

## 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](mailto: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](mailto: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>						
<b>TOTALS</b>			\$0	\$0	0	0