

# DCET's 2024 Annual Report



*Developing Citizens through  
Education and Training*

*Literacy - Leadership - Linking to other Community Programs*

***We did it!***



**Director**  
**Elvia Wallace-Martinez**  
**Founder/Executive**

Approaching to our 30th anniversary September the 20<sup>th</sup>, 2025, I am happy to share that this year, we fulfilled incredible goals that we stated in our 3-year Strategic Timeline Plan of Action which ended up this year:

- We open another learning community center.
- We were able to welcome federal funds.
- We hired a professional grant writer.
- We are now SAM.gov accredited.
- We are working hard in finalizing our new Strategic Plan.

## Meet the Pilot and Co-Pilot of DCET

I am also proud to continue fulfilling our Mission promoting excellence in:

- Governance and Leadership
- Personnel Management and Training;
- Service Delivery and Program Operation;
- Information Technology and Management;
- Partnering with other organizations and;
- Evaluating and Monitoring our Program service delivery .

*This is the key to reach and sustain our success at DCET! Without your support we couldn't be there.*

*Thank you for believing in us and in our Mission!*



**Curtis (Action) Jackson**  
**Board President**

*I am proud to have accepted the challenge of being the Board President of DCET.*

*Illiteracy is an urgent issue that costs American taxpayers around \$20 billion annually, as per US Literacy rates 2024 statistics and trends. As a partial remedy, we deliver literacy training combined with mentoring and Information and Referral to underserved families who bring the most amazing success stories and graduations. We are very proud of this accomplishments.*

*Please help us to continue with this outstanding efforts.*



# Our Mission

To provide **LITERACY** and **LEADERSHIP** skills **LINKED** to **Community resources**, for families in need allowing them to assimilate, acculturate and integrate to this Country. We do so with respect for diversity, equity and inclusion.



DCET serving as a bridge

# Our Vision

To be a highly visible and trusted community learning centers locally, regionally and nationally through offering a dedicated team of professional staff We envision assisting with educational programs while building a future for our students, their children and their future generations so that they can excel in what lies ahead in overcoming barriers and challenges.

*Intergenerational Culturally Sensitive Language, Technology and Community Programs*





# Our Values

- Integrity
- Respect for diversity, equity and inclusion
- Kindness
- Honesty
- Ethical Practices
- Courtesy
- Continuous improvement in all our Programs

*DCET aspires to Standards of Excellence in management, governance, and operations that embrace our fundamental values and our Code of Ethics and Conduct.*

*¡Sí se Puede! Yes, we Can!*



# DCET pays high respect to :

**Diversity:** DCET sees and accepts, without bias, all human characteristics, experiences and identities that make our corporation unique as individuals and members of cultures and communities.

**Equity:** We discover, create and provide what is required, requested and measured by each human to feel equal.

**Inclusion:** Ensuring everyone is invited to contribute, be seen, be heard, feel valued and be counted in a way that is safe and makes sense for them.





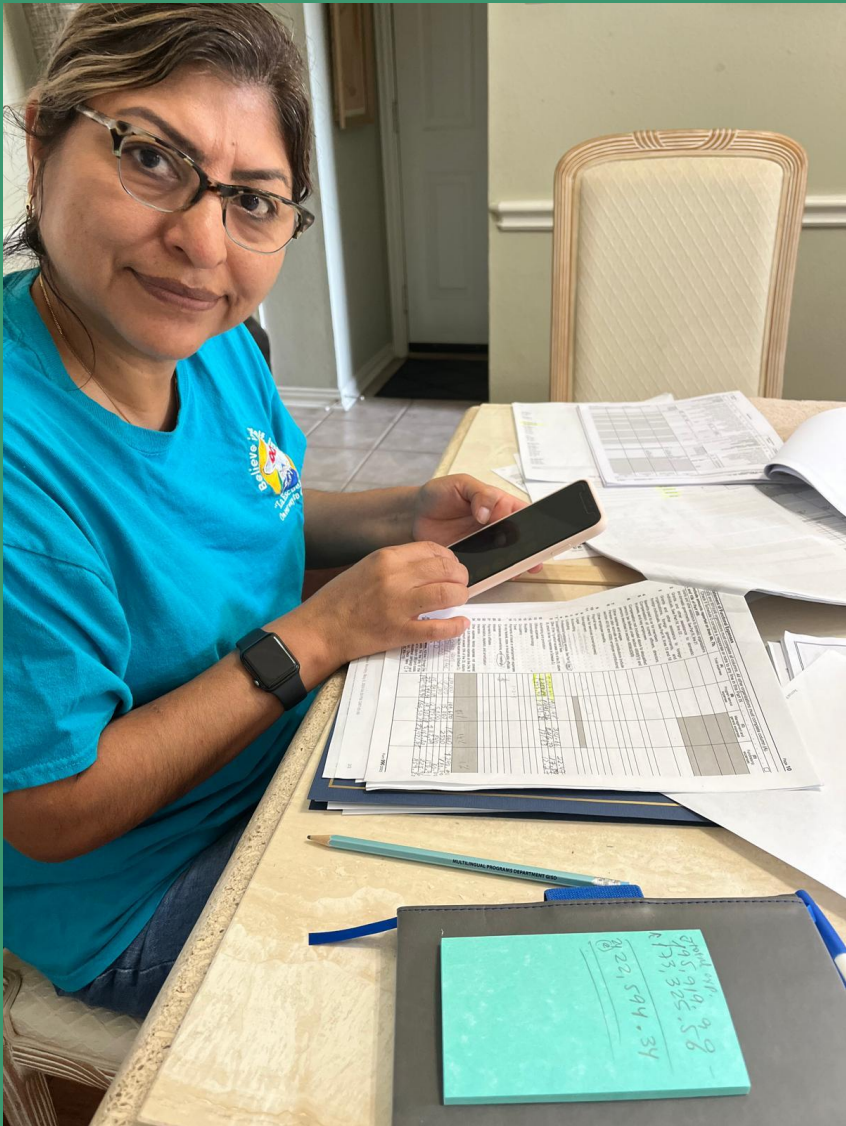
# Our Staff Important Team Members of DCET



*We are all Proud Volunteers of DCET!*

*¡Sí se Puede! Yes, we Can!*





# Our Organizational Goals

To promote **EXCELLENCE** in:

- Governance
- Leadership
- Personnel Management and Training
- Service Delivery and Program Operations
- Information Technology and Managements information Systems Capacity and Support (IT/MIS)
- Partnering with other organizations
- Evaluating and Monitoring of Program service delivery

*Ysabel Yupanki our Accountant Director makes sure we present to IRS key indicators of DCET's Best Practices!*



# DCET an Accredited Nonprofit Corporation since 1995 meets the 20 Standards for Charity

## Accountability

### Governance

1. Board Oversight
2. Board Size
3. Board Meetings
4. Board Compensation
5. Conflict of Interest

### Measuring Effectiveness

6. Effectiveness Policy
7. Effectiveness Report



### Finances

8. Program Expenses
9. Fundraising Expenses
10. Accumulating Funds
11. Audit Report
12. Detailed Expense Breakdown
13. Accurate Expense Reporting
14. Budget Plan

### Fundraising – Solicitation - Marketing

15. Accurate & Truthful Materials
16. Annual Report
17. Website Disclosures
18. Donor Privacy
19. Cause Marketing
20. Disclosures Complaints



Purpose

Programs

Governance & Staff Fundraising

Tax Status

Financial & Conclusion

# Finances and Administration

- Financial Statements • Accountability for Performance
- Measuring Outcomes Effectively • Marketing
- Managing with Standards of Excellence



# 3 Year Strategic Planning Process

Our 3 years Strategic Plan (SP) aims at plan and create DCET's future while stimulating creative thinking for increasing literacy and cultural learning. Our SP acts as excellent public relations tool for investors as well as a blueprint for DCET's growth. An important benefit of the process is has been team building nurtured by an inclusive process by getting input from all segments of our organization we:

- *Improve communication while increasing everyone's investment in the organization.*
- *Align values and beliefs*
- *Solve organizational problems by looking at the whole picture*
- *Anticipate obstacles*



- *Develop a common Vision*
- *Provide a framework for day-to-day decisions.*
- *Create a marketing and investment piece*

# DCET's 3-Year Strategic Timeline



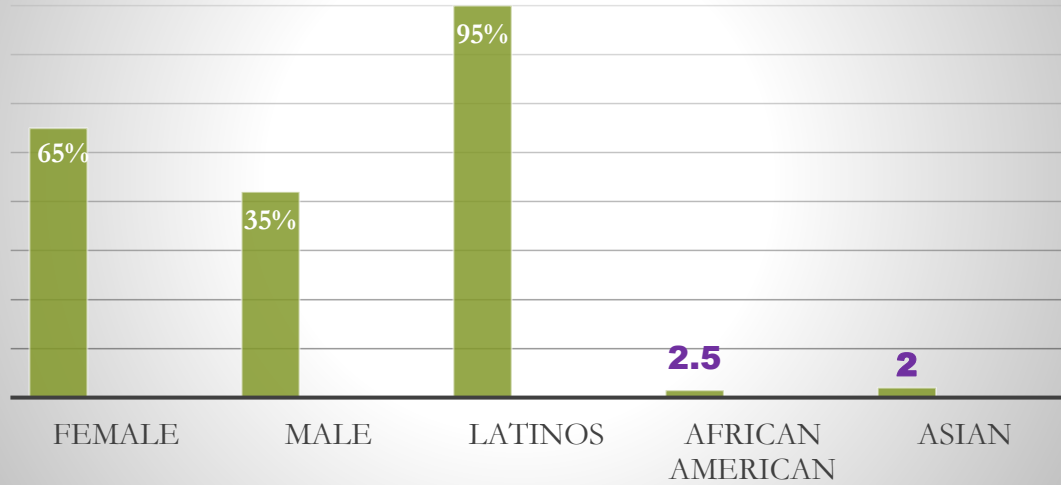
*...and we have  
Accomplished more than  
projected!*

- *YMCA Housing our  
Grand Prairie Learning  
Center*
- *Federal Government  
certification by SAM.GOV*
- *New remodeled Website  
[www.dcenti.org](http://www.dcenti.org)*

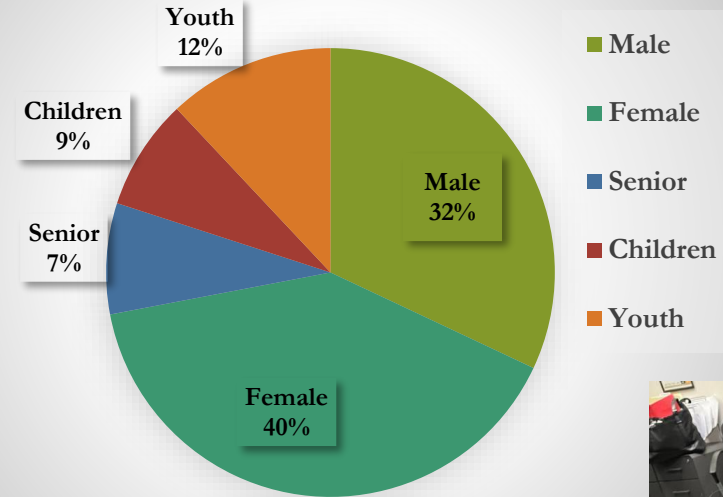


# Socio-Demographic Statistics of DCET participants

## Students Demographics Statistics by Gender and Racial Ethnic Diversity

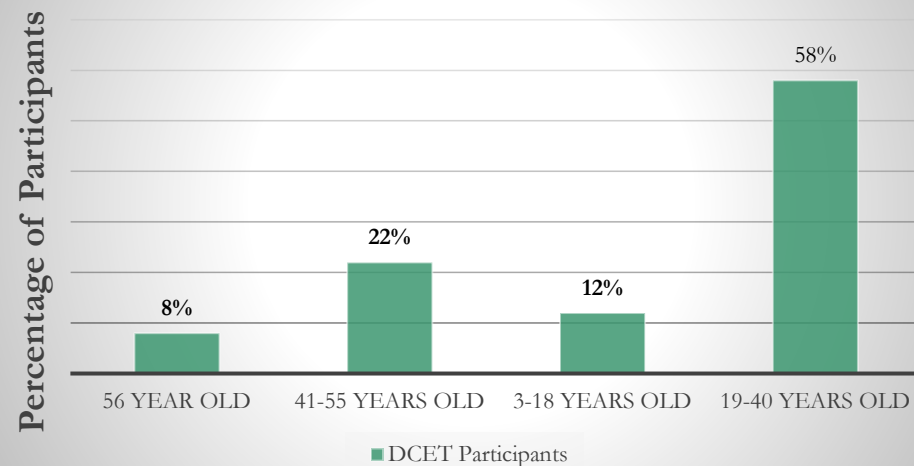


## Student Demographics by Gender and Age

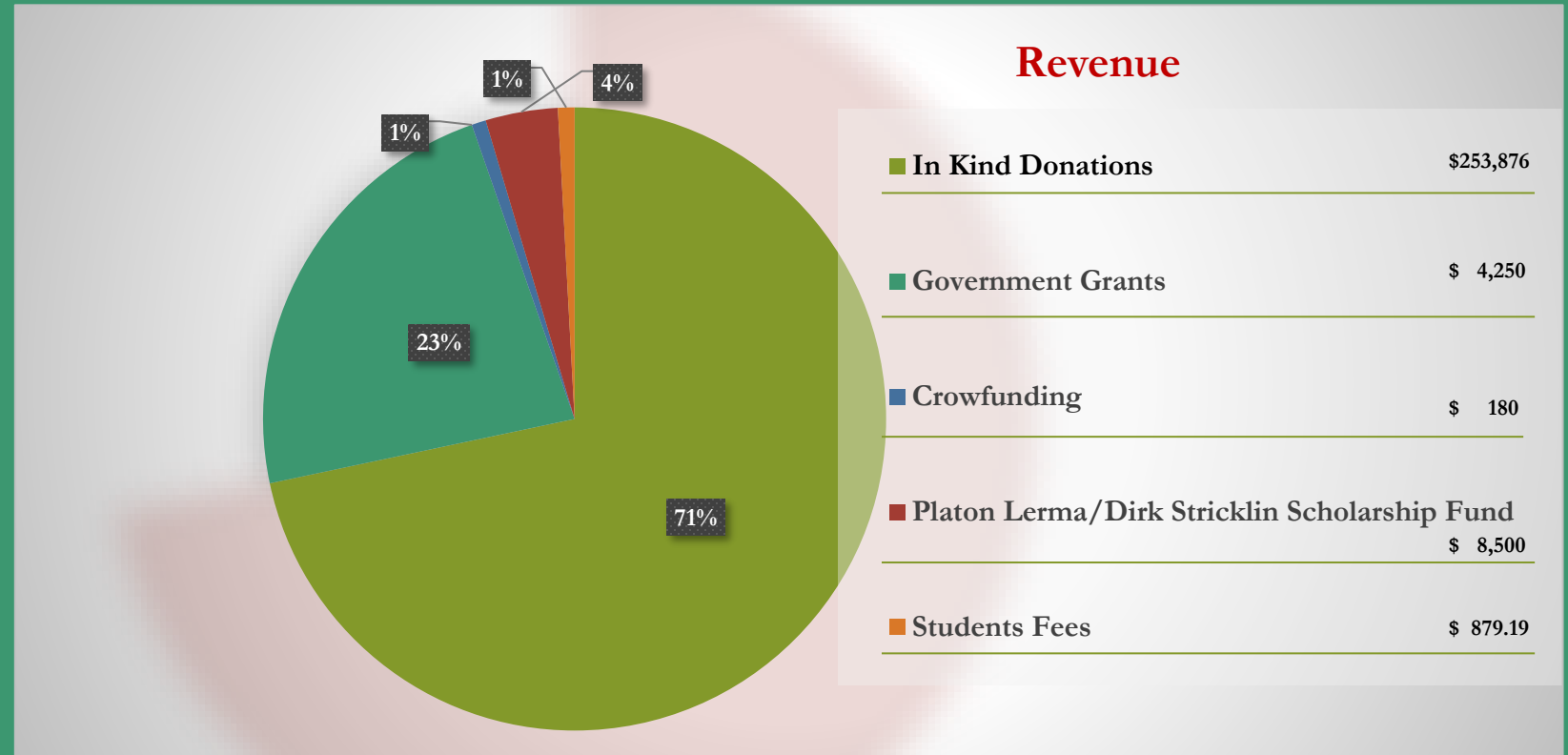


*DCET is Multigenerational*

## Demographics by Age Range



**2024**  
**Revenue:**  
**\$267,785.00**

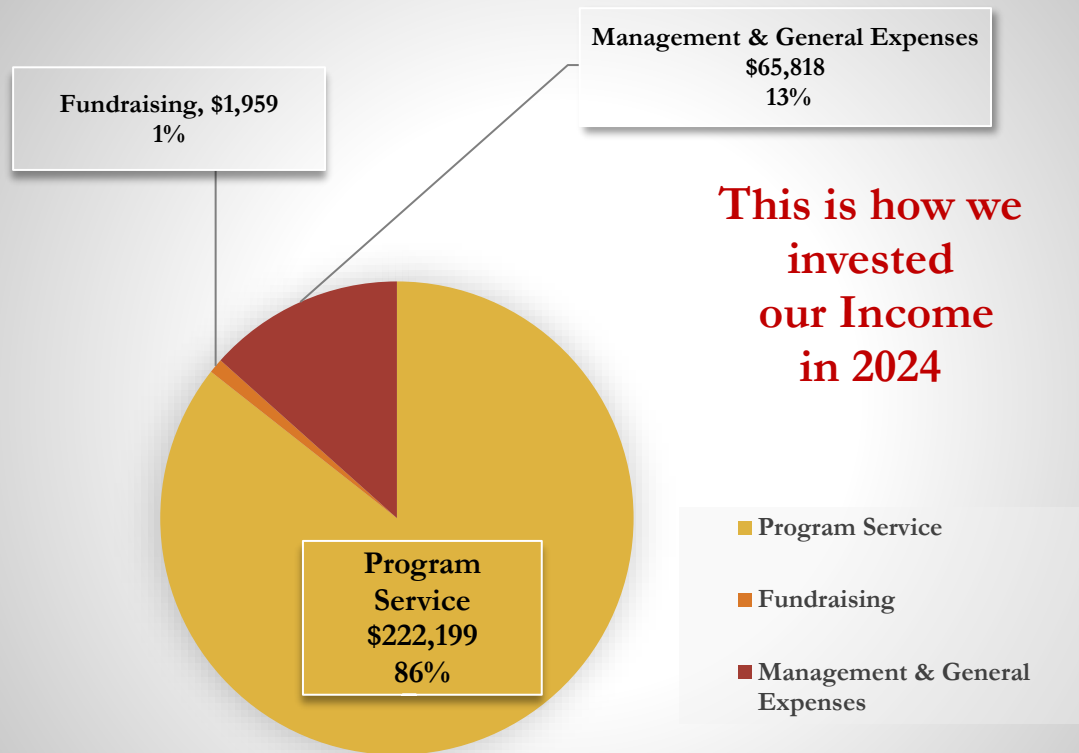


## DCET Financial Statements

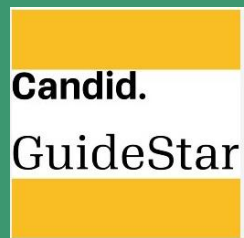
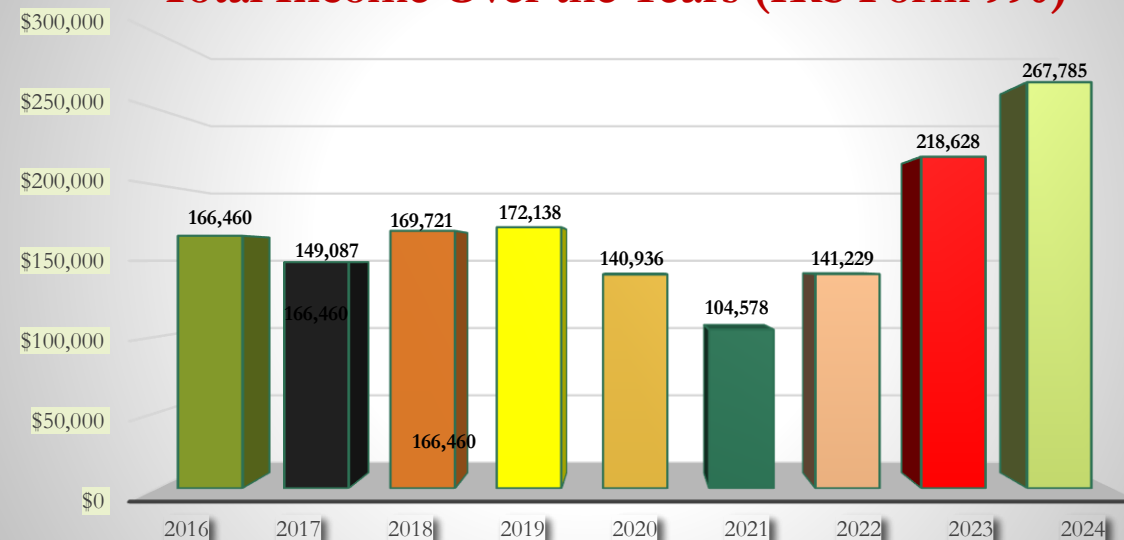
Reflect our transparency while walking through effective strategies that we utilize to ensure your support.



## This is how we invested our Income in 2024



## Total Income Over the Years (IRS Form 990)



DCET has earned a Platinum Seal of Transparency with **Candid/GuideStar** provides information about nonprofit's mission, legitimacy, impact, reputation, finances, programs, governance and transparency.





**Teachers, Volunteers, DCET Board members,  
Foundations, Corporations and DCET Staff, ALL  
working together to fulfill DCET's Mission in Pro of  
FREE Education**





# IT IS ALL ABOUT PARTNERSHIP!



Formal inauguration of  
DCET new Learning  
Center La Escuelita/YMCA  
November 08, 2024

# Collaboration, Communication and Cooperation



- We value our Literacy partners who have helped us achieve a successful community involvement benefiting our students.
- We are grateful to everybody who helps expand the services of our new Community Learning Centers "La Escuelita" (The Little school) in Irving and Grand Prairie, TX.



*Thank you very much  
Muchas Gracias!*







# Platon Lerma, Dirk Stricklin Scholarship fund

*\$8,500.00*

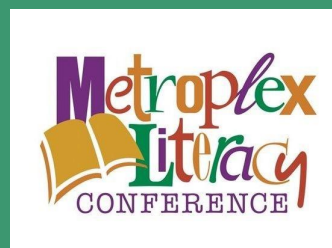
*To assist the educational needs of our graduate  
students*



# Literacy Partners



**DALLAS COUNTY  
EMERGENCY NONPROFIT  
ASSISTANCE PROGRAM**



**Holguin  
Accounting  
y MAS +**



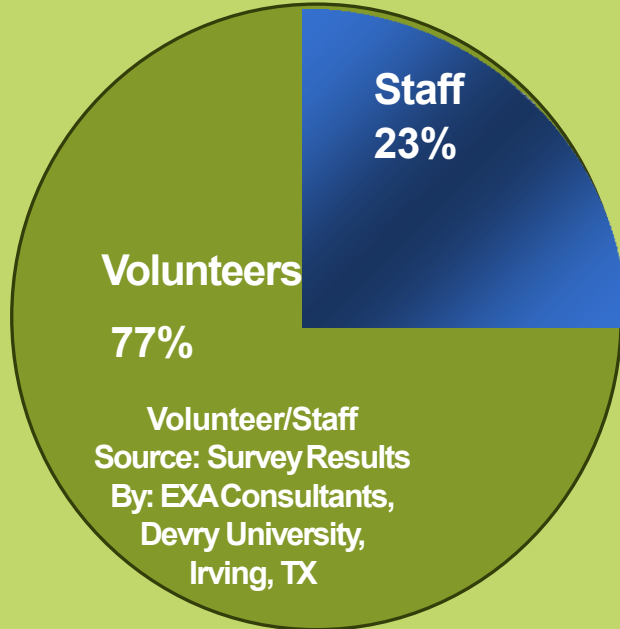
## Individual Supporters

Manuel A. Martínez - Joe Briones - Claudia Tharp - Alfredo Rosales  
Dr. Elba Garcia - Manuel y Dora Olaiz - Victor and Laura Martínez - Delfina Lerma



# Administration and Volunteers

## The Bread and Butter of DCET



*Values in this chart reflect a new data series released by the Bureau of Labor Statistics (BLS) in February of 2024)*



*DCET's volunteers work many hours providing an invaluable resource. They do this with professionalism, respecting Codes of Ethics of the organization.*

*In year 2024, volunteers, and Board of Directors contributed to a total of 5,933 hours of PRO-BONO volunteer time to DCET. 18-eighteen Adult Volunteers donated their time, skills and talent to DCET which represents a values of \$128,969.00 based on the new value of \$33.49 per hour.*

# Literacy Programs

- ESL • GED • Computer Literacy • Spanish Literacy

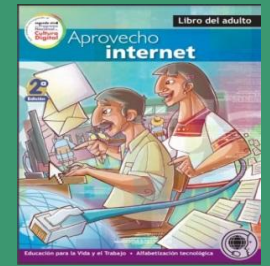
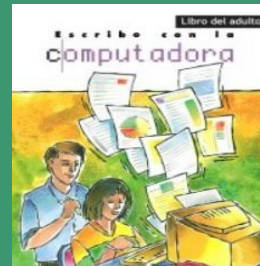


# English and Spanish Computer Literacy Curricular



1. 10-hour course “PARA SOLTAR LA MANO, helps beginners learn to use the mouse and work on important strokes with their hands.
2. TEC of Monterrey University “INTRODUCCION AL MUNDO COMPUTACIONAL” a 40-hour course to introduce students to the world of computers.
3. INEA 180-hour curricula: for Word, Excel, Power Point and Publisher classes.

- *18-eighteen students graduated from Spanish Computer Literacy*
- *1-One student graduated from English Computer Literacy*

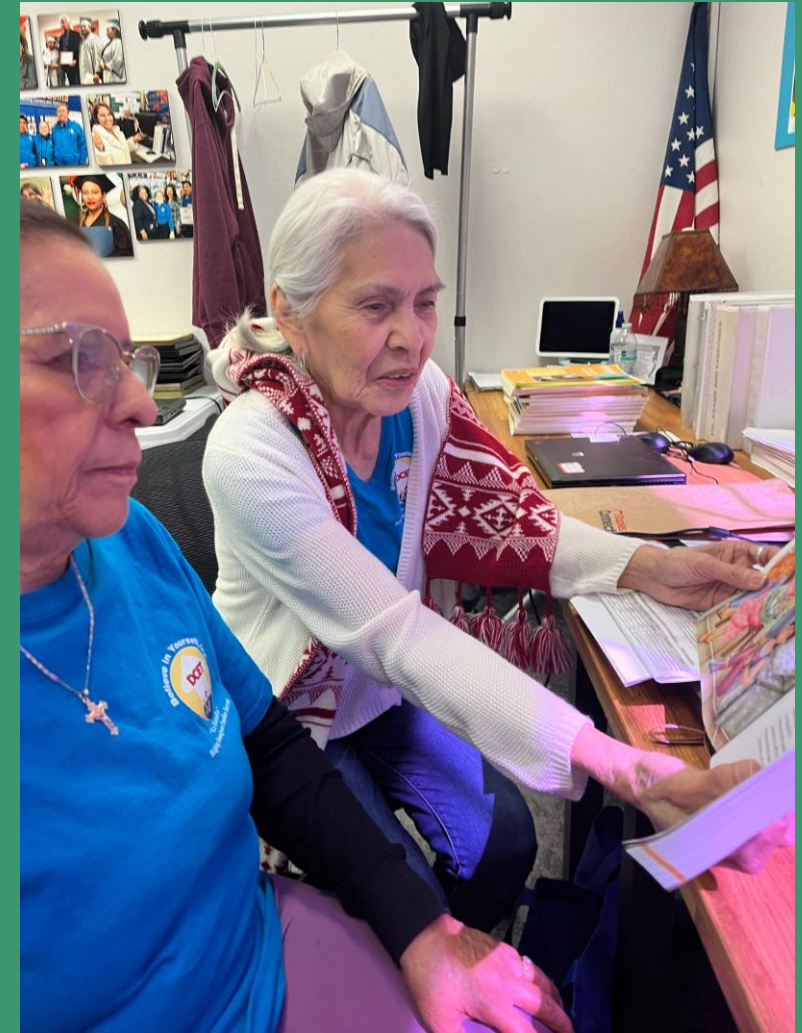


# ‘PLAZAS COMUNITARIAS’ a Spanish Literacy program certified and accredited by the Department of Education in Mexico

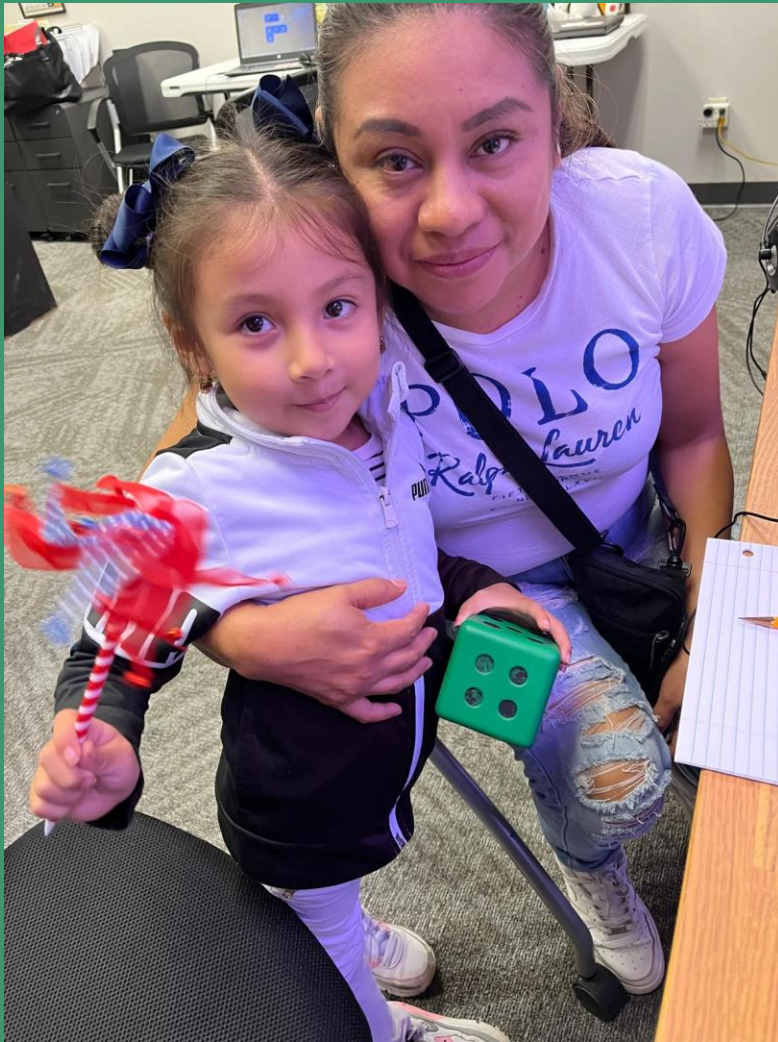
DCET's registered Spanish curricula includes:

- Basic Literacy (Alfabetización)
- Elementary (Primaria)
- Jr. High School (Secundaria)

- 2 students graduated from Basic Literacy (Alfabetización)
- 8 students graduated from Elementary (Primaria)
- 14 students graduated from Jr. High School (Secundaria)







IDENTITY - SELF ESTEEM -  
SOCIAL SKILLS - INTEGRATION



*Development settings to assist first  
immigrant middle-childhood children  
with skills and framework necessary to  
enter school helping them to avoid  
cultural shock.*

**Ready to enter IISD Kindergarten Class**



(READ AND YOU WILL  
BE)

An Literacy program that  
engages families and  
communities in fostering  
children's early literacy  
development.





# Finances and Administration

- Financial Statements • Accountability for Performance
- Measuring Outcomes Effectively • Marketing
- Managing with Standards of Excellence

# Administration of our Spanish Literacy Programs

Our CA Report “Contenido de Avances” (*Advancement Sheet*) is a one-page sheet outlining the progress of each student’s performance for the Spanish Literacy PLAZAS COMUNITARIAS curricula:

- *Basic Literacy*
- *Elementary*
- *Jr. High School courses*

*This is a useful tool that helps facilitators monitor advancement of the student’s progress.*

**Contenido de Avances – Plazas Comunitarias**

Nombre del Educando \_\_\_\_\_ Fecha Inscripción \_\_\_\_\_

RFE: \_\_\_\_\_ Phone number: \_\_\_\_\_ ID # SASACE: \_\_\_\_\_

**1a. Primera Etapa PRIMARIA – Nivel Inicial – Lengua, Comunicación, y Matemáticas (Nivel inicial)**

MODULOS BASICOS	CLAVE	FECHA	CALIFICACION	TIPO DE EXAMEN	DESCRIPCION	NOTAS
1. La palabra	B1ELP			ED1 Final	Lengua y Comunicación I	
2. Para Empezar	B1EPE			ED1 Final	Leer y Escribir en la Vida	
3. Matemáticas para empezar	B1MME			ED1 Final	Matemáticas I	

**2a. Segunda Etapa PRIMARIA – Español y Ciencias Naturales + 1 Diversificado (Nivel Intermedio)**

MODULOS BASICOS	CLAVE	FECHA	CALIFICACION	TIPO DE EXAMEN	DESCRIPCION	NOTAS
4. Leer y Escribir	B2ELE			ED2 Final	Lengua y Comunicación II	
5. Saber Leer	B2ESL			ED2 Final	Lengua y Comunicación III	
6. Vivamos Mejor	B2CYM			ED2 Final	Ciencias Naturales I	
UN DIVERSIFICADO (escoger)				ED2 Final	Lengua y Comunicación II	

**3a. Tercera Etapa PRIMARIA – Matemáticas y Ciencias Sociales + Un Diversificado (Nivel Intermedio)**

MODULOS BASICOS	CLAVE	FECHA	CALIFICACION	TIPO DE EXAMEN	DESCRIPCION	NOTAS
8. Los Números	B2MNU			ED3 Final	Matemáticas II	
9. Figuras y Medidas	B2MFM			ED3 Final	Matemáticas III	
10. Cuentas Útiles	B2MCU			ED3 Final	Matemáticas IV	
11. Vamos a Conocernos	B2CVC			ED3 Final	Ciencias Naturales II	
12. DIVERSIFICADO (escoger)				ED3 Final	Matemáticas II	

**4ta. Cuarta Etapa SECUNDARIA – Español y Ciencias Naturales + Dos Diversificados (Nivel Avanzado)**

MODULOS BASICOS	CLAVE	FECHA	CALIFICACION	TIPO DE EXAMEN	DESCRIPCION	NOTAS
1. Hablando se entiende la gente	B3EHG			ED4 Final	Lengua y Comunicación IV	
2. ¡Vamos a Escribir!	B3EVE			ED4 Final	Lengua y Comunicación V	
3. Para seguir aprendiendo	B3ESA			ED4 Final	Lengua y Comunicación VI	
4. Nuestro planeta la Tierra	B3CNP			ED4 Final	Ciencias Naturales III	
5. DIVERSIFICADO (escoger)				ED4 Final	Lengua y Comunicación IV	
6. DIVERSIFICADO (escoger)				ED4 Final		

**5ta. Quinta Etapa SECUNDARIA – Matemáticas y Ciencias Sociales + Dos Diversificados (Nivel Avanzado)**

MODULOS BASICOS	CLAVE	FECHA	CALIFICACION	TIPO DE EXAMEN	DESCRIPCION	NOTAS
7. Información y Gráficas	B3MIG			ED5 Final	Matemáticas V	
8. Fracciones y Porcentajes	B3MFP			ED5 Final	Matemáticas VI	
9. Operaciones avanzadas	B3MOA			ED5 Final	Matemáticas VII	
10. México Nuestro hogar	B3CNH			ED5 Final	Ciencias Sociales	
11. DIVERSIFICADO (escoger)				ED5 Final	Matemáticas V	
12. DIVERSIFICADO (escoger)				ED5 Final		

FORM: CA2020



# Financial and Operational Stability

The Power  
of Transparency means:  
*Financial Health and Impact!*



Everett Burton,  
Quick Books  
National Consultant  
and DCET Board Finance Director



- Audited Financial Statements
- Finance Committee supervision
- On time bank reconciliations
- Post Quick Books Pro by Category
- Restricted Funds by Class

# Accountability for Performance

## Our DCET Daily Progress Report

highlights everyday the

Following activities:

1. Class, amount of students by category, class hours, curricula, students' advancement and notes.
2. Also reports on the administration, messages, and interns and volunteers assisting.

CLASS	STUDENT	HRS	CURRICULA	STUDENT'S ADVANCEMENT	NOTES:
ESL	Jesús Rodríguez Luis Gálvez Pedro Sánchez	2:00-4:30	TEC of Monterrey Basic Skills for Life	Unit 3	
COMPUTER LITERACY	Rigoberto Acosta Santos González Ma. Paulina Portillo	12-2pm 12-2pm 12-2pm	PSM - Para Soltar la Mano (1) IMC - Introducción al Mundo Computacional (2) CBC - Conexión (3) HBI - Habilidades Básicas de Informática (4) JCL - Jan's computer Literacy	DATE: July 17, 2018	
PLACOM	Ornelina Gómez	3:30-6:00	Modelo Educativo Mexol - Primaria	Vamos a conocernos"	
CITIZENSHIP	Clemente Rangel	12:00-3:00	Modelo Educativo Mexol - Alfabetización	Ejercicios de lectura-escritura	
GED	Fidelina Guardado Luisa Rivas Catherine Hernandez	12:00-2:00 12:00-2:00 2:00-4:00	www.gedonline.org www.gedonline.org www.gedonline.org	100 questions practice and interview How to fill it up Form N-400	
IN TAKE MANAGEMENT	1 Sales/Information Classes (NN to sign visitors book) 1 Re-Enrollments Transferred folders to Students' Database 07 Calls to (updates) students Accountability for Performance COPIES FAX SCANS Use of the Internet/or computer (no student) Deposit DCET Account Print DPR emailed DPR AARP Timesheet STUDENT Evaluations 8 TOTAL Students today E-mails resent to ED Updates Add new students			MAIL FROM: MAIL TO: DONATIONS: Copies: _____ Use of computers: \$ _____ Water: \$ _____ BANK DEPOSIT: \$ _____ Programs: \$ _____ CINCO: \$ _____	
SASA System	Graded test		Printed Module Primaria Secundaria	Test	
ED Reports/FUP's					
STUDENTS ABSENT:	Jennifer Melendez.				
INTERNS & VOLUNTEERS:	Susana Escobar came to do volunteer time from 12:00 to 3:00				
MAINTENANCE:	Trash Dusted Cleaned around computers Floor Waxed by Savers				
OTHERS: (Messages, Visitors, etc.)					
FACILITATOR:	Ma. Del Carmen Aguirre			SUPERVISOR:	Elvia Wallace-Martínez

- Daily Sign in sheets from each class.
- Each program has a progress reports.
- ESL Best Plus Testing.



The SASA Electronic portal of INEA's Department of Education in Mexico, credits & certifies DCET's Spanish Literacy courses.



# Measured Outcomes and Accountability



## Responsibility for Organizational Goals

*Accountability at DCET provides a framework for thinking about ethical matters, responsibility and commitment.*

The screenshot shows a Google AIRTABLE interface with a table titled 'ALL DCET STUDENTS since 1999'. The table has columns for Name, Address, Phone, Email, and Notes. The data is organized into rows, with each row representing a student's information. The interface includes a search bar at the top and a sidebar on the left with various filters and views.

## Google AIRTABLE On Line Database Management System

- ✓ Students, Volunteers & Donors
- ✓ Special Events' Clients

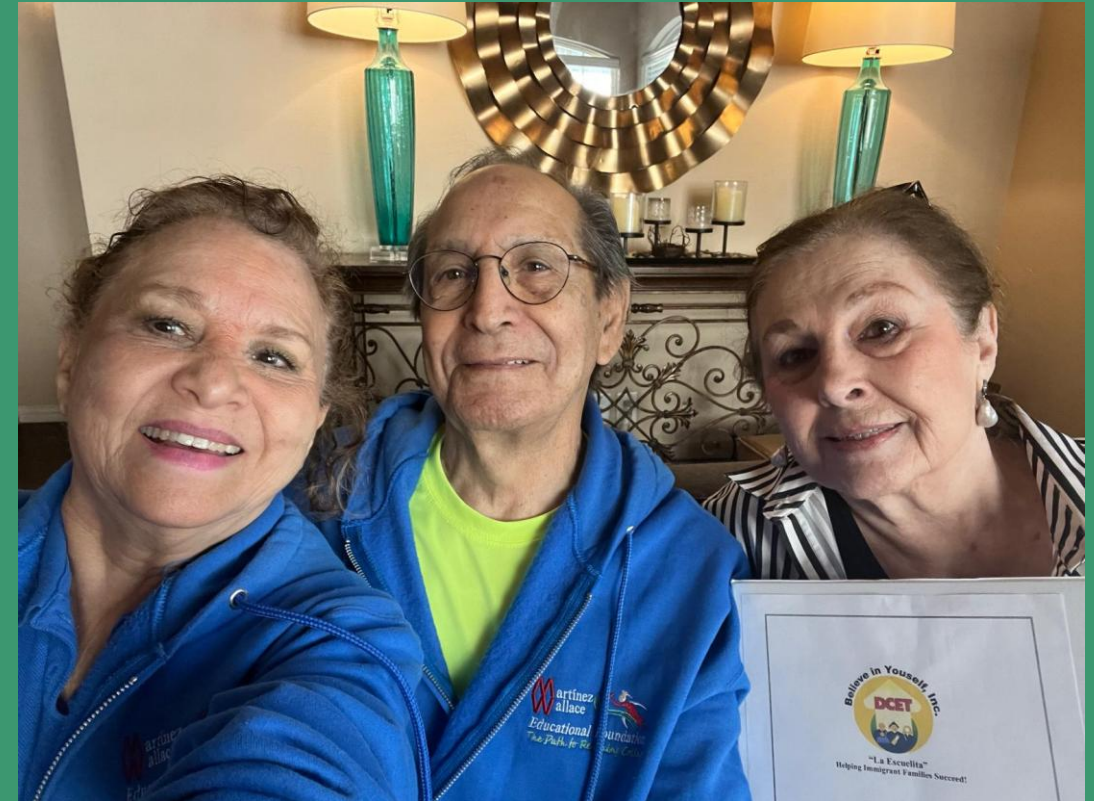
## Accountability for Performance

- ✓ DPR (Daily Progress Reports)
- ✓ Students' Attendance Monthly Reports<sub>31</sub>
- ✓ Service Evaluations by Students and Teachers

# Fundraising Plans and Grant Writing, aligned with SMART objectives

Objectives and Key Results (OKRs) require identification of organizational target (outcomes) and metrics for knowing when the target (outcome) is reached.

*DCET programs are measured to determine successful outcomes.*



*The 112-page **DCET Strategic Plan** was finalized by team members:  
Manuel A. Martinez and Elvia Wallace-Martinez and Grant Writer, Sue Johnson-Dietz  
October 18, 2024*



# We reached our 2024 Goals SUPER Thanks to all of you!



*...students who participated all year long, as well as our **Board of Directors, Staff, volunteers, Ambassadors, and Stakeholders.** Without all of us **working together***

*It would have been impossible to reach our 2024 goals!*

***¡Muchas Gracias!***

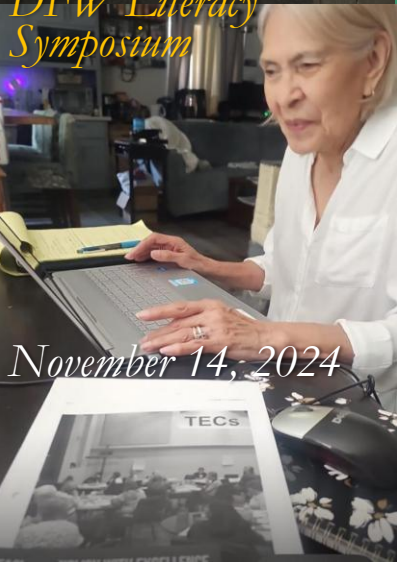


# Trainings and Networking means:

*Knowledge & Collaboration*



*UTA, Arlington  
DFW Literacy  
Symposium*



*November 14, 2024*

Zoom 55:56 Leave

*Joan Gary* **ZOOM training**

nonprofit **LEADERSHIP LAB**

Nonprofits with Sustainability & Success  
May 18th 2024  
3 Reasons we are not raising more money  
August 18, 2024

*Dallas Baptist University Symposium*  
March 09, 2024

Type 2: Non-Alphabet Literate  
Example: Chinese, Japanese  
These complex systems don't have an alphabet with "letters".  
May need help with:  
Focusing on individual letter's instead of syllables or words.  
Where your world grows.

**Metroplex Literacy CONFERENCE**

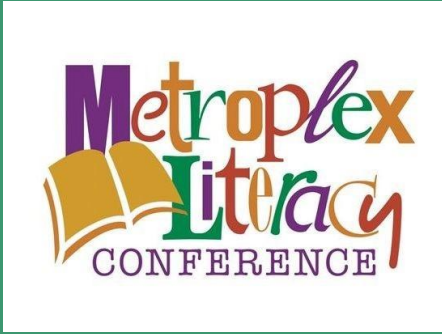


*INEA – MEV  
Aprende  
Training  
August, 28,  
2024*



# Trainings and Networking mean:

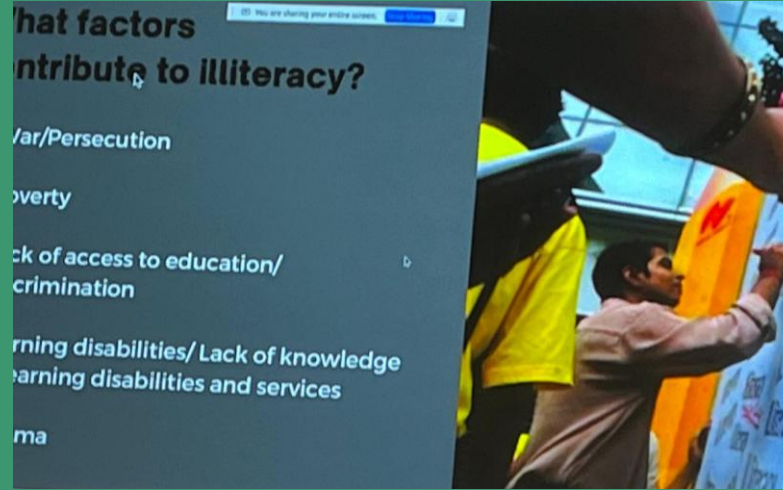
*Knowledge & Collaboration*



**Metropex Literacy Conference**

*Dallas Baptist University*

March 09, 2024



- Directors Roundtable & Networking by: John Spear
- Citizenship; Where Do I begin? By: Shelly Whitfield
- Teaching Basic Literacy to ESL Students By: Joy Westeen
- Refugees and Relationship Building By: Dr. Russell Chun

# Citizenship Classes at DCET Include:

*DCET students go through the following preparation:*

- HISTORY
- GOVERNMENT
- CIVICS
- ENGLISH

As for the test, United States Citizenship and Immigration Services, or USCIS, creates and administers and grades the 2 part exam.

1. A Language section where applicants have to read, speak, and write in English.
2. A Civics portion with 100 possible questions.

*Applicants are asked 10 questions and must get six right*



*Griselda Garcia a proud new Citizen of USA!*



# Fundraising & Marketing through Social Media

<http://www.firstgiving.com/elviawallacemartinez>  
<http://www.youtube.com/elviawallacemartinez>  
<https://greatnonprofits.org/org/debes-creer-en-ti>  
<https://www.facebook.com/laescuelitadedcet/>  
<https://www.eventbrite.com/e/support-free-education-tickets-243277197647?aff=oddttdtcreator>



**La Escuelita de DCET/Debes Creer**  
 Es un Centro Comunitario de Aprendizaje del  
 TEC de Monterrey, y una  
 Plaza Comunitaria del INEA  
 en Irving, Texas

GRATIS CLASES DIARIAS DE: INGLES, COMPUTACION, GED,  
 PRIMARIA, SECUNDARIA Y CIUDADANIA  
 CLASES TODOS LOS DIAS DE 12-6 PM



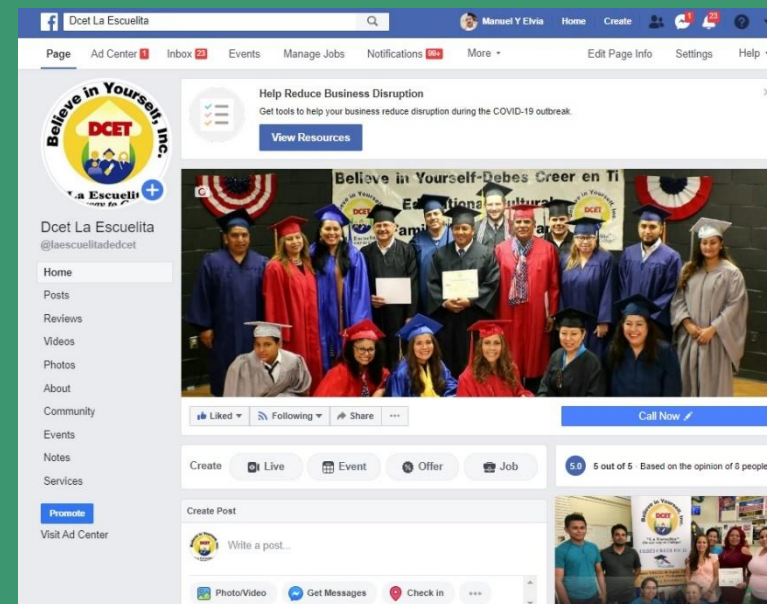


**Termina tu Primaria y/o Secundaria en LA ESCUELITA de DCET**

Reserva tu espacio enviando texto al: **214-587-1983**  
 Citas de las 12-6pm

**Incorporación y Acreditación**  
**y**  
**Viernes, Sábado y Domingo**  
**2, 3 y 4 de Agosto**



# This is what DCET is all About!

*Fairness, respect, trust, compassion, responsibility, and transparency are characteristics of our Standards of Excellence.*

- Accomplish our Mission
- Strategy and Evaluation
- Board, Staff and Volunteers Leadership
- Legal Compliance
- Ethics in all Dealings
- Finances and Operations on time
- Resource Development
- Public Awareness
- Engagement
- Advocacy

Candid.  
GuideStar

## We operate with STANDARDS OF EXCELLENCE!



[Volunteer. Donate. Review.](#)



Debes Creer En Ti  
2024 TOP-RATED NONPROFITS

★★★★★ 51 Reviews

Reviews from GREATNONPROFITS

### Most Recent Reviews

lawrence.carole ★★★★★

This non-profit, Debes Creer En Ti (DCET) offers a tremendous opportunity for adults to get and education...

elvisferrufino ★★★★★

Mi nombre es Elvis Ferrufino. Soy estudiante de la escuela DCET me siento muy satisfecho de recibir...

Dora0laiz ★★★★★

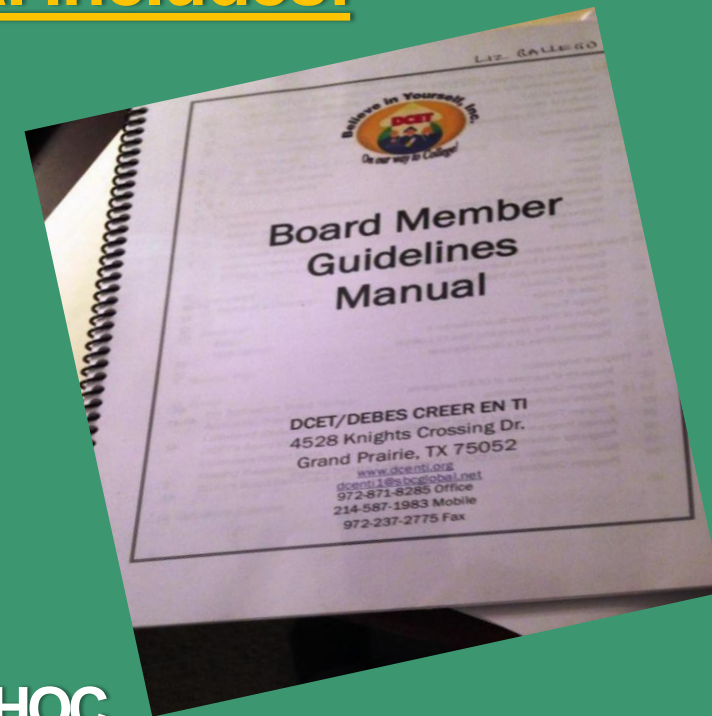
DCET is one of a kind organization whose mission is to equip their students with education and skills...



# Board Initiatives

## DCET's Board Member Guidelines Manual includes:

1. Board of Directors and Facts about DCET
2. Case Statement
3. Board Members and Staff responsibilities
4. Elections
5. Forms
6. Fundraising / Financial
7. Legal Documents and Guidelines
8. Operations Calendar
9. Program Information
10. Standing Committees & ADHOC
11. Strategic Plan
12. Volunteers
13. Annual Budget



# Recogniton Board Members who dedicated more than 20 years to serve DCET~!

*March 8<sup>th</sup>, 2024*



*Felipe Lezama Carole Lawrence Josie Flores Elvia Wallace-Martinez*



*Juan Carlos Reynoso*



# DCET presented the 2025 – 2027

- *Strategic Plan*
- *Budget*
- *New Board Members*

*Friday, August 31<sup>st</sup>, 2024  
9:00am*

*Grand Prairie Municipal Airport,  
3116 SW Pkwy, Grand Prairie,  
TX*



**2024  
New Strategic Plan,  
New Budget,  
New Grand Prairie staff  
& New Board Members**





## *Executive Board Members (Officers)*

Thanks to your  
commitment and  
strong work ethic,  
we know next year  
will be even better  
than the last.



*Elvia (Nina) Wallace-Martinez*  
ED and Founder of DCET



*Curtis (Action) Jackson*  
President



*Cheryl Oertel*  
Secretary



*Carole Lawrence*  
Treasurer

We look forward  
to continue  
working together

Gracias!

*Thank you*



*Liz Gallego*  
Mentoring Committee



*Josie Flores-Avila*  
Literacy Program Committee



*Karla Villely Hardaway*  
Cultural Committee



*Everett Burton*  
Finance Committee



*Mayte Lopez*  
Marketing Committee



*Felipe Lezama*  
IT Committee



*Cerise Carter*  
Special Events Committee

## *Committee Directors*