



July 17, 2017

Dear Sharron,

This letter provides the documentation needed for the district grant The Ladder Alliance received from the Mid-Cities Pacesetters Rotary Club for year 2016-17. The Ladder Alliance received a \$2,000 check on November 30, 2016. The grant was written to provide scholarships for 3 students to attend the Professional Office Skills Training (POST) program.

This program is 400 hours of advanced computer job skills, business communications and customer service skills training for women victims of domestic violence or low-income women. The goal of the training program is to provide the necessary skills for graduates to become employed in a professional office job.

The POST program has met the outcome metrics as displayed on the additional page of this letter. We are very grateful for the generous funding provided by this grant.

Sincerely,

A handwritten signature in cursive script that reads "Sharon".

Sharon Cox
Founder, Executive Director

**The Ladder Alliance
Professional Office Skills Training Pilot
Outcome Metrics**

	CATEGORY OF DATA	POST 1	POST 2	POST 3	POST 4	TOTALS	PERCENT	DESIRED OUTCOMES
Intake	Number attended intake:	55	26	20	25	126		120
	Number Accepted:	19	24	19	22	84	67%	
	Numbers started:	19	19	15	17	70	55%	
Retention	Number of Graduates:	11	12	12	11	46	66%	75%
	Percent Graduated per Cohort	58%	63%	80%	65%			
	Number completed program:	12	16	12	13	53	76%	
	Percent Completed per Cohort	63%	84%	80%	76%			
Employment	Employed	8	13	9	8	38	72%	60%
	Percent Employed per Cohort	67%	81%	75%	62%			
	Employed Full-Time:	5	8	4	4	21	40%	
	Employed Part-Time:	3	5	5	4	17	32%	
Additional Education	Reported Pursuing Additional Education	0	0	1	?	1	1.89%	50%

Notes:

- 2 The desired outcome for intake was the number to start program
- 3 The difference between graduated and completed is completed means student physically completed the program. Graduated means she completed all graduation requirements
- 4 Employment percents are based on "number completed"