

Report.

LEAP Year-End Report Form

INSTRUCTIONS

Importance of Reporting Form

Please report all information for Achievement Partners and any business contributors who are not partners. Information provided on partnership reporting forms will be utilized for:

- LEAP Annual Report
- Updates to the Board of Education
- Recognition of LEAP partners

Frequency of Reporting

Please submit the report by the end of the school year.

Please **e-mail** a completed copy of the Year-End Report Form to:

- The LEAP office at: leap@usd497.org

Reporting Form Instructions:

- **Use the same form to track all partnership activity for your school (feel free to make additional copies, if needed).**
- **List Business/Organizations in left column.**
- **Activity and/or Contribution Description:** Please include a brief description.
- **Frequency:** If the event is a one-time occurrence, list the date. If it is an ongoing activity, indicate the frequency (weekly, monthly etc).
- **Cash Donation:** List the contribution dollar amount.
- **Value of In-Kind Gift:** List the approximate value of goods received, specifically for tangible material donations (Examples: bottled water, popcorn, student snacks). If you are unsure, ask for the value of the item from your partner, which should be valued at the purchase price.
- **Number of Volunteers:** List the number of volunteers involved in one occurrence or the event.
- **Total Volunteer Hours:** List the total number of hours for ALL business volunteers.
- **School Reciprocation Activity:** List the activities the school did for the partner. If the activity is ongoing, indicate the frequency (weekly, monthly etc).

LEAP office:

ESDC
110 McDonald Drive
Lawrence, KS 66044

P: (785)330-2790
F: (785)832-5099
E: leap@usd497.org

LEAP Year-End Report Form

Please complete and return to the LEAP office by the end of each school year.

School:
 School Coordinator:
 Reporting Period: August - May

Business/Organization Partner	Activity and/or Contributions Description	Frequency	Cash Donation	In-Kind Gift Value	Number of Volunteers	Total Volunteer Hours
Business/ Organization Partner	School Reciprocity Activity Description					
Other Business/ Organization Contributors <i>(not partners)</i>						
TOTALS			\$0	\$0	0	0