

<b>Agency</b>	Head to Toe San Marcos
<b>Program</b>	School Supplies, Haircuts, Clothes
<b>San Marcos Service Address</b>	provided at schools in SMCISD
<b>Requested</b>	\$2,000
<b>Recommended</b>	\$1,500

Application Completeness Check for HSAB	Head to Toe San Marcos School Supplies, Haircuts, Clothes
<b>Questions</b>	
Are all questions answered?	Yes
Is the application signed? (this is a certification)	Yes
Does the program have measurable outcomes?	Yes
Is the agency a Human Services Agency?	Yes
Is the agency overseen by a Board of Directors?	Yes
<b>Required Attachments</b>	
<b>BUDGETS</b>	
1. Agency budget for current fiscal year	OK
2. Agency budget proposed for next fiscal year	OK
3. Program budget for current fiscal year	OK
4. Program budget proposed for next fiscal year	OK
5. Budget showing the exact uses of the HSAB funding	OK
<b>BOARD OF DIRECTORS INFORMATION</b>	
6. Board of Directors membership roster	Yes
7. Board of Directors Meeting Attendance Record for current year	Yes
8. Board of Directors City of Residence	Yes
9. Board of Directors membership criteria	Yes
<b>ORGANIZATION INFORMATION</b>	
10. Organizational chart with names and titles of staff	Yes
11. Current IRS Form 990, pages 1 and 2 (not required for churches)	Yes
12. Non-discrimination policy statement	Yes
<b>Preferred Attachments - 3 Letters of Support</b>	
Letters of support from members of the San Marcos Community	Yes
<b>Attachments if Applicable</b>	
Latest audit or CPA signed review, if applicable	
Policies and Procedures for the proposed Program, if available	
<b>Note: We are not requiring Texas Secretary of State registration</b>	

City of San Marcos Human Services Grants  
**FY 2025 Application**

**I. SUMMARY INFORMATION**

Please spell out organization name and program name completely, without acronyms.

Applicant Organization: Head to Toe

Contact Name: Judy Deleon or Sylvia Muzzy Telephone: (512) 212-0874 or (512) 738-2053

Contact E-Mail Address: judydeleon@gmail.com Website: (Facebook) Head to Toe

Mailing Address: P.O. Box 3121, San Marcos, Texas 78666

San Marcos Service Address for this Program: San Marcos CISD students

Who is authorized to execute program documents?(Name,Title) Barbara Montana-President & Sylvia Muzzy-VP

Program Name: Head to Toe-San Marcos

Amount of Funds Requested: \$2000.00

What percentage of the cost of this program is requested as funding through this application? 10%

**II. QUESTIONS**

All questions must be answered. Please type your answers.

**OVERVIEW**

1. What is the agency's or organization's mission? *Sponsors families every school year to better prepare SMCISD students to begin a successful school year.*
2. Briefly summarize the program for which funding is being requested and the services it provides: *Head to Toe provides essential school supplies, backpacks, haircuts, shoes, hygiene items, first day outfits, undergarments and more, through fundraising events and sponsorships from the community.*

**COMMUNITY NEED AND JUSTIFICATION - 20 POINTS**

1. Describe in detail the need for this program in San Marcos.-*SMCISD through it's Parent Liaisons identify students who are in need for the new school year.*
2. Has the need for this program been increasing in recent years? *Absolutely, Head to Toe provided for 100 students in 2014, 2023 was a record high of 360 students and 2024 Head to Toe will provide for over 400 students.*
3. Client Information

**Definitions:**

Direct Client - individuals or families immediately affected or personally served by the helping agency.

**Questions:**

- a. Describe the direct clients for this program. -*SMCISD students identified by campus Parent Liaisons*
- b. How is the program marketed to direct clients? How do you find these clients? *SMCISD Parent Liaisons*
- c. Expected total annual unduplicated direct clients who are City of San Marcos residents: *415*

### IMPLEMENTATION - 15 POINTS

1. How exactly will these funds be used? *Purchase and provide essential school supplies, backpacks, haircuts, shoes, hygiene items, first day outfits, undergarments and more.*
2. What specific, measurable outcomes or results do you hope to achieve with this program? *SMCISD student can confidently start school with essential items that they may not have been able to have without Head to Toe.*
3. List the title of each position for which funding is requested and the activities associated with those positions. *SMCISD students*
4. If funding is not available at the requested amount, what is the minimum Human Services Grant funding needed to be able to run this program? *\$1500.00*

### IMPACT AND COST EFFECTIVENESS - 25 POINTS

1. Programs can provide value by deeply impacting the lives of a few, with effects that may ripple through generations, or by providing smaller but meaningful impact to a larger group. Describe in detail the impact this program will have on the identified need and on San Marcos residents. Through partnership with Parent Liaison financial relief
2. Discuss the amount of overhead compared to program costs. *Storage building \$147*
3. Provide a brief description of other funding sources, volunteers, or in-kind donations that are expected to be used with this program. *Community fundraiser for Socks and Undies, free haircuts from volunteers, Head to Toe concert*
4. What has your organization done in the past two years to raise different funding for this program? *Head to Toe Concert, Sponsor-A-Kid, Socks and Undies fundraiser*

### COMMUNITY SUPPORT – 10 POINTS

1. Please submit 3-5 letters of reference that indicate strong local support for the program and the agency's ability to implement it as described in the application. *(Attached)*
2. How is the Board of Directors selected? *Based on individuals with a strong desire to help our community and want to make a difference.*
3. How often does the Board meet? *Approximately every other month*
4. What actions do Board members take to support the programs of the agency or organization? *Promote the organization and its efforts as well as volunteer to prepare items for distribution day, distribute to the identified families.*
5. How many volunteers does your agency or organization have and how many hours do they spend on the program requesting funding? *Volunteers on distribution day is approximately 60. Board members spend 2-5 hours a week leading up to fund raising events.*

### COUNCIL PRIORITIES - 30 POINTS

1. How long has this program served San Marcos residents? (10 points if at least 2 years)-*Began in 2014*
2. Does the agency have an office in San Marcos? (10 points if yes) *Head to Toe uses the Muzzy Property Group Office for meetings*
3. Describe how this funding creates an increase in services or an increase in the number of people served. (10 points) *We are able to service the number of students the Parent Liaisons have identified*

### II. FUNDING RESTRICTIONS

By signing this application I certify the following to be true:

1. All Human Services Grant funding will be spent on San Marcos residents, except for school-based programs, in which case it may be spent within the San Marcos Consolidated Independent School District boundary.
2. Funding requested is not more than 50% of the total funding for the agency.
3. Funding will not be used to fund more than 20% of a full time position.
4. Agency has been in existence for at least 2 years. (This can include serving communities other than San Marcos.)

SUBMITTED AND APPROVED BY:

Judy DeLeon  
Signature

7/29/24  
Date

Judy DeLeon  
Printed Name

Grant Coordinator  
Title



## **APPLICATION:**

### **Proposed uses:**

**Purchase backpacks, school supplies first day of School outfit and sneakers, socks, undergarments, BOARD OF DIRECTORS INFORMATION**

**Agency budget for current fiscal year-**\$15,000-\$20,000 *approximately*

**Agency budget proposed for next fiscal year-**\$20,000 *approximately depending on # of students to service*

**Program budget for current fiscal year-**\$15,000-\$20,000 *approximately*

**Program budget proposed for next fiscal year-**\$20,000 *approximately depending on # of students to service*

**NEW: Budget showing the proposed uses of HSAB funding-depending on # of students to service (\$20,000 approximately)**

### **Board Members**

Barbara Escobar *President-San Marcos, TX*

Sylvia Muzzy-Vice President-San Marcos, TX

Teresa Bazan-Treasurer-Martindale, TX

Lisa Lopez-Co-Treasurer-Kyle, TX

Melissa Luera-Secretary-San Marcos, TX

Judy DeLeon-Grant Coordinator-San Marcos, TX

### **Board of Director Meeting Attendance Record for the current fiscal year**

Meeting Date: *JANUARY 30-100% Attendance*

Meeting Date: *MARCH 7-100% Attendance*

Meeting Date: *APRIL 24-100% Attendance*

Meeting Date: *MAY 30-100% Attendance*

Meeting Date: *JULY 16-100% Attendance*

### **Board of Directors membership criteria:**

**None**

## **ORGANIZATION INFORMATION:**

### **Organizational Chart:**

Barbara Escobar *President-San Marcos, TX*

Sylvia Muzzy-Vice President-San Marcos, TX

Teresa Bazan *Treasurer-Martindale, TX*

Lisa Lopez-Co-Treasurer-Kyle, TX

Melissa Luera-Secretary-San Marcos, TX

Judy DeLeon-Grant Coordinator-San Marcos, TX

### **Current IRS Form 990: Attached**

## **NON-DISCRIMINATION POLICY STATEMENT**

*Head to Toe does not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. We are committed to providing an inclusive and welcoming environment for all members of our organization, clients, volunteers.*

**Latest Audit:** n/a

**Policies and Procedures for the proposed Program:** n/a

**LETTERS OF SUPPORT:** Attached

	A	B	C	D	E	F
1						
2						
3	Beginning Balance as of 4/1/2022					\$24,527.63
4						
5						
6	Deposits as of 12/31/22					
7	<u>Date</u>	<u>Name of Business</u>	<u>Form of Payment</u>		<u>Amount</u>	
8	4/30/2022	RBFCU Dividend			\$1.00	
9	5/30/2022	RBFCU Dividend			\$1.03	
10	6/30/2022	RBFCU Dividend			\$1.00	
11	7/17/2022	E-Deposit (Sponsor a Kid)			\$100.00	
12	7/21/2022	Deposit (Sponsor a Kid)			\$225.00	
13	7/31/2022	RBFCU Dividend			\$0.94	
14	8/5/2022	Deposit (Sponsor a Kid)			\$800.00	
15	8/9/2022	Deposit (Sponsor a Kid)			\$1,050.00	
16	8/15/2022	Deposit (Sponsor a Kid)			\$100.00	
17	8/18/2022	Walmart Refund			\$111.08	
18	8/31/2022	Deposit (Sponsor a Kid)			\$25.00	
19	8/31/2022	RBFCU Dividend			\$0.85	
20	9/16/2022	Refund SAMS			\$73.92	
21	9/30/2022	RBFCU Dividend			\$0.72	
22	10/17/2022	Refund for Accidental Charge Terri	Transfer		\$120.00	
23	10/31/2022	RBFCU Dividend			\$0.70	
24	11/2/2022	Refund for Accidental Charge Terri	Transfer		\$627.37	
25	11/22/2022	Venmo Cashout	Venmo		\$1,654.95	
26	11/23/2022	Transfer Bonnie Sponsorship	Transfer		\$1,500.00	
27	11/30/2023	RBFCU Dividend			\$0.56	
28	12/31/2022	RBFCU Dividend			\$0.66	
29				TOTAL		\$6,394.78
30						
31						
32						

I hope this letter finds you well. I am writing to share the incredible impact that the organization Head to Toe has on our community, particularly for children gearing up for a new school year. Head to Toe is dedicated to ensuring that every child has the necessary resources and confidence to start their academic journey on the right foot.

One of the primary ways Head to Toe assists is by providing essential school supplies to children who might otherwise face the school year unprepared. From notebooks and pencils to backpacks and art supplies, the organization ensures that no child feels left behind due to lack of resources. This initiative not only alleviates the financial burden on families but also equips students with the tools they need to succeed academically.

In addition to school supplies, Head to Toe extends its support by offering new clothing and haircuts to children. Recognizing the importance of self-esteem, the organization provides stylish and appropriate outfits that help children feel confident and excited about returning to school. The provision of free haircuts further boosts their morale, allowing them to start the school year feeling fresh and proud. These seemingly small gestures have a profound impact, fostering a sense of belonging and pride among the students.

Overall, Head to Toe plays a crucial role in leveling the playing field for children in our community. By addressing both their material needs and emotional well-being, the organization ensures that each child has the opportunity to thrive. Their efforts embody the spirit of community support and care, making a tangible difference in the lives of many families.

Thank you for taking the time to learn about the wonderful contributions of Head to Toe. Your support and awareness can help further their mission and continue to uplift our community.

Warm regards,

Ashlee Gonzalez





Department of the Treasury  
Internal Revenue Service  
Tax Exempt and Government Entities  
P.O. Box 2508  
Cincinnati, OH 45201

SAN MARCOS HEAD TO TOE  
PO BOX 3121  
SAN MARCOS, TX 78666

Date:  
03/01/2022  
Employer ID number:  
87-3455662  
Person to contact:  
Name: Customer Service  
ID number: 31954  
Telephone: 877-829-5500  
Accounting period ending:  
December 31  
Public charity status:  
509(a)(2)  
Form 990 / 990-EZ / 990-N required:  
Yes  
Effective date of exemption:  
November 4, 2021  
Contribution deductibility:  
Yes  
Addendum applies:  
No  
DLN:  
26053424006222

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to [www.irs.gov/charities](http://www.irs.gov/charities). Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Sincerely,

Stephen A. Martin  
Director, Exempt Organizations  
Rulings and Agreements

Form **990-N****Electronic Notice (e-Postcard) for  
Tax-Exempt Organization Not Required to File  
Form 990 or 990-EZ****2023**

Electronic Filing Only — Do Not Mail

For the 2023 calendar year, or tax year beginning 1/01, 2023, ending 12/31, 2023

Check if applicable

☐ Termination**Organization name and address**San Marcos Head to Toe  
PO Box 3121  
San Marcos, TX 78666**Employer identification number**

87-3455662

**Telephone Number**

512-618-9574

Other names the  
organization uses

Website:&gt;

**Check >** ☒ if the organization's gross receipts are normally not more than \$50,000 (\$5,000 for a 509(a)(3) supporting organization)**Principal Officer  
Information****Name** Teresa Wilson**Address** PO Box 3121  
San Marcos, TX 78666

Form 990-N, also known as the e-Postcard, must be filed  
electronically with the Internal Revenue Service. There will be no  
paper form accepted by the Internal Revenue Service.

**Do Not** mail this form to the Internal Revenue Service.

## letter

1 message

**Hilda Rodriguez** <hrodriguez.mpg@gmail.com>

Mon, Jul 29, 2024 at 2:38 PM

To: Judy DeLeon <jdeleon.mpg@gmail.com>

I am writing to share about the incredible work being done by Head to Toe in support of families and students in our community.

This organization strives to ensure that every child has the resources they need to succeed in school, regardless of their family's financial situation. As part of their mission, they have established a program aimed at providing essential items such as clothing, school supplies, and haircuts to students who might otherwise go without.

One of their initiatives is "Adopt-a-kid," where they collect donations from community and business donors. These funds are then used to purchase clothing and supplies that are distributed to families in need, ensuring that every child can start the school year with confidence and dignity. By providing these materials, we aim to alleviate the financial burden on families and ensure that every student is equipped to thrive in their educational pursuits.

In addition, they offer free haircuts to students. A fresh haircut can make a world of difference, helping students feel more confident and ready to take on the challenges of the school year.

The positive impact this organization has had on the families in our community is immeasurable.

### New office location:

**2550 Hunter Rd., Ste. 1108, San Marcos**

**In between Gill's Chicken & Jorge's Restaurant**

Texas law requires all real estate license holders to give the following information about brokerage services and consumer protection notice, to prospective buyers, tenants, sellers and landlords. **CLICK BELOW:**

[Information About Brokerage Services](#)

[Consumer Protection Report](#)



*Hilda* **RODRIGUEZ**  
REALTOR®

📞 512-757-6895

🌐 muzzypropertygroup.com

✉️ Hrodriguez.mpg@gmail.com

**¡Hablo Español!**





Judy DeLeon Cuevas <judydeleonc@gmail.com>

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## Head to Toe

1 message

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**Laura Luna** <lunalaura1520@gmail.com>

Mon, Jul 29, 2024 at 2:56 PM

To: judydeleonc@gmail.com

My name is Laura Luna, and I've had the privilege of volunteering with Head to Toe for the past three years. It's been a truly humbling experience to witness the profound impact this organization has on families in need. Seeing parents leave with a sense of relief and reduced burden, while children burst with excitement over their brand-new supplies and first-day outfits, is a testament to the organization's remarkable work. I'm grateful to be a part of it!

Laura Luna  
(512)558-1593