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L.E.A.P. ORG.

Leadership, Enlightenment, Academic Achievement,
Perseverance, Outreach, Responsibility, and Growth

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LEAP Reference Book

To: All Interns, Affiliates, and Staff

Welcome to the L.E.A.P. ORG. Reference Book. Please take some time to familiarize yourself with its contents. Note that this reference guide serves as a reference to provide guidelines and expectations common to all interns, affiliates, and its staff. It also serves to provide general information to those parties interested in becoming part of the program. The information contained is presented in detail form as a matter of information only.

This L.E.A.P Reference Book was developed specifically for our interns, affiliates, and staff. This Reference Book does not create new policies, but it provides helpful information on variety of topics that all L.E.A.P. participants need to know.

For any items not covered, feel free to email your inquiries or call 931-245-6922.

Email address: info@leaporg.net

Website: www.leaporg.net

Thank you for all you do as an intern, affiliate, and/or staff member.

Founder/CEO
Richard Garrett
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Mission Statement:

"The mission of LEAP is to strengthen families and encourage youth to be productive citizens with values of Leadership, Enlightenment, Academic Achievement, and Perseverance through faith, hope and love by providing mentoring, tutoring, affordable housing, and various assistance programs"

Vision Statement:

"LEAP's vision is to assist low income families with accessible, affordable housing, day care, and learning centers through providing its residents' resources, core values, a foundation of faith, hope and love to ensure skill development and enhancement in leading productive and self-sufficient lives."

About Us

L.E.A.P. ORG was founded in 2006 by Richard "Reason" Garrett, initially as a program of LEAP Enterprises which does business as Liberated Publishing Inc. Now in conjunction with the Emmanuel Family Life Center, we work to develop and mature our interns by providing assistance and guidance with the goals of incorporating principles of Leadership, Enlightenment, Academic Achievement, and Perseverance built on a foundation of Faith, Hope, and Love. L.E.A.P is also affiliated with HOPE, Labor of Love Ministries, Flourishing Families, Clarksville's NAACP Chapter, Milan Enterprises, community churches, and other Non Profit Organizations.

L.E.A.P Org. is a non-profit organization that is based on service to the community and educating our young teenage adults by helping them to reach their full potential of success by furthering and advancing their education. L.E.A.P. firmly believes that change must begin in the home and understands the woes of finding decent-paying jobs while rearing children alone. As a result of recognizing a need in the community we have partnered with First Missionary Baptist Church to acquire land to house low-income single parents, with 24-hour day care assistance, and job placement assistance. L.E.A.P. through additional affiliations with HOPE, various churches, and non-profit organizations will also teach both the single parents and their children life skills, drug awareness, violence prevention, and sexual education. In addition they will learn the importance of brotherhood, sisterhood, integrity, community involvement, and academic achievement. As "Men of Excellence" and "Women of Sophistication" we believe these characteristics will strengthen our youth with essential traits that are needed in not only becoming well-educated individuals, but also assuming positions of responsibility and leadership in American society. By providing a stable environment for the youth to learn and grow; while taking the pressure and stress off the parent to face the task alone will foster a healthier home leading to a brighter future for our youth.

CORE PROGRAMS

1. Housing

To provide adequate housing to low income single parents

- Eligibility: Single parents, low income provided to be less than \$750 monthly
- Requirements: Gainfully employed or enrolled in Work Force Essentials Job Training Program. Must meet 30 hours per week of either school hours, gainful employment, or volunteer hours for the L.E.A.P. organization (volunteers hours must be approved). Must subscribe to background check and be willing to take submit to random drug screen. Upon completion of background check, applicant will go before housing committee to be interviewed and a determination made for acceptance in the program.
- Emergency Housing: 1st 2nd months' rent will be free with 3rd & 4th months' will be half market value. In the 5th month the tenant will have the option to pay full market value for unit and sign a lease one year lease or pay a discounted market value based on approved volunteer hours in the LEAP organization.
- Supportive Housing: Tenant signs 1 year lease, Security deposit may be made in full or in 4 month installments added to the tenant's portion of required rent. Members of the household must be approved by the Housing Authority. Additional persons may not be added without prior approval of LEAP and Housing Authority. The tenant may be eligible to receive discounts off tenant owed rent based on approved volunteer hours with the LEAP ORG. Tenant will have the option to participate in the home owners program in which case they set up monthly allotments to have funds set aside for a period of 5 years. Once funds have matured the tenant should have the ability to pay a down payment on a home.

2. Child Care

To provide quality and professional child and family development services for low income families in our community

- Our goal is to model the LEAP Learning Center after Head Start to aid low income families with child care and development.
- Parents will be a vital source for the LEAP Learning Center because they are familiar with our philosophy and services as well as their community. LEAP encourages the parents to volunteer and to apply for positions which they qualify.

3. Youth Mentoring & Tutoring Initiatives

To establish a development program for primary education, community involvement, higher education and career development

- Personal Mentors are assigned 2 to 3 mentees and are responsible for contacting them via phone weekly in addition to following up with parent bi-weekly to ensure that child development goals are being met.
- Small Groups Mentors work directly with the schools by setting up tables during lunch periods to speak with students about mentoring program and issues they face. They also facilitate and develop curriculum and activities for weekly small group sessions as well as Chaperon college visits and field trips.
- Tutoring dates and (TbD)
- Each month would have its own theme so that all activities outside of mentoring would be theme specific. For example January – Career Development, February - Cultural Diversity, March – Higher Learning, April – Youth Planned Event, May – Community Service, June – Field Trip/Fun Activities.

4. Jobs Development

To establish strategies and implement workforce development initiatives that addresses the problem of long-term, disproportionately high unemployment within community

- Of all construction workers on the project at least 35% will be minority and 10% women.
- Programs in Job training, resume writing, interview technique coaching, and job shadowing .First priority on all programs will be given to youth, juvenile/adult ex-offenders, single parent housing residents and low and moderate income individuals in neighboring and surrounding communities.

L.E.A.P. ORG.
7 Points Quest

SECTION 1

L.E.A.P. Org was officially incorporated on April 29th 2009 in Clarksville, TN by: Richard "Reason" Garrett. It was initially a program Liberated Publishing which was incorporated on March 17, 2007 and later renamed to LEAP Enterprises. The vision of LEAP was given to its founder by God in 2004 while he was incarcerated. After his release as he began to share the vision with others, Pastor Harris embraced it and provided resources for the vision to become a reality.

SECTION 2

When you begin to enjoy the process more than the proceeds, you have discovered your niche in society

SECTION 3

When one door closes, another opens. But we often look so long and so regretfully upon the closed door that we do not see the one which has opened for us.

SECTION 4

Our deepest fear is not that we are inadequate
Our deepest fear is that we are powerful beyond measure
It is our light, not our darkness that most frightens us
We ask ourselves, Who am I to be brilliant
gorgeous, talented, fabulous
Actually, who are you not to be
You are a child of God
Your playing small does not serve the world
There is nothing enlightened about shrinking
so that other people won't feel insecure around you
We are all meant to shine, as children do
We were born to make manifest the glory of God that is within us
It is not just in some of us; it is in everyone
And as we let our own light shine, we unconsciously
give other people permission to do the same
As we are liberated from our own fear
our presence automatically liberates others

Marianne Williamson

SECTION 5

"United we stand and together achieve true liberty."

SECTION 6

If we always do what ought to be done, we will miss what needs to be done.

SECTION 7

When it seems dark, take time to remember where the match burns bright.

SECTION 8

"Where you are today, what you've accomplished in your life, and who you will become in the future is determined by one person... YOU!"

SECTION 9

"L.E.A.P.ing for success through faith, education, and outreach."

SECTION 10

Excuses are the tools of incompetence, those who use them rarely accomplish anything

SECTION 11

The difference between Visionaries and Dreamers are that Dreamers lack the drive and ambition to see their visions fulfilled. As a result the vision becomes a dream. Then from a dream to a fantasy and from a fantasy to wishful thinking, before it is just an after thought that never amounts to anything.

SECTION 12

L.E.A.P. ORG. Seven Points:

Leadership, Enlightenment, Academic Achievement, Perseverance, Outreach, Responsibility, and Growth

L.E.A.P. ORG.

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LOVE

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FAITH HOPE
LEADERSHIP, ENLIGHTENMENT, ACADEMIC ACHIEVEMENT, PERSEVERANCE