

**ELEVATORS CAREER GUIDANCE & YOUTH EMPOWERMENT
ORGANISATION (ELEVATORS ORG)**

1st QUARTER REPORT

1 October 2022 – 31 December 2022



1.0 INTRODUCTION

This report covers activities done by Elevators org. for the period 1 October 2022 to 31 December 2022 (Q 1 yr 2022-2023). The organisation conducted various activities which include recruitment of Board members, sorting our registration documents, research about Zimbabwe Youth Council's registration process and policies, conducting the first Annual Grand meeting, and submitting registration documents.

2.0 ADMINISTRATION, FINANCES, AND PERSONNEL

2.1 Administration

The organisation reviewed its organisational profile, perfecting its vision, mission statement, values and objectives. Following are the reviewed details:

Mission Statement

Catch them young, for an empowered and resilient future generation

Vision

Creating communities whereby youths take responsibility for their problems, pursue their careers with empowered minds, and create their businesses.

Values

Youth empowerment, Professionalism, Integrity, Innovation, Patriotism.

Overall Aims and objectives

1. To empower young people with knowledge about building a defined career path.
2. To implement programs which ameliorate high-risk behaviors (e.g. drugs & substance abuse), strengthen resiliency, formulate fundamental life skills.

3. To sensitize youths on sexual reproductive health and rights.

4. To develop an entrepreneurial culture among youths.

The organisation also reviewed its Constitution, coming into a new agreement with the new team of board members and with the advise of the legal affairs manager who is a lawyer (Advocate).

Annual Grand Meeting

The organisation conducted its AGM/Introductory Meeting on the 15th of December 2023 at 143 Hebron Plumtree Town, Zimbabwe. Some of the members attended the meeting virtually. The meeting took 3hours 14 minutes long.

The agenda of the meeting included the following

- Welcome Remarks
- Self introduction and introduction of Board members
- Review of mission, vision, values, and Constitution
- Planning for registration and other developments
- Finance
- Dialogue on bank account opening
- When and how to start monthly contributions
- Programs & Projects: What programs/projects will be implemented. How?
- Program/Projects improvement and development.
- Communications
- Reports on social media developments
- Developing a website, when, how, how much
- Fundraising: Fundraising events to be planned, when are they to be implemented
- Legal affairs: Important legal notes to take
- Official launch/official opening of Elevators: What events to take place.
- Recommendations, points to improve.
- Next meeting: Notifying members about the meeting
- Closing remarks

The meeting was a tremendous success, fruitful discussions were made, a decision to register the organisation was made, Board members agreed to start contributing a minimum of \$5USD per month towards registration administration fees and the running of the organisation till funding has been secured.

The Chair closed the meeting emphasising that members should like and support the Organisation in all social media platforms. The next planning meeting was set for 25 February 2023.

2.2 Finance

Board members agreed to contribute a minimum of 5usd per month from December towards the registration of the organisation till it secures funding from grants/donations. During this Quarter, the organization raised a total of \$80usd from Board members contributions. This money was used to pay for registration administrations.

Budget Performance

The Board's contributions made it possible for the organization to get registered.

General Comments On Budget Performance

The contributions made by the Board Members managed to cover the administration costs for registration. We hope that they continue to contribute on the next quarter.

3.1 HUMAN RESOURCES/PERSONNEL

The organization Founder Miss B. Ndlovu went through the process of recruiting Board members, following is the outline of the process

The following methods of recruitment were done:

- Call for application submission
- hosting an open board meeting,
- setting up one-on-one meetings potential board members.

- Approaching from your existing pool of already-engaged people (people who participated in the Elevators initiative before
- 11 Board members were recruited. They were nominated into positions based on their skills, abilities and passion
- They are to serve a period of 3years from appointment date, then they will be nominated back into the board based on their activities and contribution towards the vision of the organisation.

Following are the Board members recruited, including the founder

| Position | Board Members Name | Qualifications. |
|--------------------------------------|---------------------------|---|
| Founder and Executive Director/Chair | Blessings Ndlovu | 1) Honors (Bachelors) Degree in Social Work: University of Cape Town 2) Honors in Social Policy and Management: University of Cape Town. 3) Industrial Basic First Aid: Zimbabwe Red Cross Society 4) Nurse Aide: Zimbabwe Red Cross Society 5) Teaching English As a foreign Language: Professional Development Institute 7) Certificate in Project Management, Fundraising (grant writing), Leadership and Civic Participation: Michigan Fellows Africa Initiatives. |
| Deputy Director/Vise Chair | Nokukhanya Khumalo | 1) Masters in Social Work: University of Zimbabwe 2) Honors (Bachelors) Degree in Social Work: University of Zimbabwe |

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|------------------------------|-------------------------|--|
| Secretary-General | Morren Ndlovu | <p>1) Masters Degree in Development Studies: Lupane State University</p> <p>2) Honors Degree in Development studies: Midlands State University</p> |
| Treasure | Evans Chinyanganya | <p>1) Capacity Building Certificates in Finance: CBZ</p> <p>2) Advance and Ordinary Level Certificate</p> <p>3) Ordinary Level Certificate</p> |
| Project Co-ordinator/Manager | Joseph Mhasvi | <p>1) Masters degree in Development Practice: Midlands State University</p> <p>2) Honors Degree in Development Studies: Midlands State University</p> <p>3) Certificate in Adolescents Health and Well-being</p> <p>4) Monitoring & Evaluations Certificate: Mthetho T VET</p> |
| Manager of Legal Affairs | Advocate Nsikelelo Mafa | <p>1) Bachelor of Laws (LL.B): University of Botswana</p> <p>2) Certificate in Civil Procedure: University of Pretoria</p> <p>3) Certificate in International Criminal Jurisdiction: Gaborone School on International Criminal Jurisdictions</p> |
| Communications Manager | Jerrald Beya | <p>1) Bachelor of Social Science Honors Degree in Social Work</p> |

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| Development officer | Probity Thato Phidah | 1) Bachelor in Development Studies: University of Limpopo |
| Fundraising and Grants Manager Other current positions & Work Places: | Aberson Mahlangu | 1) Bsc Post Grad degree Monitoring & Evaluation: Lupane State University 2) Bsc Recreation Science: University of Venda, SA, |
| Board Member | Bongani Ndebele | 1) BED Honors in Psychology: Great Zimbabwe University Other Current Positions & Work Places: 1) Programs Officer SR @ Youth Ministry, Plumtree, Zimbabwe |
| Board Member | Grace Ngwenya | 1) Bachelor of Social Science Honors Degree in Sociology: Great Zimbabwe University |
| Board Member | Mthokozisi Moyo | 1. Master in Food security and sustainable agriculture (Bindura university of science education) 2. Special honors degree in monitoring and evaluation (Lupane) 3. Business Management degree (MSU) 4. Certificate in monitoring, evaluation, accountability and learning for development professionals (MEAL DPro) Humentum |

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| | | <p>5. Certificate in Advanced Excel (Harare school of business and finance)</p> <p>6. Certificate in humanitarian charter and sphere standards in humanitarian response (SPHERE)-Centre for livelihoods and humanitarian support</p> |
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Resignations:

No resignations during the quarter under review.

Transfers out

No transfers were done during the quarter under review.

Abscondments

No abscondments during the quarter under review

3.0 OFFICE ACCOMMODATION

The organisation conducted its activities on a donated office room at 143 Hebron Plumtree Town. It conducted most of its meetings and activities online through social media, calls and texts.

4.0 RESIDENTIAL ACCOMMODATION

The organisation did not offer any residential accommodation to its volunteers or board members. The majority of board members own their houses, some are renting private accommodation. The organisation has not contributed anything towards the Board/stuff accommodation

5.0 COMMUNICATION

The Board communicated daily through the Elevators Board members what’s app group. It conducted 1 physical meetings and 1 online meetings during this quarter.

6.0 TRANSPORT

The organisation hopes to get grants to be able to buy transport vehicles for the organisation to run its activities and implement youth empowerment programs.

7.0 OFFICE EQUIPMENT

The organisation needs offices desks, chairs, computer, and printing equipment.

8.0 GOALS FOR THE FOLLOWING QUARTER (Q 2, 2022-23)

- 1. Register the organisation: follow up on submitted papers at Zimbabwe Youth Council, earn registration, earn registration certificate.
- 2. Start implementing the online Mentorship Program
- 3. Open organisational bank accounts
- 4. Partners with Government Ministries and stakeholders in empowering Youths in Plumtree.

Report verified by the Board and Approved on: 23/01/2023

Approved by: B. Ndlovu (Executive Director)

Sign:..... 

Date: 27/01/2023

