

DEPARTMENT OF HEALTH AND HUMAN SERVICES  
OFFICE OF DIRECTOR

ACTION REFERRAL

TO <i>Myers/Hamilton</i>	DATE <i>5-5-08</i>
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DIRECTOR'S USE ONLY		ACTION REQUESTED	
1. LOG NUMBER <i>000571</i>	<input checked="" type="checkbox"/> Prepare reply for the Director's signature DATE DUE <i>5/15/08</i>		
2. DATE SIGNED BY DIRECTOR <i>[Signature]</i>	<input type="checkbox"/> Prepare reply for appropriate signature DATE DUE _____		
<i>cc: Sheila Platts</i> <i>Claudia B/6/08, letter attached.</i>		<input type="checkbox"/> FOIA DATE DUE _____	
		<input type="checkbox"/> Necessary Action	

APPROVALS (Only when prepared for director's signature)	APPROVE	* DISAPPROVE (Note reason for disapproval and return to preparer.)	COMMENT
1.			
2.			
3.			
4.			



# SPORTS, INTELLIGENCE & SOLUTIONS

April 30, 2008

RECEIVED

MAY 05 2008

Ms. Emma Forkner, Director  
South Carolina Department of Health and Human Services  
P. O. Box 8206  
Columbia, South Carolina 29202-8206

Department of Health & Human Services  
OFFICE OF THE DIRECTOR

Re: Prevention Partnership – *RUNJUMP 2008*

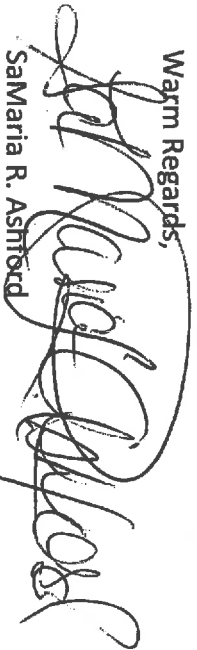
Dear Ms. Forkner:

I was recently awarded a Grant by your Agency which promises to make a most significant positive impact on children in our community. I complied with the terms for submission and was awarded the Grant by DHHS. However, DHHS failed to provide funds as of April 1, 2008 as stipulated in the contract between myself and DHHS; and now your staff is advising me they are withdrawing funding for my failure to provide a laundry list of additional items they requested on April 4, 2008. I have been performing work pursuant to the Grant out-of-pocket as DHHS has failed to provide funding necessary for me to make certain commitments critical to successful administration of the Grant.

Please review my enclosed letter to your staff for verification of my concerns. I am requesting your immediate intervention regarding this matter as the Grant serves a most worthy cause and children are already looking forward to its promises.

Should you wish to discuss this matter please do not hesitate to call me at 803-361-5433.

Warm Regards,



SaMaria R. Ashford  
Sports, Intelligence, & Solutions, LLC  
SA/a



## SPORTS, INTELLIGENCE & SOLUTIONS

April 30, 2008

Ms. Sheila Platts, MS  
South Carolina Department of Health and Human Services  
P. O. Box 8206  
Columbia, South Carolina 29202-8206

Re: Prevention Partnership – *RUNJUMP* *2007*

Dear Ms. Platts:

This is in response to your correspondence dated April 25, 2008 in which you advised me the deadline for submission of the additional information you requested was April 18, 2008, and the deadline was not met as of April 25, 2008. You advised your Agency would discontinue funding of my grant proposal.

As you are aware, we met on April 4, 2008. In this meeting I confirmed a list of items you stated you needed. This list was extensive and required considerable work. At the close of our meeting, there was no deadline imposed. I called you on Friday, April 25, 2008 and advised you I would email the information to you no later than the close of business that same day, and hand deliver a copy first thing the following Monday morning (April, 28, 2008). You stated you were "just about to write me a letter". You informed me you would have to call me back. After considerable time passed, I had not received a return call so I called your office once again, this time leaving a voice message. You advised me via voicemail late that afternoon that I should receive a letter on Monday or Tuesday (April 28<sup>th</sup> or 29<sup>th</sup>) of the next week. I received your letter on April 28, 2008 and phoned your office immediately.

The items you requested of me required time, research, and in many cases, negotiation. My contract with the South Carolina Department of Health and Human Services (DHHS) stipulates funding would be effective April 1, 2008, yet as of April 25, 2008, I had received no funds. Therefore, an extensive amount of time and work was invested in this process out of my pocket instead of with grant funds, which would have been appropriate. I am aware my contract allows for termination when a "material breach" occurs. I submit if such a breach occurred, the first breach to occur was at the hands of DHHS. DHHS did not meet its obligation to provide funds as required by contract. Consequently, I cannot accept an invalid termination without exhausting every legal option available that would allow me to continue as the Grant's recipient. Please note, my contract with DHHS requires 30 days advance notice prior to termination; therefore, my contract with DHHS still remains effective through May 24, 2008, and I am operating in good-faith based on that premise.

This Grant Proposal is a very worthy venture. There are persons with whom I made verbal agreements who are depending upon their having jobs. We already have many of the children we intend to serve.



## SPORTS, INTELLIGENCE & SOLUTIONS

THE FUNDING EXPERTS IN SPORTS & RECREATION

Ms. Sheila Platts

April 30, 2008

Page 2

Therefore, I am enclosing the information you requested. Hopefully, DHHS will see fit to reinstate the Grant commensurate with funding immediately. If DHHS chooses not to reinstate funding, please advise me as to what means of appeal exists. Should I lose the appeal, if one exists, then I will submit a request to DHHS for expenditures already incurred for this Program.

Should you wish to discuss this matter please do not hesitate to call me at 803-361-5433.

Warm Regards,

SaMaria R. Ashford

Sports, Intelligence, & Solutions, LLC

SA/a

cc: Ms. Emma Forkner, Director

701 Gervais Street, Suite 150-208

Columbia, SC 29201

Email: [sportsintelligence@hotmail.com](mailto:sportsintelligence@hotmail.com)

Telephone (803) 361-5433

SaMaria R. Ashford, President



**Timeline of Key Objectives (Operational Plan – Updated)**

This operational plan serves as a guide for key activities and is a living document. *Sports, Intelligence & Solutions, LLC* reserves the right to manipulate activities to benefit the smooth operation of the program.

Key Activity	Target Date	Responsible Party
Convene RJP Advisory Team (Bi-weekly mtgs.)	April 2008	Program Director
Develop community partnerships	April/May 2008	Program Director
Assess Staff Requirements	April 2008	Program Director
Determine staffing needs and post available positions	April 2008	Advisory Team
Hire, orient, and train staff	April/May 2008	Program Director
Determine logistics (framework, fitness model, program model, health assessments, fee scale, health screening parameters and essentials)	May 2008	Advisory Team
Recruit participants	May 2008	Advisory Team, Program Coordinator, Program Directors, Instructors
Design media/advertise program	May 2008	Program Coordinator
Order equipment, paraphernalia, supplies, etc.	May 2008	Program Coordinator
Create/order assessment, monitoring, evaluation and feedback tools	May 2008	Program Coordinator
Registration Fair/Health Screening	May 2008	Program Director, Program Coordinator, Instructors, Advisory Team, Partners



Key Activity	Target Date	Responsible Party
Implement Summer programs	June-August 2008	Program Director
Convene RJP Advisory Team monthly mtgs.	June 2008–August 2008	Advisory Team
Staff Training	August 2008	Program Director
Parent Orientation	August 2008	Program Coordinator
Implement Fall Programs (activity, education, service)	September – December 2008	Program Director
Train Staff and Team Members	December 2008	Program Director
Recruit participants	December 2008	Program Director, Advisory Team, Program Coordinator, Instructors
Registration Fair/Health Screening	January 2009	Program Director, Program Coordinator, Instructors, Advisory Team, Partners
Program Evaluation/Assessment Period (internal effectiveness)	January 2009	Program Director
Implement Spring Programs (activity, education, service)	January–March 2009	Program Director
Participation Gala/Banquet	April 2009	Program Coordinator

Summer Program – 2 six week sessions of sports enrichment; Session I (ages 7 to 11), Session II (ages 12 to 17); centralized location TBA  
 Fall/Spring Sessions – participation in multiple activities based on arrangement at registration; activities include Martial Arts/Kick Boxing, Volleyball, Basketball, military style training; all activities include universal fitness program.  
 Fitness program – paired to nationally recognized fitness assessments (i.e. President's Physical Fitness Test)  
 Educational Program – oriented into daily summer regime; Fall/Spring sessions once monthly, half-a-day; includes service component (i.e. service learning, community service, or volunteer activities)

## GOALS and MEASURABLE OBJECTIVES - AMMENDED

### Goal 1

#### **Improved Physical Health**

This program will help young people create the habit of good personal health and hygiene which include frequent exercise, healthy eating, and good sleeping patterns. They will learn how to will their bodies and minds to cooperate with one another and gain lifelong benefits of caring for their bodies. Students should gain physical strength and energy. Some students may lose or gain weight.

**Measurable Outcome Objective:** Students will be required to record participation and submit weekly activity logs. Logs will be used to teach students how to monitor behaviors as well as to monitor participation.

**Measurable Outcome Objective Revised:** Participating students will be required to complete and submit weekly activity logs detailing the time expended to exercise and the foods they ate each day (for example, students will be requested to strive to eat at least five servings of fruits vegetables daily). Project staff will maintain and update logs of students' height, weight, blood pressure and pulse rate on a quarterly basis in order to determine progress.

### Goal 2

#### **Improved Emotional Health**

This program will educate students in various areas of health which will enable them to take charge of their decision making. As they begin to experience natural changes in their bodies resulting from altered exercise and diet routine their mental health will be effected. They should be able to formulate thoughts more lucidly.

**Measurable Outcome Objective:** Students will be required to participate in regular education activities which may require written feedback surveys, discussion groups, etc. Students may also be asked to keep a program journal.

**Goal 2 Revised****Improved Emotional Health Revised**

We have adopted the U.S. Surgeon General's definition of mental health as "the successful performance of mental function, resulting in productive activities, fulfilling relationships with other people, and the ability to adapt to change and cope with adversity." Mental or emotional health generally refers to an individual's thoughts, feelings and actions, particularly when faced with life's challenges and stresses.

**Measurable Outcome Objective Revised:** This program will conduct screening monthly surveys of all participating students in order to assess the following:

1. Sense of well-being and contentment;
2. A zest for living – the ability to enjoy life, to laugh and have fun;
3. Resiliency – being able to deal with life's stresses and bounce back from adversity;
4. Self-realization – participating in life to the fullest extent possible, through meaning activities and positive relationships;
5. Flexibility – the ability to change, grow, and experience a range of feelings, as life's circumstances change;
6. A sense of balance in one's life – between solitude and sociability, work and play, sleep and wakefulness, rest and exercise;
7. A sense of well-roundedness – with attention to mind, body, spirit, creativity, intellectual development, and health;
8. The ability to care for oneself and for others;
9. Self-confidence and good self-esteem; and
10. A life free of physical, mental, drug and alcohol abuse.

**Goal 3****Improved Emotional Health**

This program could possibly reduce some of the social and peer pressures associated with obesity, poor nutrition and physical inactivity. Some students may gain a new or renewed sense of self confidence.



**Measurable Outcome Objective:** Students will be required to participate in regular education activities which may require written feedback, surveys, discussion groups, etc. Students may also be asked to keep a program journal.

**Goal 3 Revised**

Teens may feel overwhelmed by the emotional and physical changes they are going through. At the same time, teens may be facing a number of pressures, from friends to fit in, and from parents and other adults to do well in school, or activities like sports or part-time jobs. Teens, especially those with low self-esteem or with family problems, are at risk for a number of self-destructive behaviors such as using drugs or alcohol or having unprotected sex. Depression and eating disorders are also important issues for teens. The project's goal with regard to emotional health is to assist the teen in assessing his/her emotions and to assimilate change in a productive and positive manner.

**Measurable Outcome Objective Revised:** This project will assess the warning signs to determine if teens are having problems in the following areas and make appropriate referrals when possible:

1. Agitated or restless behavior;
2. Weight loss or weight gain;
3. Drop in grades;
4. Trouble concentrating;
5. Ongoing feelings of sadness;
6. Not caring about people and things;
7. Lack of motivation;
8. Fatigue, loss of energy and lack of interest in activities;
9. Low self-esteem;
10. Trouble falling asleep.



## **SPORTS, INTELLIGENCE & SOLUTIONS**

### **TRANSPORTATION COSTS**

At this time, we are negotiating the purchase of a small school bus to provide supplemental transportation services for participants. We plan to provide these supplemental services beginning the Fall Session, a particular need during Daylight Savings time. We are currently working with two community groups who have engaged us in dialogue concerning support of our transportation efforts. We are unable to fully disclose a detailed and specific explanation of our transportation costs at this time for the following reasons:

1. Our community contacts have asked to remain nameless until such time that we have come to terms;
2. We will not have definite costs until such a time as our community contacts have committed to us, which in part is impacted by our inability to discuss financial resources with any certainty;
3. Transportation is not an immediate priority because we currently plan to utilize this option approximately 6 months from now.

While we fully intend to provide additional detail regarding transportation costs to include but not limited to vehicle, insurance, licensing, fuel, safety and route, our only recourse at this time is to assure that our plan will yield to the \$30K budgeted at the time of the award. Our priority focus will shift to transportation immediately once we are fully staffed.

### **DISCOUNTED EQUIPMENT**

We intend to employ the use of discounters to provide the sports equipment and paraphernalia requested. Our primary source will be Delay of Game Sports of Tuskegee, Alabama.

**Disclaimer:** The statements are intended to describe the general nature as to a planning guide for advancing the **RunJUMP program**. They are not intended to be exhaustive or binding. Sports, Intelligence & Solutions, LLC reserves the right to make appropriate decisions and adjustments that lead to a successful program with freedom and without restraint.

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701 Gervais Street, Suite 150-208  
Email: [sportsintelligence@hotmail.com](mailto:sportsintelligence@hotmail.com)

Columbia, SC 29201

Telephone (803) 361-5433  
SaMarta R. Ashford, President



## **SPORTS, INTELLIGENCE & SOLUTIONS**

### **TRANSPORTATION COSTS**

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Columbia, SC 29201

Telephone (803) 361-5433  
SaMaria R. Ashford, President



# SPORTS, INTELLIGENCE & SOLUTIONS

## SERVICE AGREEMENT

This Service Agreement ("Agreement") is entered into on April 1, 2008 by and between Sports, Intelligence & Solutions, LLC, a South Carolina corporation ("Corporation"), and Clergy for Educational Options, Inc ("Consultant").

In consideration of the mutual promises of the parties and other good and valuable consideration, the parties hereby agree:

**Section 1. Engagement** During the term of this Agreement, the Corporation agrees to engage the Consultant who agrees to serve the Corporation to provide the following services:

1. Furnished Office Space for program "Run Jump Play"
2. Office Management and Administrative Services
3. Access to general office equipment
4. Supplementary Social/Educational Programs
5. Supplemental Grant Research and Development Services

**Section 2. Term** This Agreement shall commence upon the execution of this document.

**Section 3. Compensation** The Corporation shall pay the Consultant for the services described herein on the work order attached to this Agreement as Exhibit A. This rate sheet may be changed from time to time with the mutual consent of both parties. In addition, the Corporation shall reimburse the Consultant for reasonable expenses pre-approved by the Corporation.

**Section 4. Independent Contractor** The parties intend that the relationship between them created under this Agreement is that of an independent contractor only. The Consultant shall not be considered an agent or employee of the Corporation for any purpose and the Corporation is interested only in the results obtained under this Agreement; the manner and means of performing the services are subject to the Consultant's sole control.

The Consultant shall be responsible for all state, federal and local taxes, including estimated taxes, social security, disability insurance, if any, and any other similar form of payments, as well as all employment reporting, for the Consultant and any of the Consultant's employees or agents.



## **SPORTS INTELLIGENCE SOLUTIONS**

**Section 5. Proprietary Rights** The Consultant agrees that all Work Products created solely or jointly by the Consultant their employees, associates or subcontractors, arising from work performed hereunder, or previously conceived in anticipation of consulting work to be performed in regard to the Corporation's engagement of the Consultant, shall be deemed "work made for hire". The Consultant shall cause all its employees, associates or subcontractors assisting in creating the Work Product to execute a similar acknowledgement that the Work Product is a "work made for hire". The Consultant and all of its employees, associate or subcontractors assisting in creating the Work Product shall execute all such assignments, oaths, declarations and other documents as may be prepared by the Corporation to effect the foregoing.

"Work Product" shall mean all documentation, manuals, teaching materials, creative works, know-how and information created on behalf of the Corporation, in whole or in part, by the Consultant's employees, associates or subcontractors assisting in creating the Work Product within the scope of this Agreement, whether or not copyrightable or otherwise protectable.

The Consultant shall make prompt and full disclosure of such inventions to the Corporation and at the Corporation's expense, shall assist in every lawful way in obtaining for the Corporation patents for any or all of such inventions, in perfecting in the Corporation all right, title and interest in and to such inventions and copyrights, in protecting or enforcing the Consultant's rights and controversies relating thereto. The Consultant shall do all other things necessary to effectuate the foregoing, including but not limited to executing and delivering assignments, oaths and disclaimers as needed.

**Section 6. Confidentiality** In order to induce the Corporation to enter into this Agreement, the Consultant hereby agrees that, except with the written consent of the Corporation, the Consultant shall keep confidential and not divulge to any person that is not affiliated with the Corporation, during the term of this Agreement or any time thereafter, any of the Corporation's confidential information and business secrets, including, without limitation, confidential information and business secrets relating to such matters as the Corporation's finances and operations, the materials, processes and procedures used in the Corporation's operations, the names of its customers and their requirements and the names of its suppliers. All papers, books and records of every description, including, without limitation, computer software, programs, modules, source codes, data, designs and results, as well as all reproductions thereof, relating to the business and affairs of the Corporation or its customers, whether or not prepared by the Consultant shall be the sole and exclusive property of the Corporation. Upon termination of this Agreement, or upon request by the Corporation, the Consultant shall surrender all tangible evidence of such information to the Corporation.

The obligations of secrecy shall continue throughout the duration of this Agreement and for three years thereafter.

**Section 7. Records** The Consultant shall keep full and accurate records of all consulting work performed under this Agreement. All records, sketches, drawings, prints, computations, charts, reports and other documentation made in the course of the



## **SPORTS, INTELLIGENCE & SOLUTIONS**

consulting work performed hereunder, or in anticipation of the consulting work to be performed in regard to this Agreement, shall at all times be and remain the sole property of the Corporation. The Consultant shall turn over to the Corporation all copies of such documentation on request by the Corporation.

**Section 8. Early Termination** This Agreement may be terminated by the Corporation at its discretion: (i) upon the death of the Consultant, (ii) upon the Consultant's physical or mental incapacity or disability for a period of 6 months, (iii) in the event that the Consultant is accused or convicted of any misdemeanor or felony crime or commits an act of moral turpitude; (iv) if the Consultant commits an act of fraud against the Corporation, (v) upon the disclosure of unauthorized confidential information by the Consultant; (vi) in the event that the Consultant fails to perform the services contemplated by this Agreement with diligence or competence, or (vii) if the Consultant materially breaches this Agreement.

**Section 9. Notices** Notice under this Agreement shall be in writing and shall be effective when actually delivered. If mailed, notice shall be deemed effective 48 hours after mailing as registered or certified mail, postage prepaid, directed to the other party at the address set forth below or such other address as the party may indicate by written notice to the other:

**Clergy For Educational Options**  
1105 Bellevue Street  
Columbia, SC 29201

**Sports Intelligence and Solutions**  
701 Gervais Street, Suite 150-208  
Columbia, SC 29201

**Section 10. Time** Time is of the essence.

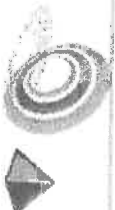
**Section 11. Waiver** Failure of either party at any time to require performance of any provision of this Agreement shall not limit the party's right to enforce the provision, nor shall any waiver of any breach of any provision be a waiver of any succeeding breach of any provision or a waiver of the provision itself for any other provision.

**Section 12. Assignment** Except as otherwise provided within this Agreement, neither party hereto may transfer or assign this Agreement without the prior written consent of the other party.

**Section 13. Law Govering** This Agreement shall be governed by and construed in accordance with the laws of the State of South Carolina.

**Section 14. Venue** The parties to this Agreement agree that any action on this Agreement shall be brought in a court of competent jurisdiction located in South Carolina.

**Section 15. Arbitration** If at any time during the term of this Agreement any dispute, difference or disagreement shall arise upon or in respect of the Agreement, and the meaning and construction hereof, every such dispute, difference and disagreement shall



## SPORTS INTELLIGENCE & SOLUTIONS

be referred to a single arbitrator agreed upon by the parties, or if no single arbitrator can be agreed upon, an arbitrator or arbitrators shall be selected in accordance with the rule of the American Arbitration Association and such dispute, difference or disagreement shall be settled by arbitration in accordance with the then prevailing commercial rules of the American Arbitration Association, and judgment upon the award rendered by the arbitrator may be entered in any court having jurisdiction thereof.

**Section 16. Attorney Fees** In the event of arbitration, suit or action is brought by any party under this Agreement to enforce any of its terms, or in any appeal therefrom, it is agreed that the prevailing party shall be entitled to reasonable attorneys' fees to be fixed by the arbitrator, trial court and/or appellate court.

**Section 17. Presumption** This Agreement or any section thereof shall not be construed against any party due to the fact that said Agreement or any section thereof was drafted by said party.

**Section 18. Computation of Time** In computing any period of time pursuant to this Agreement, the day of the act, event or default from which the designated period of time begins to run shall be included, unless it is a Saturday, Sunday or a legal holiday, in which event the period shall begin to run on the next day which is not a Saturday, Sunday or a legal holiday, in which event the period shall run the end of the next day thereafter which is not a Saturday, Sunday or legal holiday.

**Section 19. Titles and Captions** All article, section and paragraph titles or captions contained in this Agreement are for convenience only and shall not be deemed part of the context nor affect the interpretation of this Agreement.

**Section 20. Pronouns and Plurals** This Agreement contains the entire understanding between and among the parties and supersedes any prior understandings and agreements among them respecting the subject matter of this Agreement.

**Section 21. Entire Agreement** This Agreement contains the entire understanding between and among the parties and supersedes any prior understandings and agreements among them respecting the subject matter of this Agreement.

**Section 22. Modification Must Be in Writing** This Agreement may not be changed orally. All modifications of this Agreement must be in writing and must be signed by each party.

**Section 23. Agreement Binding** This Agreement shall be binding upon the heirs, executors, administrators, successors and assigns of the parties hereto.

**Section 24. Further Action** The parties hereto shall execute and deliver all documents, provide all information and take or forbear from all such action as may be necessary or appropriate to achieve the purposes of this Agreement.

# SPORTS, INTELLIGENCE & SOLUTIONS



**Section 25. Good Faith, Cooperation and Due Diligence** The parties hereto covenant, warrant and represent to each other good faith, complete cooperation, due diligence and honesty in fact in the performance of all obligations of the parties pursuant to this Agreement. All promises and covenants are mutual and dependent.

**Section 26. Facsimile Signatures** Facsimile transmission of any signed original document, and the retransmission of any signed facsimile transmission, shall be the same as delivery of the original signed document. At the request of any party, a party shall confirm documents with a facsimile transmitted signature by signing an original document.

**Section 27. Parties in Interest** Nothing herein shall be construed to be to the benefit of any third party, nor is it intended that any provision shall be for the benefit of any third party.

**Section 28. Savings Clause** If any provision of this Agreement, or the application of such provision to any person or circumstance, shall be held invalid, the remainder of this Agreement, or the application of such provision to persons or circumstances other than those as to which it is held invalid, shall not be affected thereby.

Sports, Intelligence & Solutions, LLC

Clergy for Educational Options

By: SaMaria R. Ashford, President

By: Richard L. Davis, President

Date: March 17, 2008

Date: March 17, 2008



# SPORTS, INTELLIGENCE & SOLUTIONS



## PROGRAMS COORDINATOR JOB DESCRIPTION

### *RUNJUMP* Job Description Disclaimer

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

#### REPORTS TO: Program Director

#### DUTIES AND RESPONSIBILITIES

##### BASIC FUNCTIONS AND RESPONSIBILITY

Works with the Partners and Advisory Team and under the supervision of the Program Director to help build and sustain *RUNJUMP*'s youth wellness initiative via community and economic development programs, events, publications, outreach, networking and sponsor/donor relationship activities, and help support their fundraising and collection activities.

Helps promote the spirit of holistic health and wellness and fosters a sense of pride among staff, members and the community in being connected with *RUNJUMP* activities.

#### CHARACTERISTIC DUTIES AND RESPONSIBILITIES

##### *Community Building*

Supports and promotes *RUNJUMP*'s community building, networking, events, and public relations efforts within the state of South Carolina both inside and outside of the faith community, through press releases and public outreach.

##### *Programs Planning, Organization, and Execution*

Helps develop and executes various programs, including but not limited to: *RUNJUMP* After School Programs, summer programs, education sessions, Snack and Lunch Program. Assists with planning and implementation of major organization events as determined by the Program Director and Advisory Team.

##### *Marketing*

Supports, develops, and maintains strategic marketing and communications activities of *RUNJUMP*. Specifically, tracking and recording activities of participants and help to sell *RUNJUMP*.



## SPORTS, INTELLIGENCE & SOLUTIONS

1000 HANCOCK STREET, COLUMBIA, SOUTH CAROLINA 29201

### *Public Relations*

Manages relationships and communications with a variety of corporate donors.

### *Information Management*

As with all **RUNJUMP PERSON** staff, collaborates with Web Database Communications Specialist to ensure accurate and up-to-date contacts database and website content, bulletin board, calendar and PowerPoint presentations.

### QUALIFICATIONS

Bachelor's degree required. Familiarity with grassroots, community organizations and/or new venture creation is highly desirable. An understanding of marketing, event planning, public relations and/or donor/sponsor relations is a must. Multi-lingual proficiency a plus.

Extremely organized, high energy, affable, creative, self-starting, able to work both independently and with a changing team of co-workers, entrepreneurs, faith and community leaders. Should have a strong bias toward action. Ability to work flexible schedule which may include evenings and weekends. Excellent supervisory and interpersonal skills. Knowledge of standard office software packages (e.g., MS Office, Access, PowerPoint, etc.) and advanced Internet applications is required.

Good communications and presentation skills. Ability to relate well to staff, senior executives and partners. Good judgment, tact and discretion in dealing with sensitive and confidential material. Ability to work under pressure of time, multiple simultaneous demands, and multiple constituencies. Meticulous, sharing, collegial.

### WORKING CONDITIONS AND PHYSICAL EFFORT:

- Work is normally performed in a typical interior/office work environment and/or onsite of activity.
- Travel, using personal vehicle, may be required.
- Minimal physical effort may be required.

**REFERENCES:** Candidates must submit two (2) professional letters of reference before an offer of employment can be made.

Sports, Intelligence & Solutions, LLC is an Equal Opportunity Employer

701 Gervais Street, Suite 150-208  
Email: [sportsintelligence@hotmail.com](mailto:sportsintelligence@hotmail.com)

Columbia, SC 29201

Telephone (803) 361-5433  
SaMaria R. Ashford, President

# SPORTS, INTELLIGENCE & SOLUTIONS



## **ADMINISTRATIVE ASSISTANT JOB DESCRIPTION**

### ***RUMJUMP GO2021 Job Description Disclaimer***

*The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.*

**POSITION:** Administrative Assistant

**REPORTS TO:** Program Director

**START DATE:** Immediately

**DESCRIPTION:** The Administrative Assistant will represent **RUMJUMP GO2021** professionally, by promptly and appropriately welcoming and coordinating the activities of the visitors and clients to the main office between the hours of 9am – 4pm. The Administrative Assistant will support the **RUMJUMP GO2021** team. Specifically, she will be responsible for:

- Operating the main telephone console by receiving and routing inbound telephone calls to the appropriate individuals or department
- Greeting and announcing visitors; ensuring that any reception desk security procedures are adhered to (i.e. visitor's log)
- Assisting IT with updating web information and data and phone lists.
- Maintaining accurate and updated reference materials
- Arranging and coordinating travel and hotel services as needed
- Conducting switchboard training for staff, back-up and temps
- Acting as customer resource regarding the products, structure and operation of the program in order to direct incoming calls to appropriate persons
- Maintaining a neat and organized reception area, coordinate all deliveries, perform clerical duties, and handle confidential material relevant to company operations
- Focus on understanding and applying **RUMJUMP GO2021**'s commitment to client service and satisfaction
- Delivering and sorting all mail, UPS and FedEx packages in a timely fashion
- Maintaining and ordering office supplies
- Maintaining all fax machines and copiers (i.e. toner, paper, general maintenance)
- Assisting **RUMJUMP GO2021** team with daily office operations
- Act as a point of contact for building management
- Arranging and coordinating internal meetings
- Processing of invoices and contracts



## **SPORTS, INTELLIGENCE & SOLUTIONS**

- Primary point of contact in Main Office to assist other state/county liaisons, staff, parents, clients, partners and customers.

### **PROFESSIONAL QUALIFICATIONS**

The successful candidate must have:

- High school level reading, writing, and analytical skills
- Experience answering a multi-line switchboard
- Ability to work in a activity-driven environment and manage stress effectively
- Proven commitment to quality customer service and strong interpersonal/communication skills
- Capability of working with little or no supervision to keep front desk functions operating smoothly
- Ability to handle sensitive and confidential information according to policy
- Strong organizational skills with the ability to multi-task and prioritize
- Proficiency in Microsoft Office, Excel and basic Internet functions.

**REFERENCES:** Will be requested.

**TO APPLY:** Please forward a cover letter and resume (with salary requirements) to

**SaMaria Ashford, President**  
**Sports, Intelligence & Solutions, LLC**  
**701 Gervais Street, Suite 150-208**  
**Columbia, SC 29201**

For additional information about *RUNJUMP 2007*, please contact us.

**Submission Deadline: April 11, 2008**

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701 Gervais Street, Suite 150-208  
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## **SPORTS, INTELLIGENCE & SOLUTIONS**

1000 PROSPECT AVENUE, 2ND FLOOR, NEWTON, MA 02459

### **NURSE JOB DESCRIPTION**

#### ***RUNJUMP 062021* Job Description Disclaimer**

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

**POSITION:** Nurse

**REPORTS TO:** Program Director

**START DATE:** Immediately

**DESCRIPTION:** The Nurse will be primarily responsible for maintaining the wellness of each child and young person entrusted to Run Jump Play, with an emphasis on health promotion and the prevention and detection of disease. Programs should ensure care and security for children and young people in the care or custody of the Program.

To deliver and be professionally accountable for all aspects of the delivery of nursing care for children and young people within a activity setting and to meet individual youth wellness care plan objectives with programs that do not compromise any individual's health, safety or well-being.

To provide residents with access to a normal range of health services, while targeting "health at risk" clients for special co-ordinated services.

#### ***Functional Relationships***

The Nurse will develop and maintain effective links, working co-operatively and professionally, with:

- Social work and support staff in the Program
- Professional agencies, service providers and client groups that relate to the practice area
- Social work and support staff within Child Youth and Family.

#### ***Key Responsibilities***

The Nurse will be primarily responsible for maintaining the wellness of each young person in the program with an emphasis on health promotion and the prevention and detection of disease.

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*RUNJUMP 062021* Nurse, 1



## **SPORTS, INTELLIGENCE & SOLUTIONS**

Programs should ensure care and security for children and young people in the care or custody of the Department.

In accordance with the state and federal regulations and all other relevant legislation and relevant codes of ethics and standards of practice, they will deliver quality services within their practice area:

- In compliance with Government policy and Organizational requirements;
- In a caring and culturally appropriate manner and consistent with the Organizations Code of Delivery of Services;
- Within the financial parameters set;
- In a professional and timely manner.

### **The Nurse will be accountable for:**

#### **Health promotion by:**

- Providing general and specific health assessments to children and young people in program.
- Promoting programs which focus on wellness and the maintenance of wellness.

#### **Health education by:**

- Providing ongoing health education for children and young people in programs, with an emphasis on the maintenance of health and the prevention of accidents and illness, which may include:
  - health and lifestyle education- nutrition, exercise, smoking cessation programmes
  - self-monitoring of health conditions- asthma, diabetes, cardiovascular conditions, blood disorders
  - health action plans- e.g. peak flow monitoring, use of inhalers, blood glucose monitoring, medication compliance
  - sexual health and wellbeing including STD's and contraception.

#### **Delivering nursing services through:**

- Health assessment- taking a thorough clinical history of every child or young person in program including obtaining consent to access historical records if necessary.
- Providing immediate health services including:

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- First aid
  - Administration of medications or preparing medications to be administered
  - Vaccinations
  - Management of minor soft tissue or other injuries
  - Wound care
  - Collection of specimens
  - Monitoring health conditions including asthma, skin allergies, diabetes, cardiovascular conditions, blood disorders
  - Counseling, but limited to their field of expertise
- Providing selected public health measures
  - Delivering emergency care to residents and staff with work-related accidents and incidents
  - Providing essential clinical maintenance services including:
    - Documentation of all nursing services delivered including maintenance of immunizations and screening registers
    - Evaluation of health care delivered
    - Ordering supplies and equipment
    - Regular checking and maintenance of emergency equipment
    - Ensuring security of the health unit, health equipment and supplies
    - Checking the expiry dates of all medications and other health products
    - Infection control
    - Cold chain control
    - Sharps and waste disposal

### **Delivering professional services focused on meeting individual needs by:**

- Assessing and planning intervention processes for children and young people in consultation with staff and colleagues, family.
- In consultation with Unit Managers and Supervisors ensuring that interventions and programmes for children and young people are planned, implemented and reviewed in accordance with relevant legislation, regulations, policies and codes of ethics/practice.
- In consultation with Unit Managers and Supervisors facilitating ongoing contact with family/whanau, and other appropriate people.
- In consultation with Unit Managers and Supervisors providing appropriate information to facilitate appropriate decision-making and to maximise successful outcomes for children and young people.
- Consistently maintain the rights and dignity of the individual child or young person.



**Delivering a professional service by:**

- Performing the duties of the Nurse in a professional manner, in accordance with relevant legislation, regulations, policies and codes of ethics/practice.
- Being personally proactive, identifying, managing and mitigating risks.
- Ensuring that formal and professional records are developed and maintained in a consistent and timely manner. This includes the use of computer information systems where available.
- Planning for personal training, coaching and developmental opportunities through discussion with their manager or supervisor.
- Developing and maintaining appropriate community, cultural and professional networks

**Operating as part of a team that meets the day to day needs of Children and Young People in Our Program by:**

- Planning, assisting with and supervising the completion of the daily management tasks of the client.
- Communicating clearly with other team members about clients, ensuring that information is shared and recorded, with relevant and timely health information and where there is a likelihood or potential risk of harm to any other individual.
- Utilising a range of appropriate methods for managing work priorities, personal workload and stress levels within the context of the team structure.
- Ensuring that a safe working environment is maintained for self, colleagues and clients, by following Health and Safety policies and practicing safe work methods.
- Contributing to and/or leading group meetings and discussions with young people.

**Undertaking administrative and other tasks as required.**

- Carrying out all reasonable and lawful instructions given by managers, supervisors or duly authorised employees of the Department.

**PROFESSIONAL QUALIFICATIONS**

701 Gervais Street, Suite 150-208 Columbia, SC 29201  
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## **SPORTS, INTELLIGENCE & SOLUTIONS**

ONE BRIDGE BLVD. • SUITE 200 • COLUMBIA, SC 29201

The successful candidate must have:

- Valid South Carolina Board of Nursing License as a Licensed Vocational Nurse, Minimum of five year's experience.
- Current CPR and First Aid Certification required.
- Must be able to clearly communicate verbally with clients, family members, visitors and staff.
- Must be able to read and write English for effective documentation of clients care.
- Must be able to perform basic mathematics to evaluate assessment test scores.
- Must be able to assess clients condition and determine the appropriate intervention; i.e. call 911, call physician, apply basic first aid, etc.

**REFERENCES:** Will be requested.

**TO APPLY:** Please forward a cover letter and resume (with salary requirements) to

**SaMaria Ashford, President  
Sports, Intelligence & Solutions, LLC  
701 Gervais Street, Suite 150-208  
Columbia, SC 29201**

For additional information about RunJUMPPLAY<sup>1</sup>, please contact us.

***Submission Deadline: April 11, 2008***

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Columbia, SC 29201

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SaMaria R. Ashford, President



## **SPORTS, INTELLIGENCE & SOLUTIONS**

### **ACTIVITY INSTRUCTOR JOB DESCRIPTION**

#### ***RUNJUMP 2021*** Job Description Disclaimer

*The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.*

**POSITION:** Activity Instructor

**REPORTS TO:** Program Director

**START DATE:** Immediately

**DESCRIPTION:** The Activity Instructor will represent **RUNJUMP 2021** professionally, by delivering exercise and fitness related indoor/outdoor education, environmental studies, personal and social development and other exercise and fitness related programs at a basic level appropriate to the age abilities and needs of various client groups. The Activity Instructor will undertake day and evening duty at multiple sites. He or she will support the **RUNJUMP 2021** team specifically, by engaging in the following activities:

- Teaching fitness, exercise and/or sports related activities
- Ensuring the personal health and safety and pastoral care of participants at all times
- Maintaining sports specific equipment
- Operating within established organizational practices and guidelines
- Implementing emergency procedures where necessary
- Coordinating and administering courses designed by the Director
- Ensuring the security of facilities and equipment at all times
- Undertaking designated tasks and responsibilities that contribute to the general development and daily function of **RUNJUMP 2021** programs
- Incorporation of a range of teaching and learning approaches consistent with a variety of situations
- Educating so that participants are challenged and stimulated mentally, emotionally and physically
- Responding positively where appropriate to participants expectations, aspirations and requirements
- Maintaining professional standards
- Communicating effectively with members of staff, visitors, parents, participants and contacts
- Responding to routine evaluation and monitoring procedures



## **SPORTS, INTELLIGENCE & SOLUTIONS**

- Participation in overnight field trips
- Developing and maintaining person skills and knowledge through in-service training
- Promotion of *RUNJUMP & JAZZ* activities in the community; Maintaining proper relationships with partners
- Dealing effectively with customer, parent inquiries and complaints

### **PROFESSIONAL QUALIFICATIONS**

The successful candidate must have:

- A degree OR be a degree seeking candidate in a related field
- High quality interpersonal and organizational skills
- Coaching/Instructor qualifications in indoor/outdoor activities
- Experience administering exercise and/or fitness activities for youth in various environments
- Excellent customer care, awareness and ability to deal with various personalities
- Knowledge of indoor/outdoor facility operation
- Ability to handle sensitive and confidential information according to policy
- Proficiency in Microsoft Office, Excel and basic Internet functions

### **REFERENCES:** Will be requested.

**TO APPLY:** Please forward a cover letter and resume (with salary requirements) to

**SaMaria Ashford, President  
Sports, Intelligence & Solutions, LLC  
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Columbia, SC 29201**

For additional information about *RUNJUMP & JAZZ*, please contact us.

***Submission Deadline: April 11, 2008***

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**CERTIFIED MAIL**



7007 3020 0002 7081 5875

SaMaria Ashford  
Sports, Intelligence & Solutions, LLC  
701 Gervais Street, Suite 150-208  
Columbia, SC 29201

MAY 03 2008

MAY 18 2008

ATTN: Ms. Emma Forkner, Director  
SC Department of Health and Human Services  
1801 Main Street  
Post Office Box 8206  
Columbia, SC 29202-8206

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first class



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✓

*State of South Carolina*  
*Department of Health and Human Services*

Mark Sanford  
Governor

Emma Forkner  
Director

May 16, 2008

Ms. SaMaria Ashford  
Sports, Intelligence, & Solutions, LLC  
701 Gervais Street, Suite 150-208  
Columbia, South Carolina 29201

Re: Prevention Partnership Grant – Run, Jump, Play!

Dear Ms. Ashford:


Thank you for your letter of April 30, 2008, addressed to Ms. Sheila Platts. I hope that this response will address the points you raised in your letter.

As stated in our April 4, 2008 letter, the deadline for submission of the requested information was April 18, 2008. You did not submit the requested information on or before April 18, 2008. In our April 24, 2008 letter to you, we provided notification to you that we had not received the information and that funding of your grant was discontinued.

Your most recent submission of information was not received in our office until May 1, 2008. Funding of your grant will not be reinstated because you did not submit the requested information by the April 18, 2008 deadline. Please note that Part I, Section G. Awards of the Grant Application Request (GAR) states as follows: "NOTE: Not meeting performance standards on a grant awarded by SCDHHS may cause a grant proposal to not be funded or discontinuation or withholding of funding." With regard to your question about appeal rights, this Grant Application Request is not subject to the South Carolina Procurement Code and, therefore, no appeal rights exist.

If you should have questions, please feel free to contact Beverly Hamilton at (803) 898-4614.

Sincerely,

  
Emma Forkner  
Director

EF:jip