

Chairman’s Planning Guide (CPG)

Chapter Name: Central Carolina Jaycees	Chapter #: 0900	State Name: North Carolina	State #: 32
Project Name: Book Bag Raffle			
CPG Category: Management		Supervising Chapter Officer: Shannon Shuey	
Chairperson’s Name: Shannon Shuey and Rebecca Johnson			
Address:			
City:			
Home Phone:		Work Phone: N/A	
Fax:		E-mail address:	

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

"Book Bag Raffle"

Planning

1. Primary Purpose

The primary purpose of this project is to have members of our chapter participate in a Ways of Means project in addition to donating school supplies to the local needy schools.

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 \$1200.00 in our chapter funds. Our chapter's goal for this year is to double our funds. Through this book bag raffle we will be able to provide additional money into our chapters account.

History Background

Sometimes we take them for granted, that local families in a community have enough funds to provide continuing sources for their children to have the best learning environment. The Central Carolina Jaycees believe that supporting the academic needs of homeless and at-risk children in our local is imperative. Most of the families in of these children cannot afford school supplies. Consequently, teachers spend an average of \$600.00 out –of-pocket each year to provide supplies for these students. This year will be the Central Carolina Jaycees first year running the Book bag project. Lee County has 8 Title I schools- which is schools in need with a number of families with low income needs.

Description of the Project

The Central Carolina Jaycees will be raffling off Book bag tickets both independently and at Sanford's Wal-Mart. Tickets for the raffle will cost \$1.00. Rebecca Johnson and I have gotten 2 Air pack book bags price value at \$50.00 donated in addition to a monogram gift certificate and 2 shoe gift certificates for Payless. We have asked the chapter to donate \$53.00 for school supplies both for the book bags and to give to the local community. All members will be asked to participate. The Wal-Mart location raffle will take place on August 18, 2007. Members on this day will be asked to assist in the selling of the raffle tickets. This is a Ways of Means project so the majority of the money will be given back to the chapter. School supplies will be given to the neediest Lee County School of Rebecca's and Shannon's choice.

This project relates to the goals of The Central Carolina Jaycees as stated in our chapter plan, Community Development Programming in addition Business Area, to conduct 12 Community Projects and 3 Ways of Means project.

Goals	
Goal A:	To raise a minimum of \$100.00 towards chapter funds.
Goal B:	To involve 2 non Jaycee members.
Goal C:	To involve 5 Jaycee members.
Goal D:	To provide 2 schools with a box of assorted school supplies.
Goal E:	To recruit one new member.

3. What are the specific manpower assignments?

President

Dana Kauffman

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 Co-Chairpersons

Secretary and Local Director

Rebecca Johnson

Duties: Ensure project goals are met. Prepare CPG; To get materials donated and bought for the book bags, Secure the raffle location and to make sure members, future members and roosters participate independently and at the event in selling the book bag tickets.

Central Carolina Jaycee Members

Duties: To Attend!!!

Day of the Event:

- Before the event we need members of this chapter to independently sell as many raffle tickets as they can.
- We need members to show up and sell raffle tickets the day of the event (Aug 18th)
- Take photos of members as we complete our task.

Roster Callers

Name	Phone Number
Amber Dunigan	

Matthew Kaufman	
Rebecca Johnson	

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.

Committee Members			
Committee Member	Address	Home & Business Phone Numbers	Notes
Shannon Shuey			
Rebecca Johnson	27546		

Duties: The committee member’s main priority is to get people to show up for the project.

Outside Contacts:

- Wal-Mart (Sanford)- (919) 774-3310
- Air Packs Company- Address: in CPG/ Email: <http://www.coreproducts.com/> Phone #: (877) 249-1251

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

Supplies	Quantity	Date Needed	Responsible	Donated/Purchased
Air Packs Book bags	2	7/ 18/ 2007	Rebecca Johnson	Donated
Assorted School Supplies	\$40.00 Worth	7/20/07	Shannon Shuey and Rebecca Johnson	Purchased
Fliers	25	7/20/07	Shannon Shuey	Donated
Shoe Gift Certificates	2	7/25/07	Rebecca Johnson	Donated
Tickets	300	8/18/07	Shannon Shuey and Dana Kauffman	Donated

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

Potential Problem:	Not enough members showing up to help.
Solution:	Rebecca and I will be there the entire day to sell the tickets. We will also call members and persist them to help.
Potential Problem:	Inclement weather
Solution:	Get an easy up from one of the Jaycees and continue to sell the tickets.

Potential Problem:	Not selling enough tickets to cover the cost of the money we have borrowed from the chapter.
Solution:	Extend the date and have the Jaycee members continue to sell the tickets.

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

INCOME	Estimated
Appropriation from Chapter:	\$53.00
School Supplies Below is the price for each item. Multiple items will be bought: <ul style="list-style-type: none"> • Index Cards- \$.46 • Binder- \$.97 • Glue Stick- \$.20 • Markers - \$.50 • Highlighters - \$.84 • Color pencils - \$.88 • Pencils- \$.97 • Ruler – \$.97 • Glue- \$.20 • Scissors - \$.50 • School Box - \$.97 • Pencil Pouch - \$.97 • Portfolio - \$.10 • Paper - \$.30 • Theme Book - \$.10 • Crayons- \$.12 	\$53.00
Value of donated items (list):	\$95.00
Book Bags	\$80.00
176Tickets	\$10.00
Fliers	\$5.00
<u>TOTAL INCOME</u>	\$148.00
EXPENSE	
Other Expenses	
Donated Items	\$148.00
Return of appropriation from Chapter:	\$53.00
Return to Chapter (profit):	\$135.00

TOTAL EXPENSE	\$0.00
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7. List the specific steps to bring this project to a successful completion showing planned dates for each step.

Date	Time	Action
7-10-07	During the day	Shannon Shuey makes the tickets and the fliers for the raffle.
7-12-07	6:45 P.M.	Shannon Shuey and Rebecca Johnson present idea to Board for Approval
7-12-07	7:20 P.M.	Shannon Shuey and Rebecca Johnson distribute tickets at the general membership meeting.
7-12-07	8:30 P.M.	Rebecca Johnson and Shannon Shuey buy \$53.76 of assorted school supplies.
7-15-07	Between 8-5	Rebecca Johnson gets book bags donated from the Air Packs company.
7-18-17	6:00 P.M.	Shannon Shuey fills the book bags with the school supplies and sends a picture with tickets as an attachment to the members of the chapter.
8-16-07	7:00 P.M.	Local Directors make a reminder call to the chapter.
8-17-07	8:00-8:30 P.M.	Shannon Shuey and Kristen Breedlove make the ticket box to put the tickets in.
8-17-07	8:30-9:00 p.m.	Shannon Shuey, Bill Shuey, and Kristen Breedlove pack the car with a table and five chairs for the following day.
8-18-07	10:30 A.M.	Shannon Shuey will go to the Wal-Mart and set up for a fun day of selling raffle tickets.
8-18-07	11:00 A.M.	Members of the Chapter arrive at their designated time to assist in the selling of the raffle tickets.
8-18-07	12:00 P.M.	Members of the chapter continue to sell the raffle tickets
8-18-07	1:00 P.M.	Members of the chapter continue to sell the raffle tickets
8-18-08	2:00 P.M.	Members of the chapter continue to sell the raffle tickets
8-18-07	3:00 P.M.	Members of the chapter clean up the area, check out with the front desk of Wal-Mart.
8-18-07	3:30 P.M.	Rebecca Johnson and Shannon Shuey pull two winning names for the raffle and call the winners.
8-19-07	12:00 P.M	Shannon Shuey sends the thank you letters to the donators and Wal-Mart.
8-19-07	1:00 P.M.	Shannon Shuey sends in the book bag raffle newspaper ad.
8-19-07	5:30 P.M.	Shannon Shuey completes the CPG for this project.

Implementation and Evaluation

8. Record any revision of the original plan.

We did not find someone to donate a certificate for monograms nor did we get the gift certificates for the shoes form payless. This did not hinder the selling of the raffle tickets because the book bags were overflowing with school supplies.

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

- 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.
- Another recommendation is to make sure that you have a few chairs and a table at the site. Wal-Mart will not provide these things. (Dana Kaufman volunteered to let us use her table and chairs for this event.)
- When selling the tickets it may be more beneficial to have someone at the entrance and at the exit. The person at the entrance can sell the ticket and allow the shopper to fill out the ticket and drop it off on their way out.
- Having the book bag raffle a few weeks earlier may help in the selling of more tickets. Starting a week before school started was a little late because a lot of people stated that they have already bought their child school supplies for the year.

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

Goal A:	To raise a minimum of \$100.00 towards chapter funds
Result:	We achieved this goal by over 100% . We raised \$150.00 towards chapter funds.
Goal B:	To involve 2 non Jaycee members.
Result:	We achieved this goal by over 100% . We had 3 non-Jaycee members volunteer to participate the day of selling the raffle tickets at Wal-Mart.
Goal C:	To involve 5 Jaycee members
Result:	We achieved this goal by 100%. We had 5 Jaycee members volunteer for this project.
Goal D:	To provide 2 schools with a box of assorted school supplies.
Result:	We achieved this goal by 100%.
Goal E:	To recruit one new member.
Result:	We did not meet this goal. Even though we did not meet this goal we had three non-members participate.

Project Impact:	
Chapter:	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 book bag 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 over \$150.00 for our chapter. This project is a great and easy project to run before school starts.
Individual:	Each individual who participated and supported this fundraiser will have the warm feeling in knowing that they made many children smile this school year. Some of our neediest children in Lee County schools will go to school prepared with the appropriate school supplies. Members and nonmembers have learned a different way in which to raise funds, and a new way in which volunteerism benefits us all.
Community:	We helped to build the Jaycee image by showing that we not only raise money, but that we provide assistance for our local children to attend schools prepared and ready to learn for the upcoming year. We are 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.