

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

3rd QUARTER REPORT



1.0 INTRODUCTION

This report covers activities done by Elevators organization for the period of 01 April 2023 to 31 June 2023. The organization conducted various activities which included, website construction, enrolment of more mentors for free online mentorship training and certifying, enrolment of youths for free mentorship, grant writing, and capacity building activities for Board members and volunteers.

2.0 ADMINISTRATION, FINANCES, AND PERSONNEL

2.1 Administration

The organisation during the reviewed quarter managed to construct a website (www.elevators.org.zw). It also managed to put together required documents for two grant applications, more details are found below.

2.2 Finance

Board members continued to contribute a minimum of 5usd per month towards the running of the organisation till it secures funding from grants/donations. During this Quarter, the organization raised a total of \$180usd from Board members contributions.

Grant applications.

The organisation submitted two grant applications during this quarter.

One application went to The Pollination Project, an organisation whose goal is to contribute to the creation of a more just, sustainable, and compassionate world for all. They work towards this goal through supporting (through small grants) community-driven grassroots initiatives that empower individuals and inspire others.

The pollination project accepted the organisation's application and offered a \$1000 USD grants. During this Quarter the organisation signed the agreement with the Pollination projects, submitted its banking details and waited through the long process of receiving the grant. The quarter ended before the organisation could receive the grant.

The other grant application was submitted to USAID, applying for a \$2 000000 USD to implement youth development projects over the course of 5 years. By the end of the quarter USAID had only acknowledged the receipt of the grant application, however they did not send any other response.

Budget Performance

The money raised from Board Member contributions was used to construct the website, to run the online mentorship program, the preparation of required documents for grant applications and capacity building for volunteers.

General Comments on Budget Performance

The contributions made by the Board Members managed to cover some the administration costs. However, it was not sufficient for other activities, for example, implementing projects on the ground, and renting office space. Grants and donations were needed at this time.

2.3 Human Resources/Personnel

The organization during this Quarter utilized volunteers and Board members to perform its day-to-day activities. Due to insufficient finances, it did not recruit or employ any personnel.

The following methods of recruitment for volunteers were done:

- Call for volunteer application submission
- Assessing CVs and conducting online interviews,
- Selecting qualified, passionate and efficient volunteers
- Training them for the job
- Assigning tasks to them according to their abilities and availability.

Employee 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

Co-ordination/Staff development

The organisation conducted 1 online training for new volunteer mentors, and 2 online sensitisation trainings for volunteers and board members to be equipped and sensitized on the running of day-to-day activities of the organisation and on how to continue giving mentorship to youths.

The organisation Founder Miss B. Ndlovu was invited to participate in a Youth Leaders capacitation program.

The Founder's Fellowship with Michigan Fellows Agribusiness Initiative (MFAI).

MFAI is an NGO focusing on a Uganda, Kenya, and Zimbabwe's mission to advance innovative problem-solving interventions that intentionally address life challenges for women and youths within the agriculture, health and education sectors. Miss Ndlovu was enrolled for the Ecourse4, she went through training and examinations, and she attained her certificate on the month of June 2023.

Ecourse4 is an online professional technical and soft skills training for emerging community leaders between 18-29 years old in Uganda, Kenya, and Zimbabwe. Ecourse4 adopts a learning curriculum on 4 major thematic areas: leadership, project management, civic participation, and fundraising across.

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. The organisation during the reviewed quarter started to make arrangements to secure an office in Plumtree CBD where it is easily accessible.

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/staff accommodation

5.0 COMMUNICATION

The organisation improved its online activity during this quarter. The Instagram page got 67 more followers, while the Facebook page got 93 more likes. The organisation posted regularly and responded to messages online from youths and other interested online community members.

The Board communicated daily through the Elevators Board members what's app group. A volunteer's group, and a mentees' group was also opened for easy communication between the volunteers and the organisation.

6.0 TRANSPORT

The organisation hopes to get grants or fundraise 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 MENTORSHIP TRAINING PROGRAM

The organization conducted a mentorship program where it recruited and trained individuals interested in becoming mentors who later on mentored youths between the ages of 15-35. In this quarter, the organisation only trained one cohort of mentorship class which had 14 trainees The mentorship training program stretched for a whole month and it's aims where:

- ✓To create mentorship relationship between trained mentors and youths.
- ✓To create mentorship relationship between high school learners and tertiary institution students within one community.
- ✓To give long-term daily support to youths, to equip them with skills to tackle life challenges, set goals for themselves and archive them.

The annual target of the mentorship program is to reach at least 1 000 youths, and train 200 mentors across 10 provinces of Zimbabwe

The mentorship training was guided through a booklet titled "Raising Champions" which was written by the Founder of Organization with the aim to equip mentors with mentorship skills and motivation. The topics covered are as follows in detail:

1. Active Listening:

It is the practice of preparing to listen, observing what verbal and non-verbal messages are being sent, and then providing appropriate feedback for the sake of showing attentiveness to the message being presented. Active listening is listening on purpose. Active listening is being fully engaged while another person is talking to you. It is listening with the intent to understand the other person fully, rather than listening to respond. It also includes asking wide-eyed questions such as, "How did you feel?" or "What did you think?". This form of listening conveys a mutual understanding between speaker and listener. Speakers receive confirmation their point is coming across and listeners absorb more content and understanding by being consciously engaged. The overall goal of active listening is to eliminate any misunderstandings and establish clear communication of thoughts and ideas between the speaker and listener.

2. Building trust with mentees:

It is all about building an effective relationship of mutual understanding and trust with the mentee and it is a critical component of effective mentoring. Mentors establish rapport with their mentees by using effective interpersonal communication skills, actively building trust, and maintaining confidentiality. Mentors should be approachable, respond to their requests and put their mentees at ease when they reach out will help them feel more engaged and connected.

COLOURED	Male											
	Female											
GRAND TOTAL		26	7	12	9	13	3	3	4	9	15	101

Summary and comments

The recruitment of mentees for the mentorship program was not a challenge as most youths responded to our first call of advertising. Matabeleland South has the highest number 26 which is 25.7% of all the provinces. This is due to the fact that the organisation has been active on the ground in that province before.

Response By Mentees Regarding Mentorship Sessions

About 70 % of mentees were committed and alluded that the program is of positive impact in their lives as it has so far strengthened their sense of identity which is important to their wellbeing and confidence. It has made them to be optimistic about life and also more open to people from different backgrounds. The program also helps them on developing self-regulation; they are able to understand, manage their behaviour and reaction to feelings and situations around them. It also enables them to regulate reactions to strong emotions like frustrations, excitements, anger and embarrassment in a way that they calm down after excitement or upsetting events. 20 % of the mentees seemed less committed and interested on the program as they complained that most organizations provide them only with mentorship programs and without resources like financial assistance and project equipment's in-order to complement empowerment ideas. Hence their less interest on program even after assuring them about the provision of resources in the near future. The remaining 10% commented that they are already empowered, however peer pressure over powers them.

Challenges faced during the mentorship program so far

a) Airtime and data to for the online training, volunteer mentors, and recruited mentees was a challenge for both mentors and facilitators, they had to use their own data.

Recommendation

1. Availing of airtime or payment of prepaid telephones

09.0 GOALS FOR THE NEXT QUARTER (Q3)

1. Recruit at least 200 online Mentees from across 10 provinces of Zimbabwe

2. Fundraising: write grant proposals, donation invitations, board member contributions.
3. Applying for Clearance from the President's office to operate on the ground at Bulilima and Mangwe Districts
4. Applying for Memorandum of Understanding between the organisation and the Rural District Councils of Bulilima, Mangwe and the Town Council of Plumtree.
4. Improve Social media activities.
5. Capacity building for Board members and Volunteers.

Report verified by the Board and Approved on06/07/2023.....

Approved by .B. Ndlovu (Executive Director).....

Sign..........

Date.....15/07/2023.....