

**SEDD REQUEST FOR PAYMENT FORM**

Date of Expenditure: July 15, 2024

Amount of Expenditure: \$1,000.00

Type of Expenditure: Budgeted Project Expense

Name of Vendor/Payee\*: B.K. Mentoring, Inc.

Date Board Approved Expenditure\*\*: July 15, 2024

**Source of Payment (check one):**

Hotel/Motel Tax Receipts (Project: Budgeted Project Expense)

State Appropriations  Other \_\_\_\_\_

Explanation of Compliance with Applicable Fund Restrictions, Including Projects:

Approved Cooperative Endeavor Agreement attached.

**Public Works and Purchasing Policy:**

Is the expenditure for a Public Works Project or the Purchase of Materials and Supplies under state law or the City of Monroe's Purchasing Policy?  Yes  No

If yes, has the Board followed all applicable laws and policies (e.g., advertising, soliciting quotes, letting to the lowest bidder, etc.) necessary to authorize the expenditure?  Yes  No

**Note:** If no, please explain why not in a separate memorandum.

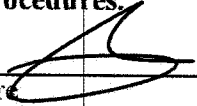
**Travel Reimbursement:**

If the request is for travel or travel reimbursement, was the City of Monroe's Travel Policy followed?  Yes  No

**The undersigned hereby certifies that this expenditure complies with all applicable state laws, local laws, and the City of Monroe's policies and procedures.**

July 15, 2024

Date Prepared

Signature 

Name: Roosevelt Wright

Title: Secretary-Treasurer

**\*An executed, current W-9 must be provided for each vendor or payee to whom payment is issued.**

**\*\*A copy of the minutes authorizing the expenditure and all receipts, bills, invoices, and contracts related to the expenditure must be attached.**



# Requisition Form

Requisition #2024-07-15

Description	Type	Budg Cat.	Amount	Total Cost
BK Mentoring		Hotel/Tax	1,000.00	1,000.00

As per cooperative Endeavor Agreement approved July 15, 2024

Sub Total \$1,000

Date: 2024-07-15

Attachments

A handwritten signature in black ink, appearing to read "Roosevelt Wright, Jr.", written over a circular scribble.

By: Roosevelt Wright, Jr.



## Cooperative Endeavor Agreement

This Cooperative Endeavor Agreement ("Agreement") is made and entered into as of

July 15, 2024 by and between the Southside Economic Development

District ("SEDD") and Bk Mentoring, Inc (Sam Crawford)

**WHEREAS**, Article VII, Section 14(C) of the Louisiana Constitution of 1974 provides that for a public purpose, the State and its political subdivisions may engage in cooperative endeavors with each other, with the United States or its agencies, or with any public or private association, corporation, or individual; and

**WHEREAS**, the SEDD is a political subdivision of the State of Louisiana created pursuant to La. R.S. 33:1321 et seq., for the purpose of promoting economic development within its district;

**WHEREAS**, Bk Mentoring, Inc is a non-profit organization duly organized and validly existing under the laws of the State of Louisiana; and

**WHEREAS**, the SEDD desires to provide financial assistance to Bk Mentoring, Inc to support programs that reduce crime, improve neighborhood safety, remove blight and debris, or promote non-violence; and

**WHEREAS**, Bk Mentoring, Inc desires to partner with the SEDD to achieve these goals.

**NOW, THEREFORE**, in consideration of the foregoing premises and the mutual covenants contained herein, the parties agree as follows:

### 1. Services

Bk Mentoring, Inc. agrees to develop and implement programs that address the following objectives:

- Reduce crime
- Improve neighborhood safety
- Remove blight and debris
- Promote non-violence

### 2. Funding

The SEDD agrees to provide a grant of \$2,000 to Bk Mentoring, Inc to support the aforementioned programs. One Thousand dollars (\$1,000) will be disbursed at the program's commencement, and the remaining \$1,000 will be disbursed upon receipt of a satisfactory written report and photos documenting the program's activities and outcomes (as outlined in Section 3).

### **3. Reporting Requirements**

Bk Mentoring, Inc. agrees to submit a written report to the SEDD within 30 days of program completion. The report shall include:

- Project name
- Date(s) of program activities
- Number of participants
- Description of program outcomes
- Photos of program activities (which may be used on the SEDD website or published in local media with Bk Mentoring, Inc 's consent)

### **4. Public Recognition and Branding**

Bk Mentoring, Inc. agrees to have program participants wear SEDD-provided t-shirts or insignia while engaged in program activities.

### **5. Conflict of Interest**

Bk Mentoring, Inc. confirms that none of its program leaders, officers or board members are directly related to any member of the SEDD Board of Commissioners that would create a conflict of interest or the appearance of the same.

### **6. Program Timeline**

Programs funded under this Agreement must be initiated between July 10, 2024, and September 10, 2024.

### **7. Liability Insurance**

Bk Mentoring, Inc. agrees to maintain general liability insurance coverage of at least \$1 million for participants involved in program activities. If an event is staged in a public or private venue, Bk Mentoring, Inc. agrees to purchase additional event insurance naming the SEDD as an additional insured. The SEDD will reimburse Bk Mentoring, Inc for the cost of event insurance, not to exceed \$200.

### **8. Protection of Minors**

Bk Mentoring, Inc agrees to comply with all applicable Louisiana laws regarding the protection of minors participating in its programs. This includes but is not limited to, conducting





## Minor Participant Consent Form

**Project Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Participating Non-Profit:** [Participating Non-Profit Name]

**Parent/Guardian:** \_\_\_\_\_

**Child** \_\_\_\_\_ (Age: \_\_\_\_\_)

**Project Description:** Briefly describe the community service project and its objectives.

### Parental/Guardian Consent

I, \_\_\_\_\_ hereby grant permission for my child,  
\_\_\_\_\_, to participate in the community  
service project sponsored by [Bk Mentoring, Inc].

**I understand that this project involves the following activities:** Briefly describe the activities  
the minor will be involved in.

### I acknowledge and agree to the following:

- My child will be supervised by a responsible adult at all times during the project.
- I will ensure my child wears appropriate clothing and footwear for the project activities.
- I will inform the project leader of any medical conditions or allergies my child may have.
- I will notify the project leader if my child needs to leave the project for any reason.

### Photo/Media Release

**I hereby grant [Participating Non-Profit Name] and the Southside Economic Development District (SEDD) permission to use photographs or video footage of my child participating**

**in the project.** This permission includes the use of the photographs or video footage in the following ways:

- On the websites and social media pages of Bk Mentoring, Inc and the SEDD.
- In printed materials promoting the work of Bk Mentoring, Inc and the SEDD.
- In local media coverage of the project.

**I understand that I can revoke this permission at any time by providing written notice to Bk Mentoring, Inc.**

**Signature:**

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[Parent/Guardian Name] (Printed)

**Date:**

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**Emergency Contact Information:**

Name: \_\_\_\_\_

Phone Number \_\_\_\_\_



# SECRETARY OF STATE

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<b>Name</b>	<b>Type</b>	<b>City</b>	<b>Status</b>
BK MENTORING, INC	Non-Profit Corporation	MONROE	Active

### Previous Names

**Business:** BK MENTORING, INC

**Charter Number:** 45006798N

**Registration Date:** 7/9/2022

### Domicile Address

3307 RENWICK STREET SUITE B  
MONROE, LA 71203

### Mailing Address

3307 RENWICK STREET SUITE B  
MONROE, LA 71203

### Status

**Status:** Active

**Annual Report Status:** In Good Standing

**File Date:** 7/9/2022

**Last Report Filed:** 6/9/2024

**Type:** Non-Profit Corporation



### Registered Agent(s)

<b>Agent:</b>	SAMMIE CRAWFORD
<b>Address 1:</b>	3307 RENWICK STREET SUITE B
<b>City, State, Zip:</b>	MONROE, LA 71203
<b>Appointment Date:</b>	6/9/2024

### Officer(s)

**Additional Officers:** No



<b>Officer:</b>	TAMMY MATTHEW
<b>Title:</b>	Secretary
<b>Address 1:</b>	114 DUPONT DR
<b>City, State, Zip:</b>	WEST MONROE, LA 71391
<b>Officer:</b>	JOSHUA MADISON
<b>Title:</b>	Vice-President
<b>Address 1:</b>	2649 BLUE WATER LANE
<b>City, State, Zip:</b>	NEW ORLEANS, LA 71201
<b>Officer:</b>	MARK CANNON
<b>Title:</b>	Treasurer
<b>Address 1:</b>	522 TORBET DRIVE
<b>City, State, Zip:</b>	HOMER, LA 71040
<b>Officer:</b>	SAMMIE CRAWFORD
<b>Title:</b>	President
<b>Address 1:</b>	3307 RENWICK STREET SUITE B
<b>City, State, Zip:</b>	MONROE, LA 71203

0:51

**Amendments on File (1)**

Description	Date
Domicile, Agent Change or Resign of Agent	12/27/2022

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Subject **Community Service Proposal June 1st,2024**  
From Sam Crawford <samcraw098@gmail.com>  
To <roosevelt.wright@sedd25.com>  
Date 2024-06-01 20:37



- IRS DETERMINATION LETTER.jpg(~1.2 MB)
- BK Mentoring Leadership flyer.pdf(~1.4 MB)

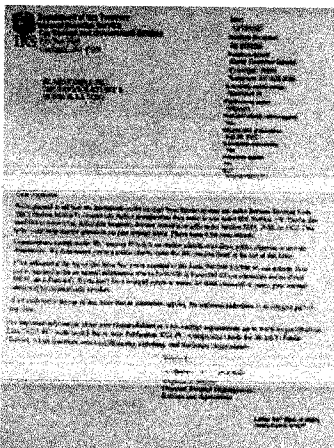
**BK MENTORING**  
**6 WEEK PROGRAM**  
**DEVELOPING LEADERSHIP SKILLS IN YOUTH**  
**WEEK 1-2 DEVELOPING LEADERSHIP THROUGH WELLNESS**  
**WEEK 3-4 LEADERSHIP SELF-DISCIPLINE STARTER KIT**  
**WEEK 5-6 LEADERSHIP THROUGH ACTIVE LISTENING**

Bk Mentoring would like to develop a Youth Discipline Class. This class is geared to develop students 12-21 years old over a 6 week span to overcome the influence of peer pressure. This is an interactive program that targets the Parkview Apartment area. Classes would consist of field trips, fishing, non-contact boxing training, nutrition/wellness seminars, bible study, Library/Museum visits, and conflict resolution training.

Activity goals:

- 1)Offering Mentorship: Mentors promote resiliency among at-risk youth. Mentors help to build mentee's social skills.
- 2)Arranged Recreation Activities: These activities are designed to increase the Mentee's personal development, maturity, social skills, empathy, and Health/Wellness.

Sammie Crawford/ President  
BK Mentoring INC  
3307 Renwick st. Suite B  
Monroe,La 71203  
318-789-6692



IRS DETERMINATION LETTER.jpg  
~1.2 MB