

TEEN (Teaching Everyday Education Now) Foundations

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Abstract

TEEN Foundations is a program designed for adolescents between the ages of 12 and 18 who live in the parameters of Hamilton County. TEEN is an acronym for teaching everyday education now. The program aims to help teens build a foundation for a healthy and successful adulthood. The mission of TEEN Foundations is to educate and empower teens to take control of their mental health, provide the tools to succeed beyond high school and thrive in their future endeavors, and charge students with advocating for mental health at every stage of their lives.

This educational program teaches the importance of mental health and sustaining positive relationships to enhance overall well-being. The program's curriculum is evidence based and specifically designed to help overcome hardships and reach academic and social success. TEEN Foundations has laid out clear goals for funding and program deliverance as well as organizational policies for staff and volunteers.

Organizational Description and Goals

TEEN Foundations is an organization that works to enhance the future of adolescents. The organization uses evidence-based research and research-based evidence to work on lowering mental illness rates and helping adolescents achieve an overall wellbeing. The main focus of the organization is to educate teens on the importance of maintaining positive relationships and taking care of their mental health, and teaching skills for them to do so.

Research can be used to examine the current risk factors for mental illness that teens face as well as how they may combat such risks through specific resilience and relationship building skills. The goals of education for teens include increasing resilience among teens, installation of skills for maintaining positive relationships are among the organization's utmost priorities. The organization plans to educate teens in their school and community settings. This will be done through outreach to public and private schools in order to educate students during and after school hours. Outreach will also be done to partner with current community teen programming and organizations who serve teens in various ways.

Once connections have been made in order to reach teens where they are (i.e. in schools, after school programming, and community programming) the organization will implement educational events and seminars within the schools and throughout the community. Teens who have particular interest in TEEN Foundations may attend various events throughout the community and continue to seek education and build relationships through the organization. To increase resilience among teens, resilience training will be held. These will be held during school hours if approved by schools, after school hours, within community teen programs, and within the organization itself. The goal to increase resilience means to increase the teens' ability

to adapt and recover when faced with stressful situations, adversity or trauma so that they may best maintain their mental stability and health.

In order to teach teens, the importance of positive relationships, educational and interactive seminars may be used to show them how such relationships will benefit them long-term. Research will be used to show teens the impact of positive relationships. The organization also will assist teens in gaining necessary skills to maintain long term relationships. Within the education of positive relationships, will come the education on healthy versus unhealthy relationships; how they differ and how to leave or get help in an unhealthy relationship.

Market Analysis and Environmental Assessment

TEEN Foundations runs from within a local government building located in downtown Chattanooga. The downtown area is within close proximity to public transportation services which provides easier accessibility to the organization's services for those in the community. Many government, non-profit, and faith-based organizations also run from within the downtown area. There also are various health care facilities and other public services. These organizations and services provide opportunities for TEEN Foundations to connect as a community partner and make a larger impact.

United Way of Greater Chattanooga: This organization focuses on strengthening the community through increasing access to education, health and stability. United Way works with people across the Tennessee Valley to connect them with necessary resources within the various domains of human services. United Way is unique in that there is almost an endless variety of

needs which they assist with. The organization partners with many non-profit organizations to assist in outreach and funding.

Partnership for Families, Children, and Adults (PFCA): Partnership works to improve the lives of the community through a range of services such as emergency, stability, and self-sufficiency services to create and sustain a strong, safe, and informed community. With over 20 programs, PFCA targets all stages of life and works to answer many needs in the community. Collaborating with this organization would help reach the inner-city populations and spread information to diverse populations. Mental health education is key to breaking barriers and advocating for the community as a whole.

Department of Youth and Family Development: The goals of the Department of Youth and Family Development is to create a better quality of life for the citizens of Chattanooga. There are a total of 18 YFD (Youth and Family Development) Centers spread throughout the greater Chattanooga area. These centers and the YFD staff work toward their goal through providing education and social services. There also are various opportunities and programs for teens to participate in within the Department of Youth and Family Development. TEEN Foundations is similar to YFD because goals will be met through providing education and social services to the target population. YFD stands apart because there are also many recreational opportunities for youth of all ages at centers across the greater \Chattanooga area. YFD is not specifically mental health based as TEEN Foundations is, however YFD does hold a goal of bettering the quality of life for teen citizens, which provides TEEN Foundations with an opportunity to connect with YFD as a partnering organization.

Greater Chattanooga YMCA: The YMCA is an organization that focuses on health and wellness of the community. This organization also strives to make positive impacts socially within the community. These goals are accomplished through community outreach. The YMCA oversees several teen programs which may provide opportunity for our educators to hold events and educational seminars to reach teens in our community.

Chattanooga Public Library: Public Libraries are an accessible public service which can be utilized as an outreach partner as libraries often help in connecting its visitors with community resources. This would be a good organization to use in order to spread information, hold meetings, and use it for connections to a more diverse population.

Uniqueness of the Program

Our services would be introduced into the community and school system to provide education on the challenges they face every day. By targeting teens in school and in the community, TEEN Foundations is able to help build up mental health and community awareness. The organization also allows teens opportunity for personal and professional growth through the ability for teens to seek ongoing education on current issues. The organization hires those with a high school diploma to be educators in the community so that there is more opportunity for those with an interest in mental health professions to gain experience early on.

Target Client Population

TEEN Foundations has a target population of adolescents who are in or going to enter high school. These adolescents would be between the ages of 13 and 18 years old. Common problems that this age group faces include bullying, dating violence, exposure to online risks, and mental health issues.

Service Offerings and Delivery

TEEN Foundations offers educational programming based on community needs assessments determining mental health issues faced by teens every day. Teens will learn about the importance of maintaining healthy relationships, avoiding risky behaviors, and prioritizing self-care in order to maintain a healthy mentality. Skills emphasized will be backed by evidence based research. Educational seminars will also include topics such as social media presence, dating violence, mental illness, preparing for life after high school, and any other relevant topic as determined by the community needs assessments. The organization will also provide opportunities for families to participate with the teens in order to build bonded and trustful relationships within the family.

Budget Rationale

TEEN Foundations holds the mission to educate the youth of Hamilton County, TN on the importance of understanding mental health and sustaining positive relationships to enhance overall well-being. It is envisioned that this may be done by providing educational presentations and empowering teens to take control of their personal mental health. TEEN Foundations hopes to provide the tools to succeed beyond high school and thrive in their future endeavors, and to charge students with advocating for mental health at every stage of their lives. This type of program will help young adults to learn how to be more successful.

In order to provide adequate education, the organization will require the proper technology and teaching tools. Proper technology will be most necessary in terms of learning activities for the students to complete. These learning activities will be based upon how to maintain healthy relationships, mental health, and good study skills. The technology will also be used for the

volunteer and the social workers to maintain records on the students who join the program.

The materials that will be bought will include school supplies such as pens, pencils, writing paper, printing paper, and boards. In the program, there will be about eleven staff members and seven volunteers. There will be about four people that will be on the board of directors, one Executive Director, one Research Manager, one Education Manager, two Social Workers, two Education Trainers, and four educators.

Budget Narrative

Category one: Salary and Wage

Total: \$289,000

- Wages for the Executive Director, Research Manager and Education manager is for 1 FTE (Full Time Equivalent) over a 12 month period.
 - Executive Director will make \$45,000 per year based on having a masters degree in social services field, five plus years of managerial experience, and capabilities of managing a budget and organization.
 - Research Manager will make \$36,000 per year based on having a masters degree in a social services field, education and training in conducting research and at least two year managerial experience.
 - Education Manager will make \$36,000 per year based on having a masters degree in a social services field, experience with creating and maintaining programs, and at least two year managerial experience.
- Both Social Worker positions are paid at 1 FTE for a total of 2 FTE.

- Social worker positions will be paid at \$30,000 per year based on having a bachelor's degree from an accredited university, experience in community work and mental health.
- Both Education Trainer positions are paid at 1 FTE for a total of 2 FTE.
 - Education Trainers will be paid at \$20,000 a year based on associate degree in education or social services field, minimum requirement of one year working with community education.
- There are four Educator positions each paid at .5 FTE for a total of 2 FTE.
 - Educators will be paid at \$18,000 a year for a minimum of a highschool diploma or GED, no experience required.

Category two: Fringe benefits***Total: \$110,889***

Composite rate of 38.7% for fringe benefits based on:

- 15.3% FICA
 - \$6,885 for Executive Director
 - \$5,508 for our Research Manager and the same for the Education Manager
 - \$4,590 for each of the two Social Workers
 - \$3,060 for each of the two Education Trainers
 - \$2,754 for each of the four educators
- 8% Medical Insurance at \$23,120
- 1% life insurance \$2,890
- 3% Workers Compensation at \$8,670
- 3.07% Paid Holiday \$8,872

- 0.25% Unemployment Insurance at \$722
- 2% Dental Insurance at \$5,780
- 2% Vision Insurance at \$5,780
- 3.85% Paid Vacation \$11,126

Category three: Travel***Total: \$5,700***

Travel will remain within Hamilton County and we estimate

- 10,000 miles at a reimbursable IRS rate of 0.57 pr mile (IRS, 2020).

Category four: Supplies and materials***Total: \$11,000***

- Office supplies are estimated at \$6,000 for the year including pens, pencils, paper, folders, clip boards, tape, toner, etc.
- The cost is approximated to and estimated from what an employment team of 11 employees.
- It is estimated that about \$5,000 may be spent on training materials such as paper and toner for handouts, pens and pencils, etc. .

Category five: Equipment***Total: \$11,000***

- Our IT department estimates that the cost of 5 Dell Inspiron laptops that can connect to workstations to cost no more than \$800 each (estimates on Dell.com are \$779). Microsoft Office Suits packages will also be purchased for each one.

- We also will be purchasing two EPSON projectors estimated at no more than \$500 a peice (They sell for \$400 on Amazon.com).
- One HP Color LaserJet Pro Multifunction Printer will be purchased (priced at \$398 on Amazon.com)

Category six: Other expenses***Total: \$137,000******Utilities******\$9,000***

- Utility cost is \$750 per month for 12 consecutive months.

Space***\$3,000***

- Rent is \$500 per month for office building for 12 consecutive months.

Communications***\$20,000***

- A budget of 20,000 has been set for TV, radio, newspaper and online advertisements.

Trainings/staff development***\$10,000***

- Employees will be required to participate in CITI online training. The required training will vary by position. The organization will purchase an annual subscription to CITI Program so that staff may participate in various trainings at onboard and throughout the year as needed. The annual subscription price for non-profit organizations is \$4,000 annually

- All Employees will take a course to be certified in Psychological First Aid, costing \$50 per employee (the course priced at \$49 online at John Hopkins University).
- It is estimated at about \$1,000 annually for all employees to maintain Crisis Prevention and Intervention Certification (89.95 online through the Crisis Consultant Group).
- The remainder of these funds can be used for unrestricted areas if needed.

Marketing Campaign Strategy

Goal One: Raise 20,000 by the end of 2020 fiscal year from grants

Identify entities that support the purpose of mental health care for teens: To raise the \$20,000 by the end of year identifying organizations and donors that are interested in mental health for teens is needed to make the biggest impact. Create smart goals that are desired by TEEN Foundations to request grant money to reach: identifying grant opportunities that target mental health efforts give the organization the best chance at obtaining funds. Determine objectives for each individual's projects requesting grant money: Identifying the grant requirements for the grants the organization is applying to will help the organization meet all the requirements.

Goal One Rationale:

Identify supporting entities

It is crucial that there are organizations that support the cause for mental health in general, especially among the population of teenagers. This is also crucial considering the impact that mental health has on the youth between the ages of twelve and eighteen before they enter

into adulthood. O’Hara et al. (2019) explain, “The well-documented risks associated with the combination of mental health symptoms and juvenile justice involvement translate into a sizable group of adolescents caught in a cycle of community-based interventions, juvenile detention, and probation. Despite increasing recognition of this pressing issue, accessible, sustainable, and empirically supported prevention and treatment programs are lacking (O’Hara et al. 2019)”.

Therefore, it is important to find other organizations that support the cause of TEEN Foundations. Some organizations that support the cause of mental health for teenagers according to mentalhealth.gov. are Active Minds, National Federation of Families for Children’s Mental Health, The Jed Foundation, and Child Mind Institute (U.S. Department of Health & Human Services, 2019)

Create SMART goals for requesting grant money

Creating specific goals is very important to the execution of the cause of the organization. The organization needs financial support in order to function and deliver services. Therefore, according to Reddy, the benefits of SMART goals are that they aren’t vague in nature, the plans are incorporated, makes it quicker to identify missed targets, easier to visualize what success looks like, it divides much larger goals into smaller ones, and it encourages the group to focus on achieving one goal at a time (Reddy 2019). Therefore, using the technique of SMART goals allows for the individuals to attain and achieve goals in a much organized fashion so that the proper amount of grant money needed can be attained. According to Bollinger, the acronym SMART stands for Specific, Measurable, Achievable, and Timed (Bollinger 2017).

Determine objectives for individual projects

The strategy for this will mainly involve searching and applying for grants that will help

fund the organization. One of the most important steps involves knowing the specific requirements of the grant. The case for the grant will be built on the specific financial needs of the organization along with the data and research that are conducted on the specific issue that the organization aims to address (Snowball Fundraising, 2020).

Goal Two: Gain 20 new sponsorships through social media campaigns each quarter

Identify local and statewide entities that support mental health efforts: Researching with local and statewide organizations will help the organization identify potential sponsors and create connections. Invite potential donors and share the organization mission and vision for mental health in teens: Sharing the mission and vision with potential donors with spread awareness and attention to the organization's needs. Create recognition venues to incentivize donors: Creating a way to recognize the donors will in return give attention to the donors efforts to our organization.

Goal Two Rationale:

Identify supporting local and statewide entities

Having local and statewide support is truly important for the organization of TEEN Foundations which aims to address adolescents in the Chattanooga area that are struggling with mental health. This would involve gaining the support of several organizations in Hamilton County that focus on mental health and psychotherapy. According to the Tennessee Department of Mental Health & Substance Abuse Services, some organizations within the Chattanooga area that support mental health efforts, especially for adolescents are Helen Ross McNabb, Frontier Health, Youth Villages, and Mental Health Cooperative (Tennessee Department of Mental Health and Substance Abuse Services, 2020) . These are a few of the local entities that support mental health efforts that would more than likely be willing to be sponsors for TEEN

Foundations. Finally, having sponsorships from these organizations is important because it helps to enhance the marketing and reach to the specific population that TEEN Foundations is targeting (Friedman, 2019).

Share the organization mission and vision

The way that this strategy will be executed will be through sending letters to the specific mental health agencies in the Chattanooga area and the rest of the state of Tennessee explaining the goals and the mission of TEEN Foundations. The reasoning behind this execution is so that if the organization would like to be a sponsor, they are aware of the goal, the mission, and the targeted population. According to Jarvis, “A sponsorship letter is different from a general fundraising letter for several reasons. First, when you’re asking an individual or a corporation to become a sponsor, you’re asking them to commit money or resources for a specific event or outcome rather than for your organization to use in general. Second, while general donors may find their names on a list of overall donors at the end of a campaign or event, sponsors are generally touted throughout the event season or campaign time-frame. This publicity offer can induce on-the-fence donors to open their wallets a bit wider. And third, sponsorship letters can request a variety of donations beyond monetary ones, including time, equipment, paying for certain event costs, or even the event space itself. A sponsorship letter is the ultimate piece of personalized fundraising literature. It requires extra attention! The time you spend brainstorming and gathering data will boost your chances of success (Jarvis, 2018).” Therefore, writing sponsorship letters are an important marketing step in terms spreading awareness and adding overall credibility to the organization.

Create recognition venues to incentivize donors

Recognition venues are important for sponsorships because they recognize the sponsors for the amount of money that they donated to the organization. For our organization, depending on the amount of sponsorship money that is being donated, one of the only recognition venues that the donor may receive is by having their logo on the post of the organization. This shows that they are being recognized as donors for the organization. The other award that they may receive for their donor is a free golf trip (Horrigan, 2014). Although not a major type of recognition that is financial, the sponsor will also be shown appreciation through a social media post (Hammond & Kirstein, 2018).

Goal Three: Create two major fundraisers by the end of each year.

Identify fundraising and marketing ideas that will get the attention and participation of the community: Researching past fundraisers and the participation of past events will help the organization determine what will and will not work for future fundraisers. Identify fifteen potential donors with the Chattanooga community that may be willing to participate: The potential donors identified will be the starting point to connecting and discussing the fundraiser ideas the organization has. Research social media campaigns, radio and tv ads, brochures in community spaces, and having a sponsor market the event: The best way to market the fundraiser will be identified by the research of different platforms in the community.

Goal Three Rationale:

Identify fundraising and marketing ideas to gain attention and participation of the community

For this strategy, there will be a meeting with all of the staff and the board of directors to simply discuss fundraising and marketing ideas for the organization. The purpose behind this strategy is to simply brainstorm ideas that help bring more funding to the organization. One

fundraising idea that will be executed to help raise money is through community walkathons.

This would help to get the community involved and learn about the cause of TEEN Foundations.

The other fundraising idea that will be implemented is a community book sale. This also helps to encourage the community to come out and support the organization by purchasing books (Jarvis, 2020).

Identify at least fifteen people within the Chattanooga community that may be willing to be donors

To generate enough funds for the fundraiser, at least fifteen people within the Chattanooga area will be identified in order for the fundraiser to move forward. This will be done by sending out donor packets to the sponsors that would require them to write down their information for records purposes so that it can be recognized for whichever amount of money that they have given.

Having a sponsor market the event

Social media campaigns are important for marketing purposes and raising awareness about the fundraising events. The fundraising events are crucial for recognizing the donors and the sponsors for the program. Television commercials are also effective as they will air between breaks on the evening news. Also, social media plays a major role in community engagement so that everyone is able to stay updated about the fundraisers and learn about events in which they can be involved in (Newberry, 2019). For our organization, using social media for the campaign will allow for the research and education manager to be able to notice specific trends that are popular which could help grow the popularity and awareness of the campaign (Shaw, Logsdon, & Guerrero, 2019). For the organization, social media will be very important for the campaign

due to members possibly having questions about other ways that they may be able to support TEEN Foundations. Therefore, the research and education managers will be able to engage and respond to any questions and concerns (Dopson, 2018). Finally, social media platforms will be important for the campaign because social media allows for the stakeholders to take part in a cause that can relate to and are much more willing to invest in (Lake, 2018).

Marketing Campaign Steps, Goals and Impact on Audiences

Marketing Campaign Name, Slogan, and Their Relationship to the Mission

2020 Vision - Bringing Mental Health Into Focus

The campaign's name and slogan are related to the campaign because the goals are to help the community see and understand how mental health issues impact teenagers within the Hamilton County area. The campaign name and the slogan help to bring these issues into focus for the community as a whole. The campaign name represents the goals desired to be achieved in terms of mental health for the community. It is a high priority of the organization to create change within Chattanooga surrounding the issues of mental health for teens and young adults. Growing community awareness will ultimately help address issues faced by the young people within the community. As community awareness and engagement grows, teens will be provided with the support to become better adjusted mentally as productive members of society.

Human Resources Plan Overview

TEEN Foundations has a board of directors, executive director, research manager, social workers, an education manager, education trainer, and educator. These positions are very crucial

in terms of ensuring that the youth enrolled in the program are able to receive the best education possible.

Staff and Volunteer Needs

TEEN Foundations will have an executive director, research manager and education manager, two social workers, two education trainers to train the educators, four educators, and at least three volunteers. The role of the volunteers will be to simply interact with the students and gain internship hours for their program requirements. The trainers will be teaching the volunteers about the policies of the program and how they are to interact with the students. The social workers will be there to help the students gain access to any community and state resources such as HIV/AIDS testing, career counseling, community health services, or therapy services if needed. The educators will be doing presentations on different topics that affect the mental health and relationships of teenagers.

Key Positions Job Description Summaries

TEEN Foundations employs two research social workers who report to the research manager, as well as an education team who report to the education manager. The education team consists of two education trainers and four educators. The educators will work under the guidance of education trainers.

The research and education manager positions require a Master's degree in social work or a similar field. The research and education team members will require Bachelor's degrees, aside from the foundational educator position which simply requires a high school diploma or GED.

Among the research team, social workers must hold a clinical research certification to collect research and manage data. These social workers will collect information through

community assessments and evaluations and will research effective ways to address community needs. They will partner with hospitals, schools, and other teen programs to collect data and gather statistics in various areas.

TEEN Foundations is interested in keeping record of how many teens in the community suffer from depression, anxiety, suicidality, etc. The research team will aim to find how many teens are admitted into mental health services for such issues. The researchers will collect numbers from partners on how many teens attend counseling, take antipsychotic medications, and how many are placed in outpatient and inpatient programs each year. This data must be collected in order to determine if the community interventions are later effective in lowering statistics or in guiding teens to seek help themselves early on when experiencing mental health concerns.

The education trainers will coordinate educational activities within schools and the community. The information collected by the research team will be utilized in the creation of an education curriculum for teens served. The education provided to teens will be based on what needs they have been found to have based on needs assessments.

The education team will work to build on the strengths of teens in the community as well. Upon organizing or updating the curriculum to teach, the educators will be trained on how to effectively teach the curriculum throughout the community. They will be trained on how to explain certain aspects of mental health. They will also be trained on how to address any problems or questions that are brought up by teens who receive the educational services. They will also need to know what to do if a teen discloses information to them at which the teen will require to be referred for mental health intervention.

Employees in the educator position of the job will report to specific locations as educational events are held throughout the community, where they will then implement the curriculum, answer questions, and provide assistance in the referral process as needed.

Staff and Volunteer Motivation and Retention Plans

According to Andriotis (2020), “Not knowing how to perform their job well can have a significant impact on employee motivation.” Group trainings will be necessary in terms of learning how to deal with a wide range of subjects such as domestic violence, suicide, depression, and other issues that surround the mental health of teenagers and youth. To ensure that training is effective and that staff feel competent in performing job tasks, they will have access to anonymous surveys at least once per month. The surveys will also allow for comments. This allows staff to disclose any discomforts or ask questions that they may feel uncomfortable asking their supervisor in person.

According to Page (2016), “Nothing is better at keeping an individual focused and responsive than belonging to a team. Through teamwork, employees learn to trust each other and to look beyond themselves.” Team building experiences will be implemented into training opportunities so that employees have the ability to further connect and learn from one another. Employees will be trained as a team and will be expected to communicate as so. This emphasizes the importance of trust and teamwork, especially for projects that may be challenging and daunting.

Showing appreciation for hard work and contributions help people in the workplace feel valued (Healthfield, 2019). To show appreciation, TEEN Foundations will encourage staff and volunteers to write down acknowledgments of one another and place them in an

acknowledgement box. Acknowledgments will be shared in staff meetings. An employee spotlight board will also feature a different employee or volunteer each month and will highlight the accomplishments of that individual.

As stated by Page (2016), “An important step toward creating a happy and productive workspace is to encourage employees to share information and knowledge, which for a supportive leader usually means more listening than talking. People should be allowed to admit their mistakes without fearing humiliation.” With the overall goal of the program being to educate adolescents about mental health, it would also be imperative that employees can have a positive instead of a negative workspace that can be intoxicating to their mental health.

Staff Evaluation Plans

TEEN Foundations will have staff evaluations twice a year to ensure that strengths and weaknesses are measured mid-year to ensure changes can be made. According to Pollock (2018), managers need to establish clear, measurable, agreed-upon objectives at the beginning of employment. Using the job description to set the standards of the job performance, standards include documentation that must be done for every class taught and ability to create curriculum and conduct research data throughout the community. When the manager hands employees an evaluation form they should know exactly what is expected of them (Healthfield, 2019).

Checking in with staff using a formal midyear evaluation helps to correct any weakness in the staffing by giving the opportunity to the staff to make changes. Frequent meetings or supervision is necessary to work on problems as they arise and help employees to address questions and problems areas (Lipman, 2012). Basic requirements included in the evaluation are; Whether the employee has met training requirements of 30 hours initially and 5 hours of

continuing education a month, has the employee documented the classes taught in a way that is of standard, and is the employee completing tasks given each week. Each employee will have successful evaluation results if the employees' work follows the standards of the organization's vision and mission.

Volunteer Evaluation Plans

TEEN Foundations will evaluate volunteers starting with the recruitment, orientation and training, supervision and evaluation, recognition, and planning (Whichey, 2013). At the beginning of service volunteers will be given clear instruction of what is expected. They will be told how many hours they are expected to volunteer, what services they are providing, and how they will be evaluated.

Using a performance evaluation will help bring objective measurements of the volunteers' performance (London Environmental Network, 2016). During this evaluation, there needs to be constructive feedback from the evaluating supervisor, as well as opportunity for the volunteer to provide feedback. Feedback from volunteers may provide knowledge on how the program is benefitting the consumer and what improvements the program can make to help the volunteers succeed. Quantitative data is important to collect such as identifying the number of people served and how much money is saved by using volunteers. Conducting surveys by consumers will also help understand how the services benefit the consumer (Sadiq, 2016).

Strategies to Address Diversity

TEEN Foundations aims to be accepting of people of all gender, orientation, race, religion, ability and background. TEEN Foundations works toward combating depression, anxiety, and other mental health challenges or mental illness. The services we provide may be

applicable for people of all backgrounds. In order to best serve all people, our organization itself must be competent in doing so. All people may be affected by mental illness and all people are rightful to compassion regardless of their backgrounds. TEEN Foundations will foster compassion and respectful understanding for all through practicing cultural competence. When a nonprofit serves a diverse community, cultural competence has a direct effect on the success of the program's services (Toft, 2017).

One strategy that will be used by TEEN Foundations to address diversity is to create a clear message of diversity and inclusivity. This topic of conversation should be held frequently with staff, partners, and the general public. Team members will be encouraged to speak up with any concerns they may have in relation to the organization's deliverance of this message to the community. Everyone within the organization and the community should be able to feel as if they may be heard by this organization. The job descriptions and the written policies for employees will also describe clear boundaries in terms of cultural competence and biased behavior. This is an important part of creating explicit guidelines for employee expectations in terms of respect and inclusion (Toft, 2017).

The Office of Adolescent Health advises to involve individuals representing the diversity of the community in the planning process and to encourage cross cultural dialogue. The organization will need to remain mindful of the diversity of the population at which it serves and in all that is done for that population. In order to best serve every unique client, the organization will work toward emulating the diversity of the population within the planning team. The diversity of the community must be sought out in the individuals hired, and when seeking partners or volunteers. TEEN Foundations will partner with organizations and universities which

are known for their diversity. These partners will be able to assist TEEN Foundations in approaching the community with complete acceptance.

A second strategy used will be to use culturally competent advertising. When material is presented to the public it will also portray an image of diversity and inclusion. This will be done both through the photos that are released or used by the organization and through the use of competent dialogues. According to cultural competency advocate Glen Guyton, “the images you choose are just as important as the script you write.” As people tend to proofread and spell check written text, the pictures that an organization presents should be carefully reviewed as well.

Having an organization that is diverse and inclusive is key to equal performance within (Council, 2018). TEEN Foundations will need to be intentional in delivering diversity and inclusivity. This will be done through the retention of diverse team members and clientele. Through working with people of various cultures and backgrounds, the team will be able to approach challenges collaboratively through communicating one another's thoughts and perspectives. The organization as a whole must realize that diversity will not occur on its own with no effort. Team members will need to seek out people who have different ways of thinking.

A third strategy is the use of annual community assessments and organizational evaluations. Annual needs assessments will be conducted by the research team, findings will be implemented, and evaluations of TEEN Foundations will be conducted at each year end. The organization will determine what cultural differences should be addressed in the community and how the organization can address them. It is important to regularly and honestly evaluate organizational and operational practices to ensure all voices are heard and reflected (Office of Adolescent Health, 2018).

Applicable Policy

Tennessee Code Title 33-8-202 provides any child sixteen years of age or older with the rights of a legal adult in respect to outpatient and inpatient mental health treatment, medication decisions, confidential information, and participation in conflict resolution procedures (Tennessee Code, 2018).

Policy Description

The Tennessee Code Title 33-8-202 provides any child sixteen years of age or older with the rights of a legal adult in respect to outpatient and inpatient mental health treatment, medication decisions, confidential information, and participation in conflict resolution procedures (Tennessee Code, 2018). This means that an outpatient facility or professional may provide treatment to a minor who is at least sixteen years of age without obtaining consent of a parent or guardian. This policy is overseen by the Tennessee Department of Mental Health and Substance Abuse Services and by Commissioner Marie Williams.

This policy has a target population of minors who are sixteen and seventeen years of age to provide them with the independence to access and choose treatment options. This also provides privacy and flexibility for the minor as the parent is not required to participate in the treatment process.

The Tennessee Department of Mental Health and Substance Abuse Services is responsible for “(1) Promoting collaboration among care givers and service providers and equitable involvement of care givers in service plan development; (2) Case finding after the department has adopted rules regarding service and support to children; (3) Determining eligibility; (4) Providing basic service standards; (5) Facilitating the interdepartmental planning

process for children through the statewide and regional planning and policy councils; (6) Initiating meetings or other processes to develop local interagency agreements as needs and problems are identified by service providers, advocates, or families; (7) Assisting children and their families to gain access to the system of services and supports; (8) Defining and listing an array of services and supports; and (9) Assisting youth who have been in the public system of care with transition to adult services (Justia Law , 2018).”

The main goal of this policy is to address the mental health needs of youth and adolescents who live in the state of Tennessee that need access to mental health services without them seeking the approval of a guardian. The policy acknowledges that many minors by the age of sixteen, have the capacity to make important decisions regarding their own mental health. By enabling the target group to seek care without parental consent, care becomes more available to this group because many adolescents may not seek care if they are required to have parent consent. This also solves any issues that may occur for the target age group when seeking parental consent and eliminates the minor being forced to choose a path of care selected by a guardian or from being denied care based on the decision of the guardian.

Applicability to Organization

TEEN Foundation’s mission is to provide mental health services to adolescents in a school setting. Tennessee Code Title 33-8-202 allows sixteen and seventeen year olds with mental illness to have autonomy to acquire mental health services without parental permission (Tennessee Code, 2018). TEEN Foundation strives to address mental health concerns and educate mental health awareness to the youth of today. Adolescents spend most of their days in school and that provided the avenue to bring mental health education to them first hand. “Based

on diagnostic interview data from National Comorbidity Survey Adolescent Supplement (NCS-A). An estimated 49.5% of adolescents had any mental disorder. Of adolescents with any mental disorder, an estimated 22.2% had severe impairment. DSM-IV based criteria were used to determine impairment level.” (Merikangas, et al., 2010)

When providing educational materials to adolescents ages 13-18, TEEN Foundations will provide evidence based research about mental health and not endorse one side of treatment. According to research on the unmet need for mental health care among U.S children, less than one in five adolescents get treatment for diagnosable mental health conditions. (Kataoka, Zhang & Wells, 2002) Allowing adolescents the opportunities to educate themselves and take control of their mental health is important to their well being and development.

TEEN Foundations will work with schools to provide the educational resources for adolescents to make an informed decision regarding their mental health. This policy allows for adolescents ages 16-17 to make the choice on their own whether or not to be educated on mental health and to seek treatment. Some parents are unaware of the changes in their child and with lack of knowledge by the parent and teen, symptoms of mental illness can go on for months without being treated. If adolescents are given the knowledge and resources to help themselves they can prevent mental illness from taking control over their lives (Wisdom, Clarke, & Green, 2006).

Applied Organizational Policy



Organizational Compliance Policy

for Tennessee Code Title 33-8-202

Purpose

This policy is in place to ensure that TEEN Foundations complies with legal policies in regards to serving minors. The Tennessee Code Title 33-8-202 provides any child sixteen years of age or older with the rights of a legal adult in respect to outpatient and inpatient mental health treatment, medication decisions, confidential information, and participation in conflict resolution procedures (Tennessee Code, 2018). This law is overseen by The Tennessee Department of Mental Health and Substance Abuse Services. The law works by promoting collaboration of caregivers and various service providers in the referral and intervention process.

Policy Application

TEEN Foundations works with adolescents between the ages of 13 and 18 and is therefore impacted by age consent laws. To comply with the legal policy, those who are 15 and under must have parental consent to receive mental health services, including any service or referral provided by TEEN Foundations. Those who are 16 and up are able to consent to mental health services without seeking parental consent and it is the duty of TEEN Foundations

employees to guide them seeking help where necessary. Upon receiving consent, TEEN Foundations may proceed to serve the target populations on how to take control of their own mental health. The consent must be obtained prior to service provision and for those under the age of 16, must be obtained by the parent or legal custodian of the child. It is the aim of the organization to educate and guide adolescents in communication and familial relationships in a way that allows them to take control of their own mental health.

The educators of TEEN Foundations should work to ensure that any individual who desires mental health services is able to receive help and this may involve collaboration with caregivers. In the event that a referral to service is requested, the staff of TEEN Foundations will adhere to any protocol in place for making a referral to any outside service. It is the duty of TEEN Foundations staff to be familiar with the referral process as well as legal protocol. All staff is responsible for adhering to such policies. Staff must provide accurate information throughout the entire education, intervention, and referral process. Any staff member who breaks legal policy, ethics, or withholds information may be terminated from the organization.

Grievance Policy



TEEN Foundations Grievance Policy

Purpose

The purpose of a grievance policy is so that complaints and grievances can be handled in a fair fashion. If a volunteer or employee is having a specific issue with another volunteer or employee and it was not able to be handled informally, they may reach out to their supervisor or manager and seek an informal solution to the issue. If the issue remains unresolved, then they may choose to file a grievance or complaint. If there has been a counter-grievance in response to the grievance being filed by the other party, then the mediator may choose to seek a solution or agreement for both parties to come to.

Process

In the case that the grievance is being filed against the supervisor or manager, then the matter must be raised with the Chief Executive. If the complaint is being filed with the Chief Executive, then the matter will be taken up with the Board of Directors. The employee or volunteer must write in detail of what occurred between them and the person having the grievance or complaint being filed against. After the complaint has been filed, there will be an investigation that will take place to help establish the facts of the case.

Meetings

Within a week of the grievance or complaint being filed, the manager or supervisor will invite the employee or volunteer to a grievance meeting. The meeting will begin and the manager or supervisor will read out the accusations in the grievance and ask the employee for any clarification. The employee will also be invited to have another employee to sit at the meeting to advocate on the behalf of the employee writing the grievance. At the meeting, there will also be a

note-taker at the meeting.

Board of Directors Meeting

If after the grievance meeting, the issue remains unresolved, the employee may take the issue up with the Board of Directors. The same process as if it were to be done with the manager or supervisor will ensue. At the meeting, there will be an appeal panel that will consist of either two or three people from the Board of Directors. The decision made by the appeal panel will be final.

Policy approved by the Board of Directors on 03/15/2020.

Conflict of Interest Policy



TEEN Foundations Conflict of Interest Policy

Purpose

This policy is in place to protect the integrity of TEEN Foundations in the decision-making process, to provide our constituencies with confidence in our integrity, and to protect the integrity and reputations of volunteers, staff, and board members. The policy of TEEN Foundations complies with legal policy to have a protocol in addressing a conflict of

interest.

Procedures

The standard of practice of TEEN Foundations is that all staff, volunteers, and board members avoid conflicts of interest between the organization and personal, professional, and/ or business interests. This includes actively keeping conflicts of interest and perceptions of conflicts of interest from occurring. Interests, relationships, and holdings that could potentially result in a conflict of interest must be disclosed immediately. Written disclosure will be kept record and updated as necessary in compliance with the IRS. After disclosure, the disclosing individual will be excluded from the discussion and will not be permitted to vote in decision of addressing the circumstance.

Violations

Any board member, staff, or volunteer who fails to disclose a conflict of interest will be investigated by the remaining members of the board and HR department. The failure to disclose may result in termination of allowed work within the organization.

Definitions

A conflict of interests is any transaction or decision where an employee, volunteer, or board member or their business or other nonprofit affiliations, family, and/or significant other, or close associates will receive a benefit or gain. Disclosure is a verbal communication of the conflict that will result in written documentation and action by the board to determine proceeding measures. Exclusion is the act of proceeding to make a decision among the board

without involving the person who has disclosed.

Policy approved by the Board of Directors on 03/15/2020.

Whistleblower Protection Policy



TEEN Foundations Whistleblower Protection Policy

Purpose

TEEN Foundations requires directors, officers and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of the TEEN Foundations, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

Reporting Responsibility

This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns internally so that TEEN Foundations can address and correct inappropriate conduct and actions. It is the responsibility of all board members, officers, employees and volunteers to report concerns about violations of TEEN Foundation's code of ethics or suspected violations of law or regulations that govern TEEN Foundation's operations.

No Retaliation

It is contrary to the values of TEEN Foundations for anyone to retaliate against any board member, officer, employee or volunteer who in good faith reports an ethics violation, or a suspected violation of law, such as a complaint of discrimination, or suspected fraud, or suspected violation of any regulation governing the operations of TEEN Foundations. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment.

Reporting Procedure

TEEN Foundations has an open door policy and suggests that employees share their questions, concerns, suggestions or complaints with their supervisor. If you are not comfortable speaking with your supervisor or you are not satisfied with your supervisor's response, you are encouraged to speak with the Executive Director. Supervisors and managers are required to report complaints or concerns about suspected ethical and legal violations in writing to the TEEN Foundation's Compliance Officer, who has the responsibility to investigate all reported complaints. Employees with concerns or complaints may also submit their concerns in writing directly to their supervisor or the Executive Director or the organization's Compliance Officer [or other designated person].

Compliance Officer

The TEEN Foundation's Compliance Officer is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved. The Compliance Officer will advise the Executive Director and/or the Board of Directors of all complaints and

their resolution and will report at least annually to the Treasurer/Chair of the Finance Committee/Audit Committee on compliance activity relating to accounting or alleged financial improprieties.

Accounting and Auditing Matters

The TEEN Foundation's Compliance Officer shall immediately notify the Audit Committee/Finance Committee of any concerns or complaints regarding corporate accounting practices, internal controls or auditing and work with the committee until the matter is resolved.

Acting in Good Faith

Anyone filing a written complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Handling of Reported Violations

The TEEN Foundation's Compliance Officer will notify the person who submitted a complaint and acknowledge receipt of the reported violation or suspected violation. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the

investigation.

Compliance Officer: * {Note: The Compliance Officer may be a board member, the Executive Director, or a third party designated by the organization to receive, investigate and respond to complaints.}

Policy approved by the Board of Directors on

3/15/2020

Organizational Strategic Plan Summary (What are your plans to ensure the organization will survive and thrive long-term?)

TEEN Foundations will host annual fundraisers that engage the community and will have stakeholders who raise money to continue to provide education to local teens. Attending mental health training and active participation in education for the employees and volunteers will ensure that the education brought to the schools will be up-to-date and best practices. Management and higher-ups remain active members in the community and network with community members. Their involvement will help to expand services to other avenues in the future.

Community Engagement Summary

TEEN Foundations will collaborate with community partners to bring mental health to the community. Using the basis of bringing mental health education into schools and then broadening the reach into the community will ensure TEEN Foundations can continue to bring education to the teens of the community for years. TEEN Foundations will connect with local

and state agencies to bring up to date research on mental health education. Encouraging participation of local teens who have experienced mental health education and services to mentor or help teach younger teens will help bridge gaps in services provided to the public.

Conclusion

The purpose of TEEN Foundations is to provide students who live in Hamilton County, Tennessee with mental health services. This organization aims to help adolescents to be able to thrive and develop mentally, academically, and socially. The skills that the adolescents will gain from this program will allow them to also be able transition into adulthood and have successful careers. The fundraising, marketing, and overall community support are what will help this program to thrive and continue promoting mental health in the community.

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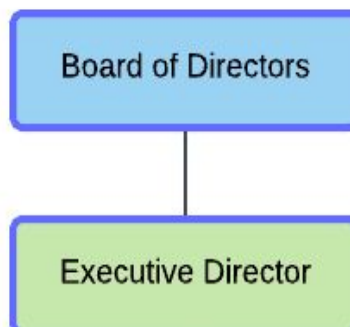
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Appendices

A. Organizational Chart



B. Budget (Revenues and Expenses)

PROGRAM SUMMARY				
Program	Date Prepared	Page	Of	
TEEN Foundations	04/08/2020	1	2	
Contractor Name			Budget Period	April 2020
-----			From:	April 2021
Mailing Address			Budget Agreement	
-----			<input checked="" type="checkbox"/>	Original
City	State	Zip code	<input type="checkbox"/>	Amendment
				Total Budget
				(Use Whole Dollars)
Salary & Wages				\$289,000
Fringe Benefits				\$110,889
Travel				\$5,700
Supplies & Materials				\$6,000
Equipment				\$8,000
Other Expenses				
Utilites				\$9,000
Space				\$3,000
Others (explain)				
Communications				\$20,000
Trainings				\$10,000
TOTAL DIRECT EXPENDITURES				\$461,589
TOTAL EXPENDITURES				\$461,589
SOURCE OF FUNDS:				
GRANTS				\$300,000
DONATIONS				\$61,000
OTHER				
Fundrasing				\$100,000
TOTAL FUNDING				\$462,000

PROGRAM BUDGET- COST DETAIL SCHEDULE				
Program	Date Prepared		Page	Of
TEEN Foundations	04/08/2020		2	2
1. SALARY & WAGES:			POSITIONS	TOTAL SALARY
POSITION DESCRIPTION	COMMENTS		REQUIRED	
Executive Director			1	\$45,000
Research Manager			1	\$36,000
Education Manager			1	\$36,000
Social Worker			2	\$30,000
Educator Trainer			2	\$20,000
Educator			4	\$18,000
1.TOTAL SALARY & WAGES:				\$289,000
2. FRINGE BENEFITS: (SPECIFY)		Composite Rate% = 38.37%		
FICA	15.30%	Unemployment Ins	0.25%	\$
Medical Ins.	8.00%	Dental Ins.	2.00%	
Life Ins.	1.00%	Vision Ins.	2.00%	
Work Comp.	3.00%	Paid Vacation	3.85%	
Paid Holiday	3.07%	2. TOTAL FINRGE BENEFITS:		\$110,889
3. TRAVEL: (Specify if category exceeds 10% of Total Expenditures)				
10,000 miles @ 0.57 PER MILE				
			3. TOTAL TRAVEL:	\$5,700
4. SUPPLIES & MATERIALS:(Specify if category exceeds 10% of Total Expenditures)				
Office Supplies				\$6,000
Training/PR Suplies				\$5,000
			4. TOTALSUPPLIES & MATERIALS:	\$11,000
5. EQUIPMENT: (Specify)			Amount	
Computers			5	\$6,000
Projectors			2	\$1,000
Printer/Copy Machine			2	\$4,000
			5. TOTAL EQUIPMENT:	\$11,000
6. OTHER EXPENSES: (Specify if category exceeds 10% of Total Ex)			Amount	
Utilites				\$9,000
Space				\$3,000
Others (explain)				
Communications				\$20,000
Trainings				\$10,000
			6. TOTAL OTHER EXPENSES:	\$137,000
7. TOTAL ALL EXPENITURES: (Sum of lines 6)				\$169,250

C. SMART Fundraising Goals

Goal 1: Raise 20,000 by the end of 2020 fiscal year from grants

Specific Strategies/Tactics This is something you will do to accomplish the goal. Answers the question—What will you do?	Process Measure How will you account for doing the activities needed to accomplish the strategy? What is the result of “what you do”/strategy?	Attainability- Outcome Measure Is your strategy reasonably attainable? What is it that will show you accomplished your strategy? How will you measure it? How will you know you accomplished the tactics?	Relevance What are the expected results after implementing this strategy? Why is this important in the overall fundraising plan?	Time frame and Responsibility Who is responsible for seeing that the strategy gets done and by when?
Identify entities that support the purpose of mental health care for teens such as: SAMHSA, the Department of Health, and HCA	Produce a list of entities who have a history of giving grant money to community mental health needs.	TEEN Foundations will have at least five options for grant funders.	TEEN Foundations will have options of which entities to reach when in need for funds to complete specific projects.	The Board of Directors will put together a comprehensive list of entities within six weeks times span from initial start.
Create SMART goals that are desired by TEEN Foundations to request grant money to reach.	Create and prepare needs statements.	At least five community needs have been stated and drafted out.	Each grant requested must have relevant goals to be achieved. Stating desired outcomes will help determine and explain where funding will go.	The Executive Director will be responsible to create the goals for each proposed grant request.
determine objectives for each individual project requesting grant money.	Plan action needed and apply for specific grants.	At least three grant applications have been written and submitted.	Among the submission of several grant applications, there should be outcome of grant receipt	A team consisting of the Executive Director, Research Manager, and Education Manager will work on objectives of individual grants as they begin application processes.

Goal 2: Gain 20 new sponsorships through social media campaigns each quarter.

Specific Strategies/Tactics This is something you will do to accomplish the goal. Answers the question—What will you do?	Process Measure How will you account for doing the activities needed to accomplish the strategy? What is the result of “what you do”/strategy?	Attainability- Outcome Measure Is your strategy reasonably attainable? What is it that will show you accomplished your strategy? How will you measure it? How will you know you accomplished the tactics?	Relevance What are the expected results after implementing this strategy? Why is this important in the overall fundraising plan?	Time frame and Responsibility Who is responsible for seeing that the strategy gets done and by when?
Identify local and statewide entities that support mental health efforts such as: Hamilton County Schools	Create a comprehensive list of organizations that support the mission and have a history of supporting local non profits and mental health in communities.	Have at least 5 businesses in the area that are accounted for and have contact info, history of giving, and relevant information.	Create the base structure for donors and complete a donor profile on each identified organization.	Fundraising volunteers and the community outreach manager work together to create a list.
Invite and share the organization mission and vision for mental health in teens.	Create and prepare a letter to send out to ask for sponsorships.	Send 10 packets of available sponsorships to businesses and organizations.	Create a list of businesses and organizations that are willing to sponsor events and campaigns in the future.	Board members and Executive Director
Create recognition venues	Each level of sponsorship receives a different recognition for the amount	Develop and purchase awards that recognize the level of support given by specific donors.	Recognition will be given publicly and on promotional materials for the organization social media campaigns.	Community outreach manager and Executive Director

Goal 3: Create two major fundraisers by the end of the year, raising 15,000

Specific Strategies/Tactics This is something you will do to accomplish the goal. Answer the question—What will you do?	Process Measure How will you account for doing the activities needed to accomplish the strategy? What is the result of “what you do”/strategy?	Attainability- Outcome Measure Is your strategy reasonably attainable? What is it that will show you accomplished your strategy? How will you measure it? How will you know you accomplished the tactics?	Relevance What are the expected results after implementing this strategy? Why is this important in the overall fundraising plan?	Time frame and Responsibility Who is responsible for seeing that the strategy gets done and by when?
Identify fundraising and marketing ideas that will get the attention and participation of the community.	Create a list of fundraising ideas to discuss with the board of directors and the stakeholders.	Identify two fundraising options that will be executed.	The two fundraising options will be approved by the board of directors and will help bring awareness to bring in money for the organization.	The people responsible for this would be the executive director along with the board of directors.
Identify at least fifteen people within the Chattanooga community that may be willing to be donors.	Create a donor packet with information regarding levels of sponsorship and recognition.	A list of donations along with the donor information and contact information will be documented for recognition and marketing purposes.	Have a minimum of 10 donors sponsoring each event of the year.	Executive Director along with research manager.
Research social media campaigns, radio and tv ads, brochures in community spaces, and having a sponsor market the event.	Create a list of twenty marketing platforms to promote the fundraiser.	Set up ten marketing campaigns for each fundraiser across the different platforms.	Create awareness and generate attention about the organization and fundraising need.	This would be the responsibility of the research and education manager.

D. Case for Support Letter

TEEN Foundations

109 E 7th Street

Chattanooga TN 37402

March 6, 2020

To whom it may concern,

TEEN Foundations is an organization carrying out the mission of educating youth and the public on the importance of adolescent mental health. It has been found that one in five teens between the ages of 12 and 18 suffer from at least one mental health disorder, which can have a significant impact on daily life and overall well being (Polaris Teen Center, 2018).

TEEN Foundations creates an impact through raising awareness to the public of the mental health risks faced by teens. According to the World Health Organization, Multiple

physical, emotional and social changes, including exposure to poverty, abuse, or violence, can make adolescents vulnerable to mental health problems. Promoting psychological well-being and protecting adolescents from adverse experiences and risk factors that may impact their potential to thrive are critical for their well-being during adolescence and for their physical and mental health in adulthood.

Partnering with the education and health care systems, TEEN Foundations stays consistent in research and data collection relevant to serving the adolescent population. Using current research, a curriculum is created and delivered by the organization's team members to educate teens on how to take control of their own mental health. Through the curriculum, teens are taught to self-advocate and are provided necessary tools to succeed beyond high school and thrive in their future endeavors. Topics within the curriculum include but are not limited to; self-care, healthy relationships, recognizing signs of abuse, burnout, how to seek professional help, etc.

It would not be possible to accomplish goals without a supportive community. A priority for TEEN Foundations is to gain public involvement in raising awareness and educating youth. Collaboration with the education system, health care system, and other supporters is the best way to ensure a healthy and successful future for today's adolescents.

The objective of this letter is to gain support to accomplish the overall mission. TEEN Foundations has created a goal to raise \$61,000 by charitable donation and fundraising events this year. Donations to TEEN Foundations allow for the organization to maintain the appropriate technology and necessary resources which contribute to data collection, training of staff, and process of education within the community.

Due to the generosity of TEEN Foundation donors, adolescents of Hamilton County are provided the tools to withstand hardships and thrive in their future. Charitable donations allow for further collaboration with schools, hospitals, mental health practitioners and researchers. Through charitable funding TEEN Foundations is able to proceed in the planning and deliverance of an effective curriculum to adolescents today, making an impact for every day forward.

TEEN Foundations asks anyone who is passionate about creating a positive impact for the future of today's youth to consider a donation. Any donation amount is helpful. A donation of at least 50 dollars is tax-deductible. Your consideration of donating is much appreciated. All donations push youth toward a better future.

Sincerely,

Kate Lindsay

Fundraising Committee Chair

E. Marketing Materials (logo, etc.)

Logo



Website <http://teenfoundations.wordpress.com>

2020 visions Campaign Logo



F. Job Descriptions (2 full job descriptions)

Research Manager Position:

TEEN Foundations is an organization that works to educate adolescents and provide them skills to protect their own mental stability. We are looking for a Social Worker who is experienced and knowledgeable in mental health and is passionate about serving the adolescent population.

Position: Social Worker (MSW)

Reports to: Research Manager

Job Duties and Responsibilities:

- Supervise staff in an assigned area to include: planning and assigning projects/tasks to staff; making hiring, separation and disciplinary recommendations and conducting performance evaluations. Ensure staff development through work assignment and training opportunities. Provide leadership for assigned staff.
- Adhere to the specifications of the Social Work Practice Laws, professional standards and agency policies/procedures in the performance of duties.
- Coordination of research activities and training research team members
- Administering community needs assessments; and program evaluations
- Maintenance of research records; data coding; data entry; quantitative and qualitative data analysis

Requirements of Qualified Candidates:

- Must be detailed oriented, deal well with ambiguity, demonstrate strong strategic thinking and creativity skills
- Must be an effective communicator with both internal and external partners/consumers
- Awareness of the impact of cultural/socioeconomic status pertaining to the use of healthcare and mental health care services.
- Valid Tennessee driver's licence, auto insurance, and access to a reliable automobile
- Must be able to pass a background check

Education:

- Master's Degree from an accredited school of Social Work or a related field

Experience:

- One (1) year experience as a Social Worker in a supervisory role
- Must have leadership experience including case manager
- Experience working with data in Microsoft Access or Excel® and at least one statistical analysis software package (e.g., SPSS, STATA, SAS, Qualtrix) is preferred

Knowledge, Skills, Abilities:

- Must be detailed oriented, deal well with ambiguity, demonstrate strong strategic thinking and creativity skills
- Must be an effective communicator with both internal and external partners/consumers
- Awareness of the impact of cultural/socioeconomic status pertaining to the use of healthcare and mental health care services.

Education Manager Position:

TEEN Foundations is an organization that works to educate adolescents and provide them skills to protect their own mental stability. We are looking for a Social Worker who is experienced and knowledgeable in mental health and is passionate about serving the adolescent population.

Position: Social Worker (MSW)***Reports to: Education Manager******Job Duties and Responsibilities***

- Supervise staff in an assigned area to include: planning and assigning projects/tasks to staff; making hiring, separation and disciplinary recommendations and conducting performance evaluations. Ensure staff development through work assignment and training opportunities. Provide leadership for assigned staff.
- Adhere to the specifications of the Social Work Practice Laws, professional standards and agency policies/procedures in the performance of duties.

- Coordination of educational activities and training education team members
- Utilize community assessments to Identify needs and strengths, establish goals, and plan services.
- Work well in a team to develop and train educators on programming.

Requirements of Qualified Candidates:

- Valid Tennessee driver's licence, auto insurance, and access to a reliable automobile;
- Must be able to pass a background check

Education:

- Master's Degree from an accredited school of Social Work

Experience:

- One (1) year experience as a Social Worker in a supervisory role
- Must have leadership experience including case manager
- Experience working with data in Microsoft Access or Excel® and at least one statistical analysis software package (e.g., SPSS, STATA, SAS, Qualtrix) is preferred

Knowledge, Skills, Abilities:

- Must be detailed oriented, deal well with ambiguity, demonstrate strong strategic thinking and creativity skills
- Must be an effective communicator with both internal and external partners/consumers
- Awareness of the impact of cultural/socioeconomic status pertaining to the use of healthcare and mental health care services.