



**Positive Youth Development**

## 2013 ANNUAL REPORT

Prepared by

LEAP Organization

1860 Wilma Rudolph Blvd

Clarksville, TN 37040

931-614-0440

[www.leaporg.net](http://www.leaporg.net)



## TABLE OF CONTENTS

1.0	FROM THE DIRECTOR .....	1
2.0	OVERVIEW .....	2
2.1	Vision Statement .....	2
2.2	History.....	2
2.3	2013 Highlights .....	2
3.0	2013 PROGRAM ACHIEVEMENTS.....	4
3.1	Youth Development Program .....	4
4.0	LEAP FINANCIAL INFORMATION .....	5
4.1	2013 Income .....	5
	4.1.1 Major Grant Sources.....	5
	4.1.2 Individual Contributions.....	5
4.2	In-Kind Donations - Supplies and Equipment.....	6
4.3	In-Kind Donations - Volunteer Hours .....	6-7
4.4	2013 Expenses .....	7
	4.4.1 Expenses by Allocation.....	7-8
4.5	Current Financial Statement .....	8
5.0	ORGANIZATIONAL STRUCTURE .....	9
5.1	Organizational Chart.....	9
5.2	Board of Directors .....	9

## ILLUSTRATIONS

### LIST OF TABLES

Table 1.	2013 Income .....	5
Table 2.	2013 In-Kind Donations .....	7
Table 3.	2013 Expenses .....	7
Table 4.	Expenses by IRS Allocation .....	8
Table 5.	LEAP Financial Comparisons .....	8



## 1.0 FROM THE DIRECTOR

Dear LEAP Supporters:

The LEAP Organization is pleased to provide you with our Annual Report for 2013.

Our positive youth development program continues to be very successful and has expanded its services to cover Montgomery, Robertson, and Cheatham counties.

We were able to exceed our goal of serving 75 adolescents by serving 230 youth with 86 enrolled in the program with support services provided to their families. We also met and exceeded the following objectives:

- 80% of participants successfully fulfilled all program requirements and increased self-esteem, participated in academic achievement programs, and therapeutic vocational training in an environment that included counseling and life skills classes.
- 75% of graduates did not have any new arrests within one year of graduation.
- 70% of participants demonstrated improvement in educational or vocational participation or obtained or retained employment by program completion.
- 80% of participants demonstrated and reported an increase in positive coping skills by completion of program.

This past year, we have truly grown by leaps & bounds by acquiring the former Daymar Institute building and converting it into a Youth Development Center and business plaza.

We have also partnered with Parks & Recreation to expand our small groups mentoring program into three of their community centers to make our programs accessible to youth with transportation issues.

We could not have had the great success in our youth development program without the help of the following:

- Our volunteers who worked so hard in so many ways to help mentor youth and disciple families
- Our supporters, including individuals and grant foundations, who provided us with the funds to pay staff and cover program expenses.
- Our Board Members, who, contribution not only financial, but through active involvement in various aspects of the program

Thank you for your help and encouragement!

Together, we can continue to strengthen families and positively develop youth to become productive citizens that have the potential to impact our community for the better for generations to come, and it is thanks to supporters like you that this is possible.

We look forward to the rewards of the next year, knowing we are positively impacting hundreds of lives through positive youth development that views young people as resources who have much to offer instead of problems that need to be treated or fixed.

Please consider making a one-time contribution or pledge a monthly automatic draft online at [www.leaporg.net/donate](http://www.leaporg.net/donate) to help us develop our youth and positively impact the Clarksville community.

Richard "Reason" Garrett

Executive Director



## 2.0 OVERVIEW

L.E.A.P. ORG., founded in 2009, is an 501(c)(3) nonprofit organization that provides mentoring, case management, counseling, career development, and community service learning opportunities for youth. L.E.A.P, which stands for Leadership, Enlightenment, Academic Achievement, and Perseverance, also teaches its members about Outreach, Responsibility, and Growth.

### 2.1 Vision Statement

Our vision is to encourage youth to be productive citizens and provide families to the resources to become self-sufficient with a foundation of faith, hope, and love.

### 2.2 History

The LEAP Organization, a nonprofit organization, was founded in 2009 in Clarksville, TN by Richard “Reason” Garrett. The concept of L.E.A.P. came from a vision that God gave the founder in his darkest hours consisting of mentoring at-risk youth that needed a second chance and someone to believe in them.

Along the way God provided provision for the vision by strategically placing individuals in Reason’s life to bring it to fruition. Becky Moore of the United Way and Pastor Tommy Vallejos guided the founder in separating the nonprofit venture into its own entity which officially became the LEAP Organization and received its IRS 501(c)3 status on April 29, 2009. Pastor Harris was also instrumental in opening the Emmanuel Family Life Center for the organization to operate. Since opening its doors, LEAP has forged strong partnerships with the local business community, media, school districts, and other youth-serving organizations in the community.

Reason Garrett, Executive Director, and his staff continue to carry out the LEAP vision and expand the scope from mentoring to youth development. The program targets at-risk youth referred from juvenile courts, DCS, school counselors, and concerned parents. It also serves youth that voluntarily enroll to participate in its various programs. Since its inception, LEAP has served over 600 youth and provided transitional housing to 3 low income families.

### 2.3 2013 Highlights

In 2013, our organization served over 230 participants with 86 enrolled in the youth development program to receive small groups mentoring, case management, counseling, and community outreach opportunities. We took 21 students on a four-day educational excursion to St Louis to visit several museums, Six Flags, and various attractions that most had never been exposed to. Of the 86 students enrolled in LEAP, 11 graduated high school, six enrolled in college, and two enlisted in the military.

Our volunteers donated over 4,500 hours to the various programs in 2013, including 1,600 hours from the board of directors. Individuals donated \$24,464.25 while corporations contributed \$16,154.86 and grants contributed \$123,464.70 to help us meet our goals. In addition, LEAP received approximately \$2,469 in in-kind donations (goods and services) and \$15,558.19 from other funding sources.



## 3.0 2013 PROGRAM ACHIEVEMENTS

In 2013, LEAP focused on two of our program goals:

1. To provide 75 participants youth development services in Montgomery, Robertson, and Cheatham counties
2. To ensure our graduates of the program will be law-abiding citizens and contributing members of the community through gainful employment and community service.

We made outstanding progress in achieving these goals due to the support of our members, the work of our volunteers, and the donations from major grant foundations.

### 3.1 Youth Development Program

LEAP's Youth Development program showed a remarkable increase in 2013, and this is the area where we are most proud.

In 2013, LEAP served 86 participants that enrolled in the youth development program and met the following objectives:

- **Objective #1:** 70% of participants successfully fulfilled all program requirements for Phase I (12 weeks), Phase II (12 weeks), and Phase 3 (12 weeks). Participants received therapeutic vocational training in an environment that included counseling and life skills classes,
- **Objective #2:** 70% of participants demonstrated improvement in educational participation and demonstrated an increase in positive coping skills by completion of program.
- **Objective #3:** 75% of graduate did not have any new arrests within one year of graduation from the 36 week program.
- **Objective #4:** 70% of graduates obtained employment with 120 days of completing Youth Career Development Program.

The objectives mentioned above are measured with Quarterly review of data collected from mentors, social workers, and assessments; review of court records; Review of data collected via both parental and self-report from report cards, attendance records, and the Post Family Satisfaction Survey & Assessment; Job Coach progress reports, and employer verification.

Evaluations include both outputs and outcomes measures. The output measures are designed to determine if the program operated as originally intended in the proposal. The output indicator is adherence of all participants to the rules and requirements of the Youth Development Program. We use a coordination of data collection with participating courts, project administrators, stakeholders, and case managers along with procurement of relevant information (minutes, etc.) from monthly board meetings to gauge whether the youth are completing program requirements and refrain from reoffending.

Data collection techniques include observations, interviews, document analysis, focus groups, and surveys, as indicated by identified need. Information gathered will be used for preparation of quarterly reports for the Tennessee Commission on Children Youth and yearly reports for state juvenile court coordination and for the purpose of continuous improvement for this program. The agency reports evaluation findings to the Department of Children's Services, juvenile courts, TCCY, and other interested organizations via a written report.



## 4.0 LEAP FINANCIAL INFORMATION

### 4.1 2013 Income

In 2013, LEAP collected \$167,969.58 from government/city grants, corporate contributions, individual donations, and fundraising activities. This is an increase of 35.29% from 2012 income, which totaled \$124,158.23. Table 1 details the amount and source of funding LEAP received in 2013.

Table 1. 2013 Income

Description	Amount
Individual Donations	\$24,464.25
Corporate Contributions	\$16,154.86
Grants	\$123,464.70
Insurance Payments	\$6,981.00
Rental Income (\$42,700 -\$39,095)	\$3,605.00
Dividends Income	\$1,086.42
In-Kind Donations	\$2,469.00
Fundraising	\$3,885.77
<b>TOTAL 2013 INCOME</b>	<b>\$182,111.00</b>

#### 4.1.1 Major Grant Sources

The following foundations/grantors were our major supporters in 2013, and we are very grateful to them for believing in us and helping us to achieve—and far exceed—our youth development goals:

- Tennessee Commission on Children & Youth
- City of Clarksville
- United Way
- Ft Campbell Combined Federal Campaign
- Kohls
- Veterans United

#### 4.1.2 Individual Contributions

The following individuals donated to at least \$500.00 in 2013, and we thank each of them for their support:

- Joe Shakeenab, Mark & Valerie Hunter-Kelly, Joe Pitts, Ruby Garrett, Michael & Kathleen Verbocy, Tyrone Wimberly, Candy Johnson, Darwin Eldridge

**All young people need support and opportunities to make a successful transition to adulthood. The focus of the positive youth development approach is to help youth acquire the knowledge and skills they need to become healthy and productive adults. PYD builds on young people's strengths and recognizes their unique contributions.**



## 4.2 In-Kind Donations - Supplies and Equipment

In-kind donations of donated items in 2013 totaled \$2,649 and included office & classroom furniture, paint, and facility maintenance.

## 4.3 In-Kind Donations - Volunteer Hours

In 2013, LEAP relied heavily on volunteers, with limited part time paid positions. Our volunteers donated 4,500 hours, including 1,600 hours donated by the board of directors, to ensure that we met our program goals. This is a 114.29% increase from 2012, when LEAP volunteers donated 2,100 hours to get our programs organized and up and running, as well as funded.

The following people were kind enough to volunteer for LEAP during 2013. *Thank you* to these special, caring people who helped us carry out our program goals:

Jacqueline Irons	Herb Rivera	Toni Jenkins	Gladyn Minzey
Mikaylia Dudley	Dorlisha White	Keita Smith	Martin Dekorte
Robert Shy	Carolyn Shy	Rich Garrett	Renita Garrett
Tyrone Robinson	Michael Brooks	Mikey Ligon	Darryl Coleman
Joe Shakeenab	Maria Scott	Pamela Wimberly	Lori Perkins
Michael Leach	Frankie Bogle	Brandon Ogburn	AJ Hayes
Kamron Johnson	Kenneth Albritton	Tommy Vallejos	Candy Johnson
Ellery Edwards	Sharon Edwards	Angela Hopkins	Yolanda Stewart
Steve Estep	Larson Gafney	Damion Jennings	Kelly Maselli

Below is a list of some of work performed by LEAP volunteers during 2013:

- Facilitating small groups mentoring sessions
- Preparing curriculum, ice breakers, and activities for small groups mentoring sessions
- Writing and designing brochures, newsletters, and other educational materials
- Personally mentoring youth
- Performing custodial and clerical services
- Chaperoning field trips
- Assist with fundraising
- Overseeing youth performing community service
- Volunteering at community events

**Table 2. 2013 In-Kind Donations**

Description	Amount or Hours
In-Kind Contributions of Equipment & Other Tangible Items	\$2,469.00 (value)
Volunteer Hours:	
In-Kind Volunteer Hours: Board of Directors	1,600 (hours)
In-Kind Volunteer Hours: Other Volunteers	2,900 (hours)
<b>TOTAL VOLUNTEER HOURS</b>	<b>4,500 (hours)</b>

## 4.4 2013 Expenses

In 2013, LEAP's expenses were \$170,860.50, which was an increase of 61.35% from 2012 expenses of \$105,891.60. Most of this increase was due to our acquisition of our new facility in addition to an increase in youth enrolled resulting in addition program supplies and materials.

Wages and salary by LEAP to social workers and programs manager encompassed \$86,053.45, or 50.36% of our total expenditures in 2013.

Table 3 lists LEAP's 2013 expenses.

**Table 3. 2013 Expenses**

Category	Total Expenses (\$)	Percentage of 2013 Expenses
Personnel	\$88,072.07	57.48%
Travel	\$11,004.18	7.18%
Office Supplies & Equipment	\$14,406.83	9.40%
Telephone & Internet Access	\$402.14	0.26%
Professional Service/Consultants	\$5,392.00	3.52%
Insurance	\$2,283.00	1.49%
Rent/Utilities	\$1,604.00	1.05%
Repairs/Maintenance	\$2,356.26	1.54%
Participant Stipends/Scholarships/Grants/Charitable	\$8,786.37	5.73%
Training	\$5,220.77	3.41%
Fundraising	\$3,778.18	2.47%
Advertising, bank fees, taxes, misc.	\$9,916.20	6.47%
<b>TOTAL</b>	<b>\$153,222.00</b>	<b>100%</b>

### 4.4.1 Expenses by Allocation

When all the expenses are divided up into the three allocation areas—Program, Management and General, and Fundraising—as required by the Internal Revenue Service (IRS), 94 percent of LEAP's expenses were dedicated to program-related costs (see Table 4).

**Table 4. Expenses by IRS Allocation**

<b>Allocation Type</b>	<b>Amount</b>	<b>Percentage of Expenses</b>
Program	\$144,061.00	94.02%
Management & General	\$5,392.00	3.52%
Fundraising	\$3,769.00	2.46%
<b>Total</b>	<b>\$153,222.00</b>	<b>100%</b>

## 4.5 Current Financial Statement

Since 2013, LEAP has manage to increase program funding. We have a current staff of 5 personnel, a current mentoring staff of 34 personnel, and a current fiscal budget of \$124,000.00 that doesn't account for corporate contributions or individual donations. Table 5 is the 2012 & 2013 income sheet for LEAP for comparison.

**Table 5. Income Comparison**

<b>Description</b>	<b>2012</b>	<b>2013</b>
Individual Donations	\$24,158.63	\$24,464.25
Corporate Donations	\$14,126.00	\$16,154.86
Grants	\$79,698.51	\$123,464.70
Insurance Payments	\$0.00	\$6,981.00
Rental Income	\$0.00	\$3,605.00
Dividends Income	\$0.00	\$1,086.42
In-Kinds	\$2,800.00	\$2,469.00
Fundraising	\$3,375.09	\$3,885.77
<b>Total</b>	<b>\$124,158.23</b>	<b>\$182,111.00</b>

### Expenses Comparison

<b>Category</b>	<b>2012</b>	<b>2013</b>
Personnel	\$56,903.59	\$88,072.07
Travel	\$5,756.02	\$11,004.18
Office Supplies & Equipment	\$18,160.85	\$14,406.83
Telephone & Internet Access	\$426.35	\$402.14
Professional Service/Consultants	\$10,017.79	\$5,392.00
Insurance	\$1,130.00	\$2,283.00
Rent/Utilizes	\$11,725.00	\$1,604.00
Training	\$1,500.00	\$5,220.77
Fundraising	\$275.00	\$3,778.18
Advertising, bank fees, taxes, misc.	\$0.00	\$9,916.20
<b>TOTAL</b>	<b>\$105,891.60</b>	<b>\$176,037.00</b>

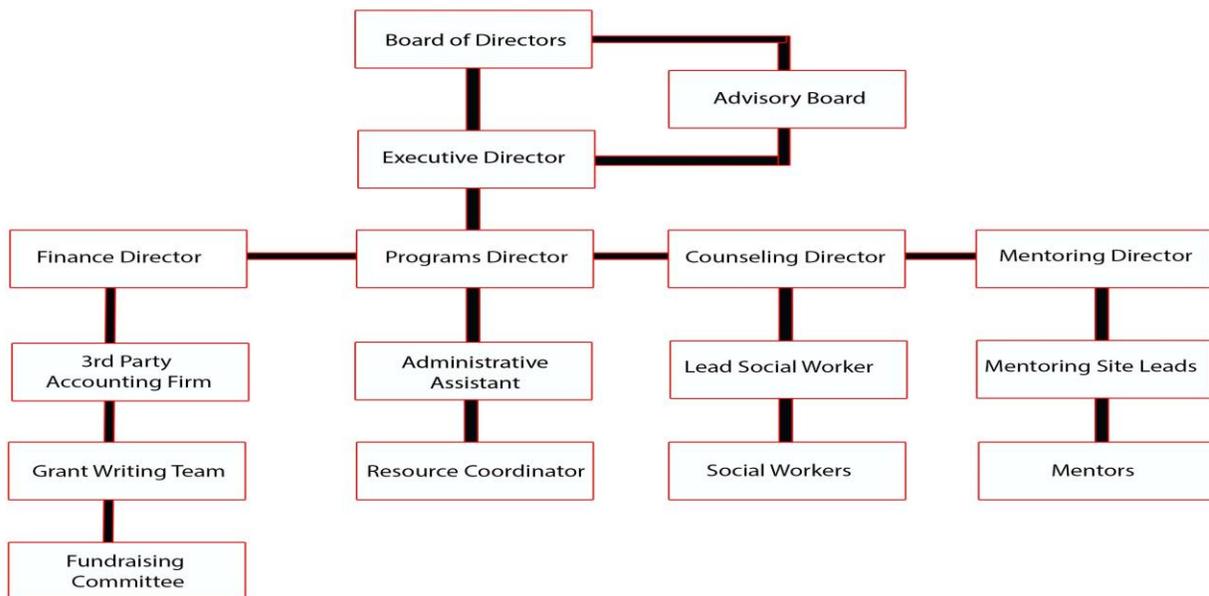


## 5.0 Organizational Structure

"Every company has two organizational structures: The formal one is written on the charts; the other is the everyday relationship of the men and women in the organization." Harold S. Greenen

The LEAP Organization prides itself bringing the two structures together in a way that allows for systematic structure to govern the day to day operations with the flexibility that comes with trust from building relationships with one another to achieve the organizations mission.

### 5.1 Organizational Chart



### 5.2 Board of Directors

Board of Directors	Title (if applicable)	Affiliations
Joe Shakeenab	President	Retired Special Forces Warrant Officer, Motivational Speaker, Foreign Language Consultant for USSOCOM
Pastor Steve Estep	Vice President	Pastor of Grace Church of Nazarene
Maria Scott	Secretary	Miller Motte College High School Presenter
Rich Garrett	Treasurer	Retired 1 <sup>st</sup> Sgt /Real Estate Agent & Broker
Yolanda Stewart	Director of Finance	Retired Col/Mortgage Broker/Author/Motivational Speaker
Ellery Edwards	Director of Community Outreach	Retired 1 <sup>st</sup> Sgt, Ft Campbell Security Enforcement Instructor & Realtor
Angela Hopkins	Director of Workforce Development	Manager at the Career Center