

## Chairman’s Planning Guide (CPG)

<b>Chapter Name:</b> Central Carolina Jaycees	<b>Chapter #:</b> 0900	<b>State Name:</b> North Carolina	<b>State #:</b> 32
<b>Project Name: Easter Basket Raffle</b>			
<b>CPG Category:</b> Management		<b>Supervising Chapter Officer:</b> Shannon Shuey	
<b>Chairperson’s Name:</b> Shannon Shuey			
<b>Address:</b>			
<b>City:</b>			
<b>Home Phone:</b>		<b>Work Phone:</b> N/A	
<b>Fax:</b>		<b>E-mail address:</b>	

**PROPER USE OF THE GUIDE:** Good advanced planning and record keeping will assure success. Use this guide in planning and conducting the project by answering each of the following questions. The form should be used as a cover sheet to the Chairman’s Planning Guide.

**PLANNING**

1. Primary Purpose. (What is the one reason to successfully run this project?)
2. Give a brief description of the proposed project and background information. Follow this with a listing of the specific and measurable goals to be accomplished by this project (Example: To involve 25 Jaycees.)
3. What are the specific manpower assignments? (Show names and duties.)
4. What specific materials, supplies and resources will be required?
5. Describe the potential problems and solutions to successfully complete this project.
6. Complete a proposed budget indicating all anticipated income and expense.
7. List the specific steps to bring this project to a successful completion showing planned dates for each step.

**IMPLEMENTATION and EVALUATION**

8. Record any revision of the original plan.
9. List solutions or recommendations for a future chairperson?
10. Give specific and measurable results for each goal established. Describe the impact of this project on the chapter, individual members, and the community.

\*Upon completion of the project, complete the actual section of the financial statement.

\_\_\_\_\_   
Date approved by Board/by Chapter

\_\_\_\_\_   
Date Final Report Approved

# Chairman's Planning Guide

## “Easter Basket Raffle”

### *Planning*

#### **1. Primary Purpose**

The primary purpose of this Easter Basket raffle project is to have members of our chapter participate in a Ways of Means project.

#### **2. Give a brief description of the proposed project and background information. Follow this with a listing of specific and measurable goals to be accomplished by this project.**

##### **History Background-Chapter**

The Central Carolina Jaycees started this year off with \$850.00 in our chapter funds. Our chapter’s goal for this year is to double our funds. Through this Easter Basket Raffle we will be able to provide additional money into our chapters account.

##### **Description of the Project**

The Central Carolina Jaycees will be raffling off Easter Basket Raffle tickets both independently. Tickets for the raffle will cost \$1.00. I will buy the materials for the Easter Basket. There will be chocolates, games, and other fun Easter toys. All members will be asked to participate. Board Members will be responsible for selling a minimum of 8 tickets. All other members will be asked to raffle off a minimum of 4 tickets. This is a Ways of Means project so all of the money will be given back to the chapter.

This project relates to the goals of The Central Carolina Jaycees as stated in our chapter plan, Business Area - 3 Ways of Means projects.

<b>Goals</b>	
<b>Goal A:</b>	To raise a minimum of \$100.00 towards chapter funds.
<b>Goal B:</b>	To involve 8 Jaycee members.
<b>Goal C:</b>	To recruit one new member.

#### **3. What are the specific manpower assignments?**

##### President

Hampton Rutledge

**Duties: Ensure project goals are met; encourage members to participate.**

##### Business Area

Shannon Shuey

**Duties:** Ensure project goals are met; encourage members to attend.

Project Chairperson

Shannon Shuey

**Duties:** Ensure project goals are met. Prepare CPG; To get materials bought for the Easter Basket. Make sure members, future members, and rosters participate independently and at the event in selling the Easter Basket Raffle tickets.

Central Carolina Jaycee Members

**Duties:** To Sell Tickets!!!

**February 12, 2008 – March 11, 2008:**

- We need members of this chapter to independently sell as many raffle tickets as they can.
- Take photos of the basket and send it via email so that members can display pictures as they sell tickets.

Roster Callers

Name	Phone Number
Abby Lindauer	
Anna Lucas	
Sarah Lyons	

**Duties:** The Roster Callers duties are to call everyone on the regular member roster, new member roster, and prospective member roster to inform them about the project and push them to sell their minimum amount of tickets.

Committee Members			
Committee Member	Address	Home & Business Phone Numbers	Notes
Shannon Shuey			

**Duties:** The committee member’s main priority is to get people to participate in the selling of the raffle tickets for this project.

**Outside Contacts:**

- Wal-Mart (Sanford)- (919) 774-3310 (Buy supplies)

**4. What specific materials, supplies and resources will be required?**

Supplies	Quantity	Date Needed	Responsible	Donated/Purchased
Easter Basket	1	3/10/08	Shannon Shuey	Donated
Tickets -printed	130	2/15/08	Shannon Shuey and Dana Kauffman	Donated
Easter Basket Materials Games/toys/candy	Fill the basket	3/10/08	Shannon Shuey	\$30.00 Purchased

**5. Describe potential problems and solution to successfully complete this project.**

<b>Potential Problem:</b>	Not enough members sell the tickets
<b>Solution:</b>	Leave one week before Easter to communicate with the members about the possibility of not making enough money to cover the cost of the basket. Convince them to continue to sell tickets.
<b>Potential Problem:</b>	Name and phone number can not be read off the ticket.
<b>Solution:</b>	Communicate with the chapter the importance of neat and readable print.

**6. Complete a Proposed Budget indicating all anticipated income and expense.**

<b>INCOME</b>	<b>Estimated</b>
<b>Appropriation from Chapter:</b>	
<b>Easter Basket and Easter Items to Fill the Baskets</b>	\$30.00
<b>Value of donated items (list):</b>	
<b>Tickets</b>	\$10.00
<b><u>TOTAL INCOME</u></b>	<b>\$40.00</b>
<b>EXPENSE</b>	
<b>Other Expenses</b>	
<b>Donated Items</b>	<b>\$10.00</b>
<b>Return of appropriation from Chapter:</b>	<b>\$30.00</b>
<b>Return to Chapter (profit):</b>	<b>\$100.00</b>
<b><u>TOTAL EXPENSE</u></b>	<b>\$30.00</b>

**7. List the specific steps to bring this project to a successful completion showing planned dates for each step.**

<b>Date</b>	<b>Time</b>	<b>Action</b>
<b>2-12-08</b>	9:00 P.M.	Shannon Shuey makes the tickets and the fliers for the raffle.
<b>2-13-08</b>	6:30 P.M.	Bring the CPG to the board for approval

<b>2-13-08</b>	7:00 P.M.	Pass out tickets for chapter members to sell.
<b>2-28-08</b>	7:00 P.M.	Remind members to bring any sold tickets and to the meeting and continue to sell tickets.
<b>3-4-08</b>	During the day	Email and have Local Directors call and remind the members to sell tickets. All tickets will be due on 3-11-08/ next meeting.
<b>3-11-08</b>	Meeting	Plan on the members bring their sold tickets to the meeting.
<b>3-12-08</b>	Email/Call	Shannon will send an email out to everyone reminding them to drop off the raffle tickets. She will also ask the local directors to call all members and remind them to drop off the tickets.
<b>3-15-08</b>	11:30 P.M	A ticket will be pulled at random for the winner of the basket at the St.Pattys Day party.

## *Implementation and Evaluation*

### **8. Record any revision of the original plan.**

- Instead of spending \$30.00 on the basket I was able to fill a basket full for \$15.00.
- We did not pull the ticket on the March 11<sup>th</sup> as planned. Some chapter members still had tickets. We ended up pulling the ticket at the St. Patrick’s Day Party on the 15<sup>th</sup> of March.

### **9. What changes or recommendations do you have for a future chairman?**

- Buy an already pre-made basket the ones that can be unisex. Then buy about 8-10 more dollars worth of items, toys, and chocolates to put it on the baskets. This will save you money from buying a large basket which can be expensive.
- I asked each board member to sell at least 10 tickets and requested that each member sell at least 5. By putting a number on the amount the members of the chapter should sell, it gave them a goal to reach for. \*most board members reach the minimum goal.
- If you feel it is necessary you can sell tickets in front of a store such as Wal-Mart. If this is done my recommendation for the future chairman is to make sure you have 2-3 very vocal people selling the day of. These people will help immensely by asking shoppers if they would like to buy the tickets. Quiet people that are not comfortable with solicitation are normally not good at asking people for their money and or support.

### **10. Give specific and measurable results for each goal established. Describe the impact of this project on the chapter, individual members and the community.**

<b>Goal A:</b>	To raise a minimum of \$100.00 towards chapter funds
<b>Result:</b>	We achieved this goal by over 100% . We raised \$128.00 towards chapter funds.
<b>Goal B:</b>	To involve 8 Jaycee members
<b>Result:</b>	We achieved this goal by over 100%. We had the 8 board sell tickets and 3 members sold tickets as well.

<b>Goal C:</b>	To recruit one new member.
<b>Result:</b>	We did not meet this goal. Even though we did not meet this goal our chapter brought awareness to the members of our community by asking them to buy tickets in support of our chapter.

<b>Project Impact:</b>	
<b>Chapter:</b>	This project strengthened our teamwork by exposing the collective results of individual humanity. As it is evidence though this experience the Jaycee members went above and beyond the individual contribution and built an ongoing team atmosphere. Working as a team selling Easter Basket raffle tickets rendered individuals with the sense of belonging, personal accomplishments in correlation with improved skills and enhanced motivation in the possible contributions in the future. This project raised \$128.00 for our chapter. This project is a great and easy project to run before the Easter Holiday.
<b>Individual:</b>	Each individual who participated and supported this fundraiser brought the attention to themselves and the members of our organization that our civic organization is important to the success of the community. Members and nonmembers have learned a different way in which to raise funds, and a new way in which volunteerism benefits us all.
<b>Community:</b>	Our chapter is showing our community that the Jaycees are a strong and active chapter by demonstrating to our community that working as a team renders individuals with the sense of belonging in addition to individual endeavors.