

FINAL REPORT

on

Project ESEPP (LEAP+)

For the period
January 1, 1996 - August 1, 1998

Submitted to

The U.S. Department of Energy

by

University of New Orleans
College of Engineering
New Orleans, LA 70148

We have no objection from a patent
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EXECUTIVE SUMMARY

The no cost extension provided to the Louisiana Engineering Advancement Program (LEAP) by the U.S. Department of Energy was intended to continue work initiated during the original award period of the grant. However, an extensive analysis and review of programs in place revealed that changes would be necessary in order to exceed the goals and objectives described in the original proposal. Most of the upgrades made were warranted by changes in demographics and student needs. In all cases where changes were made to the program, such revisions were performed while remaining aligned with the intent of the proposed objectives supported by the Department of Energy. The revisions and upgrades made to the program allowed LEAP to become a more effective program in preparing more minority students to pursue engineering degrees.

Program expansion continued to include more than 35 schools in a four parish area. Consequently, more programs and innovative events were developed to increase participation and retain student interest in engineering.

In 1998, LEAP recorded its highest matriculation rate in its nineteen year history with more than 94% of the seniors attending an accredited four-year college or university. In addition, almost 30% of the students (100 of 366) selected engineering as their intended major in college between 1996 and 1998. During the same period, another 44% (160 of 366) selected a science-related curricula as their intended major.

With the exception of expanding the program to the Baton Rouge area, all objectives supported by the Department of Energy were exceeded. Even though a Baton Rouge high school had been identified and targeted for inclusion in the program for the 1998-99 school year, funding limitations brought about by the termination of this grant retarded efforts in this area.

LEAP's growth and progress during the extension period has provided opportunities to secure additional funding and alternative methods of increasing service. However, none of these potential sources has been sufficient to replace Department of Energy funding. Efforts continue to provide sufficient financial support of this program that has a waiting list of schools seeking inclusion.

University of New Orleans
LEAP + FINAL REPORT
January 1, 1996 – August 1, 1998

Introduction

The following is a final summary report on activities during the no-cost extension period from January 1, 1996 until August 1, 1998 while the Department of Energy supported the LEAP + Program. This report is presented in a pattern consistent with the goals and objectives set forth in the original plan for the program. Therefore, each section of the report is correlated to specific program objectives or proposed tasks associated with an objective.

The LEAP+ component of LEAP began in the fall of 1991 following formal authorization from the Department of Energy. As this component of LEAP progressed, it was integrated into the existing LEAP organization. At the conclusion of the original award period, operations and management of the program were transferred from Xavier University to the College of Engineering at the University of New Orleans. A summary report for the original award period of this grant (May 1991 – December 31, 1995) was prepared and submitted under a separate cover by Xavier University.

While operations were being transferred, LEAP's policies, programs and events were reviewed. Subsequently, upgrades were made to the program which were necessitated by changes in demographics and student needs. This report will include changes made to the program and discuss how they correlate to the original objectives supported by the Department of Energy.

Expansion to Include All Middle Schools

Initially, the intent of this objective was to expand LEAP to all junior high and middle schools in New Orleans. During the first five years of this grant, invitations to join LEAP were extended to all junior high and middle schools in New Orleans. However, administrative limitations in many schools resulted in some schools being unable to join and forcing others to withdraw from the program. Recognizing the need to retain student interest in engineering generated at the middle school level, LEAP expanded this objective to include high schools. The development and use of a guidance document to ensure a systematic approach was used when considering candidates for expansion resulted in an improved retention rate for new schools. The guidance document included factors such as demographics, ability of the school to support extracurricular academic clubs, whether former LEAP students are attending, and whether the school serves as a feeder school to a current member high school.

From 1996 until 1998, thirteen new high schools and eight new middle schools participated in LEAP (see Appendix A). For the first time, expansion of the program included schools in Jefferson and St. Tammany Parishes. Of the 22 schools that were participating in LEAP during the 1995-96 school year, only three of them left the program by the end of the 1997-98 school year. In 1998, more than 750 students participated in the program. Although this number is less than that reported in 1995, club rosters were purged to remove inactive students thereby increasing the overall level of participation in various events and programs. In addition, some teachers were able to work with smaller clubs, which contributed to improving a teacher's instructional effectiveness.

Teacher Training

Training for teachers serving as sponsors of LEAP clubs was performed during an all-day session held on a Saturday. These sessions included overview of the program, discussion of the goals and objectives, and review of LEAP's expectations for club sponsors. The Saturday sessions also included professional development to assist the teachers in incorporating engineering concepts in their regular club meetings.

Tours of engineering sites helped teachers learn more about engineering and the math and science concepts teachers need to incorporate to increase students' preparation for engineering careers. Hands-on demonstrations of science experiments were also conducted as part of the Saturday sessions.

Additional teacher training was provided in the form of monthly teacher or sponsors meetings. These structured meetings feature an agenda item, Club Information Transfer that gives teachers an opportunity to learn innovative instructional methods used by other LEAP teachers in their regular club meetings. During this portion of the meeting, teachers discuss what items or activities they have been performing with their students.

From January 1, 1996 until August 1, 1998, more than 10,340 man-hours of training were provided in the form of Saturday sessions (Kick-Off Meetings) and monthly Sponsors Meetings. Attendance figures for each meeting are shown in Appendix B.

Information Dissemination Forum for Parents

Xavier University's experience in conducting information dissemination forums for parents during the period from 1991 until 1995 indicated poor parental participation. Therefore, alternative methods to achieve parental support during the no-cost extension period were sought.

Changes in operating procedures and policies combined with program upgrades largely contributed to an increase in parental involvement in LEAP. One approach to increasing parental involvement centered on the premise that if students are excited about the activities that they participate in, they will bring their excitement home with them during discussions with their parents. Program upgrades, which included the expansion of the Summer Scholars Program and the establishment of new programs such as the College Preparatory Workshop and Engineering Olympics, fueled student interest in LEAP. One vehicle used in generating parental interest through student interest was LEAP's monthly newsletter, *By LEAPs and Bounds*. The newsletter highlights the accomplishments of LEAP students and clubs. LEAP students and sponsors contribute all articles and photos (see Appendix C).

Changes in operating procedures and policies resulted in direct dissemination of scholarship, internship, and summer enrichment opportunity information to parents and students. In addition, student awards for the Science Fair and Essay Contest were changed to savings bonds to facilitate parental involvement in LEAP.

Consequently, interest in LEAP has increased tremendously and there is a waiting list of schools wanting to participate due to parental pressure. In addition, interest in the Summer Scholars Program has come from parents and schools around Louisiana and in other states including California, Virginia, New York, and Michigan. Such interest has warranted a review of the admission policy for the program as well as expansion of the program to include a residential eleventh grade session.

Initiate a Six Week Summer Program for Junior High School Students

The Summer Scholars Program for rising ninth grade students continued in 1996, but the program expanded to include a session for rising tenth grade students in 1997. This was done to retain student interest in engineering and based upon the percentage of students attending the tenth grade session who attended the previous year's (59%), the program change was welcomed. The Summer Scholars Program is free to all students who attend a school with a LEAP Club.

Curriculum upgrades to the Summer Scholars Program included changing the general math course to algebra I, revising the vocabulary class to an English course, and strengthening analytical problem solving skills by adding an environmental engineering problem which incorporated math and science concepts learned during the program. The tenth grade session included geometry, English, and biology/chemistry courses. Classes to enhance computer skills were incorporated into both the ninth and tenth grade sessions. A surveying course taught by minority engineering students to students attending the tenth grade session demonstrated the relationship geometry and trigonometry have in engineering.

Participants were selected by the LEAP staff and their selection was based upon scholastic record and recommendation from teachers.

Statistics from the Summer Scholars Program are shown in Appendix D. The expansion of LEAP resulted in a diverse student group, which would indicate greater parental involvement and universal appeal. Due to curriculum upgrades, the LEAP Summer Scholars Program is receiving requests from other areas of Louisiana as well as the United States. Continued interest from across the nation may necessitate the development of a residential program and revision of admission policy to include students who do not attend schools that have a LEAP Club.

Additionally, a new event called Engineering Olympics was developed for middle school students in 1997. This event was developed to introduce middle school students to engineering concepts in an educational, competitive manner. This event debuted with three competitions with teams receiving points for first through sixth place in each event. Each LEAP club was allowed to have up to ten team members. The success of the 1997 Engineering Olympics resulted in the establishment of a similar event for high school students in 1998. School and student participation information for the Engineering Olympics is shown in Appendix E.

Expansion to Baton Rouge

Using the guidance document developed for expansion of the program, LEAP identified two potential candidates for expansion in the Baton Rouge area. After contacting and meeting with the appropriate school officials, progress was made in adding one school to the program. However, the expiration of the grant resulted in retarding the process involved in adding Scotlandville High School to LEAP.

Annual High Visibility Motivational Activity for 20 Junior High School Students

After reviewing this objective, it was deemed more cost effective to utilize funds allocated for a highly visible motivational activity to new programs that could impact more students. As a result, scholarship and internship opportunities were added through different partnerships and the LEAP Club Assistance Fund was developed.

The LEAP Club Assistance Fund is designed to meet the needs of a diverse student population and to generate greater interest in engineering. Each school's LEPA Club is eligible to receive up to \$1100, which must be used to supplement club activities that generate an interest in, or are related to engineering. Teachers request funds in writing and their request is reviewed by the LEAP Board of Directors which reviews the form to ensure adherence to the goals and objectives of LEAP. Upon review teachers are notified as to the status of their request and utilizing established accounting policies established by the University of New Orleans Purchasing Department are provided with either a purchase order or a reimbursement check for their request. Guidelines and procedure for obtaining LEAP Club Assistance funds is shown in Appendix F.

LEAP Club Assistance Funds can be used to purchase computer software, supplies necessary to complete LEAP Club projects, math, science or engineering teaching aids, or student entry fees in other competitions which generate an interest in, or are related to engineering. Teachers can not use these funds to purchase fundamental school supplies such as pencils, pens, and notebook paper.

Other funds redirected from the original objective include co-sponsorship of three scholarships for rising seniors to Cornell University Summer College. LEAP and Cornell University formed a partnership to increase minority participation in engineering. LEAP selects up to three qualified minority students to attend Summer College where they receive college credits and attend Exploration Engineering Seminars. In addition, this is an opportunity for students to learn first hand about college life and assess their strengths and weaknesses for their upcoming senior year. Statistics for awardees for the LEAP/Cornell University Summer College Scholarships are shown in Appendix G.

Finally, LEAP's partnership with INROADS and the University of New Orleans (UNO) resulted in the formation of a LEAP-INROADS-UNO scholarship. The recipient of this scholarship/internship is a LEAP student who is accepted into INROADS and enters the University of New Orleans majoring in engineering. This is a unique opportunity for minority students to receive financial assistance while learning about engineering through an internship that is provided by INROADS.

Summary

With the exception of expanding the program to Baton Rouge, all of the major objectives of the grant were exceeded. The improvement in student matriculation and increase of students entering engineering provides evidence of the success of the program. The upgrades and changes made to LEAP resulted in the program being widely accepted at schools across the area.

Continuous evaluation of each event and program ensures that the program remains dynamic in its approach to increasing minority student preparation for engineering degrees. However, student tracking remains the primary evaluation tool used to measure the program's success.

APPENDIX A

List of Participating Schools 1996 – 1998

1995 – 96 School Year High Schools

G. W. Carver
Joseph S. Clark
Destrehan
Edna Karr Magnet
John F. Kennedy
L.B. Landry
Alfred Lawless
McDonogh #35
Eleanor McMain Magnet
Sarah T. Reed
Booker T. Washington
Xavier Preparatory

1996 – 97 School Year

G. W. Carver
Joseph S. Clark
Destrehan
Edna Karr Magnet
John F. Kennedy
L.B. Landry
Alfred Lawless
McDonogh #35
Eleanor McMain Magnet
Sarah T. Reed
Booker T. Washington
Xavier Preparatory
Warren Easton
Benjamin Franklin
New Orleans Math & Science
O. Perry Walker

1997 – 98 School Year

G. W. Carver
Joseph S. Clark
Destrehan
Edna Karr Magnet
John F. Kennedy
L.B. Landry
Alfred Lawless
McDonogh #35
Eleanor McMain Magnet
Sarah T. Reed
Booker T. Washington
Xavier Preparatory
Warren Easton
Benjamin Franklin

O. Perry Walker
Marion Abramson
John Ehret
Grace King
John McDonogh
Redeemer-Seton
Riverdale
Slidell

Junior High Schools

Francis W. Gregory
McDonogh #28

Francis W. Gregory
McDonogh #28

Francis W. Gregory
McDonogh #28

Middle Schools

Israel Augustine
Samuel Green
Live Oak
Edward Livingston
Lusher Alternative
Thurgood Marshall Magnet
Fannie C. Williams
Sophie B. Wright

Samuel Green
Live Oak
Edward Livingston
Lusher Alternative
Thurgood Marshall Magnet
Fannie C. Williams
Sophie B. Wright
Prince of Peace Lutheran
Carter G. Woodson

Israel Augustine

Edward Livingston

Thurgood Marshall Magnet
Fannie C. Williams
Sophie B. Wright
Prince of Peace Lutheran

McDonogh #24
Theodore Roosevelt
O. Perry Walker Extension

Schools added from the previous year are shown in bold italics

APPENDIX B

Teacher Training

Training Forum	Date	Length	No. of Attendees
Sponsors Meeting - February	February 7, 1996	1:00	20
Sponsors Meeting - March	March 13, 1996	0:45	16
Sponsors Meeting - April	April 10, 1996	0:15	11
Sponsors Meeting - May	May 8, 1996	0:30	16
1996 Kick-Off Meeting	September 7, 1996	5:00	27
Sponsors Meeting - September	September 18, 1996	0:45	25
Sponsors Meeting - October	October 16, 1996	0:15	14
Sponsors Meeting - November	November 20, 1996	0:30	18
Sponsors Meeting - January	January 22, 1997	0:45	19
Sponsors Meeting - February	February 19, 1997	0:45	17
Sponsors Meeting - March	March 19, 1997	1:00	15
Sponsors Meeting - April	April 16, 1997	0:45	16
Sponsors Meeting - May	May 21, 1997	0:45	17
1997 Kick-Off Meeting	September 6, 1997	3:00	36
Sponsors Meeting - October	October 15, 1997	0:45	22
Sponsors Meeting - November	November 19, 1997	1:00	32
Sponsors Meeting - December	December 17, 1997	0:45	22
Sponsors Meeting - January	January 21, 1998	0:30	28
Sponsors Meeting - February	February 18, 1998	1:00	25
Sponsors Meeting - March	March 18, 1998	1:00	26
Sponsors Meeting - April	April 15, 1998	1:00	18
Sponsors Meeting - May	May 20, 1998	0:15	25
TOTALS		22:15	465

WRIGHT LEAP CLUB BRINGS HOME THE GOLD

● University of New Orleans

The LEAP Club at Sophie B. Wright Middle School won 1st place in the 1997 LEAP Engineering Olympics on April 18, 1997, at the University of New Orleans.

This year's competition was stiff as the Fannie C. Williams Middle School LEAP Club fought a valiant fight to the end. After three events, the two clubs were tied for first place forcing a sudden death egg toss relay race. The Wright students prevailed by tossing the egg the furthest, but the Williams group was not far behind.

The final standings for this year's Engineering Olympics were as follows:

1 st Place	Sophie B. Wright MS
2 nd Place	Fannie C. Williams MS
3 rd Place	Livingston MS

Gregory JHS, Livingston MS, Marshall MS, McDonogh #28, Prince of Peace Lutheran, Walker HS (Jr. Div.), Williams MS, and Wright MS LEAP Clubs participated in the event.

The clubs participated in three events: Egg Drop, Garbanzo Bean Structure, Humpty Dumpty Relay Race. There were some outstanding individual club performances in the three events. Seven out of eight clubs successfully completed the Egg Drop. Points were awarded according to the most cost effective design. The most effective design received ten points. Williams MS won this event. Wright MS destroyed the competition in the Garbanzo Bean Structure. The club had a 69.09 weight/height ratio which was almost 8 points higher than its closest competitor. The crew from Marshall MS ran away with the Humpty Dumpty Relay Race by going a distance that was not measurable (at least 100 yards). The closest competitor was Walker HS (Jr. Div.) LEAP Club with a distance of 168 feet.

Persistence paid off for the top three finishers as they consistently placed in all three events. The prizes for the 1st place club included an AT computer, monitor, keyboard and Epson printer, LEAP bookbags for each participant and Sponsor, gift certificates from Wendy's for the students and free admission to the Audubon Zoo for the students. All participants received an Engineering Olympics T-shirt.



Sponsors Moneet Williams and Leon Senegar oversee Walker HS (Jr. Division) LEAP Club members as they meticulously design their Garbanzo Bean Structure



Shown with Sponsor Janet Stevens are members of the 1st Place team from the Sophie B. Wright Middle School LEAP Club.



1997 ANNUAL LEAP AWARDS BANQUET DRAWS A BIG CROWD

- **University of New Orleans**

The 1997 Annual LEAP Awards Banquet was held on May 8, 1997, in the Grand Ballroom of the University Center on the campus of the University of New Orleans. Approximately 325 people attended this year's banquet.

The theme of the banquet was "LEAPing into 2000". The guest speaker was Kirk Jackson, Operations Improvement Manager, Union Carbide Corporation. Mr. Jackson captured the audience by quoting lines from the popular tune performed by R. Kelly, "I Believe I Can Fly". Mr. Jackson eloquently transposed the song's message of personal achievement into the theme of this year's banquet and provided a strong message of how hard work, perseverance, and determination can help LEAP students become engineers.

LEAP recognized the accomplishments of LEAP students and Sponsors. Most notably, awards were given to the Most Outstanding LEAP Club at the Junior, Middle, and Senior High School levels. The awards were distributed as follows:

Middle School - Livingston
Junior High - McDonogh #28
Senior High - Destrehan

The awards for Most Outstanding LEAP Club Sponsor went to:

MS - Erica Mitchell, Portia Elly (Livingston)
JHS - Lizzie Jackson, Rosalind Narcisse (McDonogh #28)
SHS - Alvera Larks, Vevlyn Adams (Destrehan)

Two \$1500 LEAP scholarships were awarded. This year's recipients were Racquel Douglas, Destrehan HS, and Kimberly Isles, Xavier Preparatory HS. In addition, LEAP, in conjunction with Cornell University, awarded three scholarships to LEAP students to attend the Cornell University Summer Program. The recipients were: Chandra Joseph, Lawless HS, Akia Laurant and Alicia Palao, both from McDonogh #35 HS.

The 1996 LEAP-Amoco Minority Engineering Scholarship was awarded to Rashod Gibson, Florida A&M University. Amoco Production Company was also recognized as the Most Outstanding Company for 1997.

Congratulations to all of the winners and the 121 LEAP Scholars who managed to achieve a 3.50 GPA or greater for the 1997 school year.

LEAP STUDENTS DEMONSTRATE WRITING SKILLS

- **Destrehan High School**

Four Destrehan High School LEAP Club members recently showed off their writing skills in a Young Authors Contest. Here's how the students stacked up against the competition:

Fiction - Misty Fauchaux, 1st Place, 11th-12th Grade

Non-Fiction - Ashaunta Tumblin, 1st Place, 11th-12th Grade; Natasha Douglas, Honorable mention, 9th-10th Grade

Poetry - Desiree Ong, 1st Place, 11th-12th Grade



SUMMER SCHOLARS PROGRAM READY TO START

- **University of New Orleans**

The 1997 LEAP Summer Scholars Program is ready to kick-off another great summer. There are twenty seven students registered for the 9th grade session and seventeen students registered for the 10th grade session.

The students represent many schools from the New Orleans area. The schools represented are:

<i>Easton HS</i>	<i>McDonogh #28 JHS</i>
<i>Franklin HS</i>	<i>McDonogh #35 HS</i>
<i>Gregory JHS</i>	<i>McMain HS</i>
<i>Lawless HS</i>	<i>Reed HS</i>
<i>Marshall MS</i>	<i>Washington HS</i>
<i>John McDonogh HS</i>	<i>Williams MS</i>

The instructors for this year's program will be:

<i>Ms. Theresa Buggage</i>	<i>Reed HS</i>
<i>Ms. Constant Serrette</i>	<i>Karr HS</i>
<i>Mr. Joseph Gilyot</i>	<i>Kennedy HS</i>
<i>Ms. Amena Henville</i>	<i>U.N.O.</i>
<i>Ms. Ellaree Holmes</i>	<i>Williams MS</i>
<i>Ms. Kendria Jones</i>	<i>Bell JHS</i>
<i>Ms. Birdel Spears</i>	<i>Karr HS</i>



LEAPers CORNER

A word from the students



TEN THINGS WE LEARNED ABOUT AVONDALE SHIPYARDS

◆ **Destrehan HS - Misty Faucheux, Kendra Fox, Ashaunta Tumblin**
Three Destrehan HS LEAP Club members recently went on a tour of Avondale Shipyards. The tour was a reward for the Level IV 1st - 5th place contestants in the 1996 LEAP Video-Essay Contest. Here is what they learned.

The day consisted of a brief presentation, a tour of the shipyard, and lunch. We learned some interesting facts about Avondale and how engineers play a major role in the shipbuilding industry.

1. Avondale Shipyards began as a barge repair company with only four men. The company later advanced to building barges for ferries.
2. Avondale Shipyards now consists of four divisions:
 - a. Algiers Division
 - b. Steel Division
 - c. Waggaman Modular Construction
 - d. Gulfport Division
3. World War II was instrumental in Avondale's phenomenal growth and gave the company national prestige.
4. Avondale has its own fire department, ambulances, and maintains all company vehicles.
5. Avondale's most recent project was a Sea Lift (T-AKR Fast Sealift) named after noted entertainer Bob Hope. It is the second largest of its kind in the world.
6. Avondale plans to work with the University of New Orleans on a project involving Naval Architecture and Marine Engineering.
7. Engineers, draftsmen, and laborers work together to build and repair ships.
8. Ships are built in modules (separate pieces) that are welded together to form the complete structure.
9. The Carpentry Unit builds wooden skids that support ships in the drydock area while they are being built or overhauled.
10. The latest technology to help in ship building is CAD (Computer Aided Design). Computer graphics have enabled engineers to look at ship structures from all angles which helps to solve architectural problems.

Our trip was truly a learning experience. We wish that we could have gone on the Bob Hope ship. We had a wonderful day.

KICK-OFF MEETING DATE SET

◆ **University of New Orleans**

LEAP is already looking ahead to the 1997-1998 school year. The date for the 1997 Kick-off Meeting has been set as September 6, 1997. So mark your calendars now. This date will approach fast and we will LEAP into the new school year with big plans. The meeting will be held at U.N.O. Further information will be provided in the upcoming months.

CHEMIPALOOZA EXCITES THE CROWD

◆ **University of New Orleans**

Sarah T. Reed High School was the setting on May 14, 1997, for the ChemiPalooza Educational Program. The show features high-tech multimedia tools which visually demonstrate how chemistry is used in everyday life.

ChemiPalooza is sponsored by Dow Chemical Company and has toured the U.S. for approximately five years. The target audience is middle school and junior high school students. The show uses a fast paced MTV-style format to convey the message of the importance of chemistry in all aspects of life. The performers use high energy and crowd participation to make this a truly interactive spectacle.

Congratulations are in order for the administration of Sarah T. Reed High School for bringing such an informative program to the city. Special congratulations go out to Ms. Theresa Buggage, LEAP Sponsor-Sarah T. Reed HS, for coordinating this effort to educate students on chemistry and possibly inspire young students to become engineers in the future.

DATELINE

May 21, 1997 - Sponsors Meeting
June 9, 1997 - 9th Grade session of Summer Scholars Program begins
June 23, 1997 - 10th Grade session of Summer Scholars Program begins
June 30, 1997 - Distribution of Sponsor Stipends
July 3, 1997 - 9th Grade session of SSP ends
July 18, 1997 - 10th Grade session of SSP ends
September 6, 1997 - LEAP Kick-off Meeting

APPENDIX D

Statistics - Summer Scholars Program 1996 - 1998

	<u>1996</u>	<u>1997</u>	<u>1998</u>
No. of Students			
9 th Grade Session	20	24	15
10 th Grade Session	No session	12	23
Schools Represented			
9 th Grade Session	7	5	8
10 th Grade Session	No session	6	10
% Students Accepted with 3.0 GPA or Greater and Ranked Top 10% of Class			
9 th Grade Session	67%	78%	80%
10 th Grade Session	No session	71%	79%

APPENDIX E

Statistics – Engineering Olympics 1997 - 1998

	<u>1997</u>	<u>1998</u>
No. of Participating Students		
Junior Olympics	63	51
Senior Olympics	Not Held	53
Schools Represented		
Junior Olympics	8	7
Senior Olympics	Not Held	7
Competitive Events		
Junior Olympics	Egg Drop Chick Pea Structure Building Egg Toss Relay	Egg Drop Paper Glider Competition Egg Toss Relay
Senior Olympics	Not Held	Egg Drop Paper Tower Construction Wooden Tower (Structure Building)
Top Three Finishers		
Junior Olympics	Sophie B. Wright Middle School F. C. Williams Middle School Edward Livingston Middle School	O. Perry Walker Extension Middle School Prince of Peace Lutheran School Sophie B. Wright Middle School
Senior Olympics	Not Held	Warren Easton High School Edna Karr Magnet High School John Ehret High School

LEAP Club Assistance Funds

Purpose	To provide supplemental funds to active LEAP Clubs in order to address the interests and meet the needs of its club members.
Objective	To generate a greater interest in engineering by supplementing LEAP Club activities which address students' interests.
Why have a LEAP Club Assistance Fund?	<p>The diversity of LEAP students requires that equally diverse activities occur at each club in order to generate and maintain students' interest in engineering.</p> <p>An activity performed at one school which interests club members may not generate much more than a yawn from students at another school. Some students have a greater appreciation for certain activities due to their exposure to, and understanding of, certain science and math principles. Most LEAP Sponsors are familiar with their student's needs and are in a position to formulate LEAP Club activities which would captivate their club members' interests. LEAP Club Assistance Funds would provide LEAP Sponsors with a mechanism to formulate club activities which generate and maintain students' interest in engineering.</p>
What criteria have to be met in order to receive funds?	<p>LEAP Club Assistance Funds must be used to supplement LEAP Club activities which generate an interest in, or are related to engineering. This includes, but is not limited to purchasing computer software, supplies necessary to complete specific Club projects, or student entry fees in other competitions which generate an interest in, or are related to engineering.</p> <p>LEAP Club Assistance Funds can not be used to purchase food, drinks, basic classroom supplies (i.e., pencils, loose leaf paper, notebooks, etc.), or awards for LEAP Club members.</p>
How much is a club allowed to receive?	Each school's LEAP Club is eligible to receive a maximum of \$300 per school year.
Can a club receive more than \$300 per school year?	Sponsors may elect to direct some or all of their stipend towards their club's LEAP Club Assistance Fund account if it is desired to increase the available funds for his/her club. Once the Sponsor makes such a decision, any portion of the stipend which is not used is forfeited. Sponsors must declare their intentions in writing prior to December 1 during the current school year.

LEAP Club Assistance Funds

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How does a club receive funds?

In order to receive LEAP Club Assistance Funds, LEAP Sponsors must complete a LEAP Club Assistance Fund Request form and submit the form to LEAP, University of New Orleans, College of Engineering, New Orleans, La. 70148, Attention: Vernard Henley, Director. LEAP Club Assistance Fund forms can also be faxed to the LEAP office at 280-5585.

Requests for LEAP Club Assistance Funds must be approved by the Board of Directors and the forms must be received at least three (3) working days before each LEAP Board of Directors meeting in order to be considered for review.

What is the approval process?

Each month (usually the third Friday of the month), the LEAP Board of Directors will review each request to ensure adherence to the criteria set forth for LEAP Club Assistance Funds and to ensure the objectives of LEAP will be met.

After reviewing each request, the Board may elect to reject, conditionally approve, or unconditionally approve a request. LEAP Sponsors will be notified in writing within five (5) working days of the Board's decision regarding their request.

How long does it take to receive funds after a request is approved?

Due to university policy, funds will not be advanced to LEAP Sponsors. Use of existing purchasing procedures and processes should adequately handle any approved LEAP Club Assistance Fund expenditures. Existing processes permit reimbursement within 3-4 weeks.

How do LEAP Sponsors purchase items once approval is received and what do LEAP Sponsors have to do after making a purchase?

For items that must be prepaid, a check request will be issued to reimburse LEAP Sponsors for their purchases. LEAP Sponsors must submit all receipts and the original approved LEAP Club Assistance Fund Request to LEAP, University of New Orleans, College of Engineering, New Orleans, La. 70148, Attention: Vernard Henley, Director. Faxed receipts will not be accepted. LEAP Sponsors can expect to receive reimbursement checks within 3-4 weeks after submittal of receipts to the LEAP office.

For items that do not have to be prepaid, a Direct Order (DO) number will be assigned for the purchase. The LEAP Sponsor provides the vendor with the DO number and requests the invoice be sent to LEAP, University of New Orleans, College of Engineering, New Orleans, La. 70148, Attention: Vernard Henley, Director.

LEAP Club Assistance Funds

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If the vendor is in town and the LEAP Sponsor wishes to pick up the item(s) from the vendor, the LEAP Sponsor can provide the DO number to the vendor at the time of purchase and the bill will automatically be forwarded to University of New Orleans, provided that the university has an account with the selected vendor (contact the LEAP office to verify university's account status with selected vendors). LEAP Sponsors must submit all receipts to the LEAP office. Faxed receipts will not be accepted.

What happens if a LEAP Sponsor underestimates the cost of goods or services?

If the actual costs exceed the approved amount, the LEAP Sponsor must fill out and submit an amended LEAP Club Assistance Fund Request Form in order to get reimbursed for the difference. The LEAP Sponsor must also include copies of all receipts. Reimbursement of costs will not be provided if the reimbursed amount results in exceeding the Club's allocated balance, or if the expenditure was not included in the Sponsor's initial request and approved by the Board of Directors.

Due to existing accounting processes, underestimation of costs will result in delaying reimbursement of approved funds.

What happens if a LEAP Sponsor decides not to purchase goods after the request is approved?

If for whatever reason a LEAP Sponsor decides not to make a purchase for which approval has been granted, the LEAP Sponsor should write "cancel request" on the LEAP Club Assistance Fund Request Form, sign and date the form and return it to the LEAP office for processing. This will ensure that the correct balance is recorded for the LEAP Club.

Is there a penalty for not submitting required receipts or other documentation?

Failure to submit the appropriate documentation or will result in forfeiture of all remaining funds for the remaining school year. If there are no more available funds in a Club's account, funds allocated to the Club for the next school year will be forfeited.

January 9, 1997

APPENDIX G

Statistics – LEAP /Cornell University Summer College Scholarships 1997 – 1998

	<u>1997</u>	<u>1998</u>
No. of Applicants	6	19
Students Selected	Chandra Joseph – Alfred Lawless High School Akia Laurant – McDonogh #35 High School Alicia Palao – McDonogh #35 High School	Judea Goins – Benjamin Franklin High School Mohammed Khan – Grace King High School Taciana Williams – McDonogh #35 High School
Average GPA of Applicants	3.57	3.89
Status of Selected Students (as of Aug. 1, 1998)	Chandra Joseph – Engineering; LSU Akia Laurant – Engineering; Florida A & M Alicia Palao – Engineering; LSU	All entering their senior year
Duration of Program	Six weeks	Six weeks
Demographics for Selected Students	3 – African American females	2 – African American females 1 – Asian Indian male