. If your test link does not work, please try downloading Mozilla Firefox and run the test again - <http://www.mozilla.com/en-US/>

- **System Requirements**

http://support.webex.com/SelfServiceWeb/SelfServicePortal.portal?_nfpb=true&_pageLabel=SystemRequirementsHome&root=support&parent=helpSupport&child=sysReq

What are the benefits of a webinar?

- **Cost-Effective:** No travel required. Webinars are an innovative way to provide your entire faculty and staff with a variety of professional development opportunities for one low price! The more you train - the more you save, as the registration fee is per institution, not per person.
- **Easy:** You will receive a detailed list of instructions via email a week prior to the event. And if you run into any problems, we're always here to help.
- **Interactive:** Chat online with presenters, participate in online polling questions, discuss specific situations with your colleagues, and receive implementation strategies for your campus (included when appropriate). You can even join a discussion group to continue the discussion with the presenter and webinar participants.

Join discussion groups at www.weeklyinnovations.org.

- **Practical:** Our training sessions focus on the most critical and relevant issues facing educators today. Our primary goal is to provide participants with the information, training and skills necessary to immediately implement positive change at their institutions.
- **Top-Notch Speakers:** Our speakers are subject matter experts and recognized in their field.
- **Value Added:** When you purchase a webinar, you also receive institutional access to the recording, which is good for one year. Access to the recording is unlimited, and faculty and staff can access it as often as they like from any location.
- **Satisfaction Guaranteed:** Our webinars are 100% guaranteed. Thus, there is no risk. If you are not satisfied, we will give you a credit for a future webinar or an On-Demand Training of your choice (of equal or lesser value).

How will we use these trainings?

- **Flexible Training:**

- Live: Promote and attend a live webinar and debrief immediately following.
- Hybrid: Distribute the recording to all faculty and staff at the beginning of each month and plan a discussion session at the end of the month to determine how you will implement the strategies presented.
- On-Demand: Distribute the recording to faculty and staff so they can watch anytime, anywhere. Contact Innovative Educators at val@ieinfo.org, and we will create an online discussion group specifically for your institution at no extra charge. Join discussion groups at www.weeklyinnovations.org.
- In-Service Training: Plan an in-service around a live webinar or schedule a day and time to show the recording in a lecture hall or large conference room and invite faculty and staff to brainstorm and discuss implications for your college.

- **Online Faculty and Staff Learning Communities:** Distribute the recording to faculty and staff so they can watch anytime, anywhere.

- **Staff Recognition:** Develop a program around the webinars with monthly themes and recognize the staff members that implement the best idea related to the theme.

- **Team-Building:** Utilize these webinars to develop cross-functional and cross-discipline teams to foster collegiality.

- **New Employee Training:** Include these webinars and the free recording as part of your new employee training program to ensure consistency.

- **Implementation and Follow-Up:** Use the guide and evaluation materials provided by Innovative Educators to plan, implement and track your progress.

If you have any questions, please contact us **by email** or call 303.955.0415 for more information.