

Chairman's Planning Guide (CPG)

Chapter Name: Central Carolina Jaycees	Chapter #: 0900	State Name: North Carolina	State #: 32
Project Name: Catch Me If You Can			
CPG Category: Community Service		Supervising Chapter Officer: Erica Ammons	
Chairperson's Name: Dana Kaufman			
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City: Sanford	NC	27330	
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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.

May 2, 2005

June 15, 2005

Date approved by Board/by Chapter

Date Final Report Approved

Chairman's Planning Guide

"Catch Me If You Can"

Planning

1. Primary Purpose

The primary purpose of this project is to have members of our chapter assist a little league baseball team to help improve their catching and throwing ability.

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.

We will be inviting 3 pitchers from the local high schools to come out and work one on one with the pitchers on this team. The Jaycees will be providing drinks and working one on one with the other children mainly playing catch just to help them work on their throwing and catching skills. The project will be held at the ball field where the team normally practices on the same day and time as a scheduled practice. This prevents us from having to go through parks and rec. since the team is already scheduled.

This project relates to the goals of The Central Carolina Jaycees as stated in our chapter plan, Community Development Programming, to conduct 12 Community Projects.

Goals	
Goal A:	For the children to have a good time and learn something new.
Goal B:	To involve 5 Jaycees in this project.
Goal C:	To involve at least 2 baseball players from the local high schools to help these children.

3. What are the specific manpower assignments?

President

Alecia Adams
 Sanford, NC 27330
 Email: ccjc@alltel.net

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

Community Vice President

Erica Ammons
 Sanford, NC 27330

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

Project Chairperson

Dana Kaufman
 Sanford, NC 27330
danarkaufman@hotmail.com

Duties: Prepare CPG; To get the names of high school baseball players and get them to the field, To make sure we have enough adults there to work one on one with the children, and too provide beverages to all participants.

Central Carolina Jaycee Members

Duties: To Attend!!!

Day of the Event:

- We need members to show up and play catch.
- We need members to help organize the children.
- Take photos of members as we complete our task.

Roster Callers

Name	Phone Number
Dana Kaufman	
Matthew Kaufman	

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
Matthew Kaufman			

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

Outside Contacts: Coach William Shuey (919) 356-6350

Duties: To get as many children from his team as he can to practice on the day of the event.

Pitcher Wesley Crosby contacted through Lee Christian High School

Duties: To show up the day of the event and work with the right handed pitchers.

Pitcher JB Brewer contacted through Lee Senior High School

Duties: To show up the day of the event and work with the left handed pitchers.

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

Supplies	Quantity	Date Needed	Responsible	Donated/Purchased
Baseball Players	2	5/15/05	Dana Kaufman	Donated
Drinks	4 Gallons	5/15/05	Dana Kaufman	Donated
Cups	2 Dozen	5/15/05	Dana Kaufman	Donated

Ice	2 Bags	5/15/05	Dana Kaufman	Donated
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5. Describe potential problems and solution to successfully complete this project.

Potential Problem:	Not enough members showing up to help.
Solution:	We will have to have more than 1 child to every adult.
Potential Problem:	Inclement weather
Solution:	The project will be cancelled because the baseball practice will be cancelled if it rains.
Potential Problem:	One or more of the children or adults could get injured.
Solution:	Hopefully by keeping everyone separated into smaller groups on different parts of the field they will not be as likely to be injured.

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

INCOME	Estimated
Appropriation from Chapter:	\$0.00
Value of donated items (list):	\$510.00
Pitchers Time	\$400
Cups	\$5
Ice	\$2
Gatorade	\$3
Field	\$100
<u>TOTAL INCOME</u>	\$0.00
EXPENSE	
Other Expenses	
Donated Items	\$510
Return of appropriation from Chapter:	
Return to Chapter (profit):	
<u>TOTAL EXPENSE</u>	\$0.00

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

Date	Action
5-2-05	Dana Kaufman presented to Board for Approval
5-3-05	Dana Kaufman to speak to the coach and make sure that he would be willing to allow us to help
5-5-05	Dana Kaufman to deliver letters to athletic directors at all 3 high schools to see if any of their players would be interested in helping
5-13-05	Matt and Dana Kaufman to call athletic directors to see how many players are willing to help. Pick up drinks for the players.
5-15-05	Matt and Dana Kaufman to call members and remind them about details
5-15-05	Project Day
6-15-05	Dana Kaufman to complete the CPG

Implementation and Evaluation

8. Record any revision of the original plan.

When we first arrived it looked like we were going to have some inclement weather, and a few of the baseball team players were not there, so to correct this problem we got on the phone and called the players that were not there and explained to their parents that we were not having rain and to bring the children by. We ended up with 10 out of 12 players showing up.

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

The only change I would recommend is to keep a closer eye on the weather and to have a backup day in case of inclement weather.

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:	For the children to have a good time and learn something new.
Result:	We exceeded this goal the children had a great time and they all walked away with some type of useful knowledge.
Goal B:	To have at least 5 Jaycees show up
Result:	We exceeded this goal by 20%. We had 6 members and 1 guest to show up to help out.
Goal C:	To involve at least 2 baseball players from the local high schools to work with the children.

Result:	We exceeded this goal by 100%. We had 2 pitchers, along with 2 other high school players to attend.
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Project Impact:	
Chapter:	It helped to build the ongoing team atmosphere of our chapter by having us work closely together.
Individual:	Those who participated were able to impact the lives of children in the community one on one.
Community:	We helped to build the Jaycee image by showing that we not only raise money, but step in to work with kids and be a part of building relationships in the community.