

Chairman’s Planning Guide (CPG)

Chapter Name: Central Carolina Jaycees	Chapter #:	State Name: North Carolina	State #:
Project Name: Cupid Hits A Rest Home			
CPG Category: Community Service		Supervising Chapter Officer: Erica Ammons	
Chairperson’s Name: Dana Kaufman			
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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.

February 7, 2005

April 19, 2005

Date approved by Board/by Chapter

Date Final Report Approved

Chairman's Planning Guide

“Cupid Hits A Rest Home”

Planning

1. Primary Purpose

The primary purpose of this project was to deliver goodies to the residents of Sanford In The Pines rest home, to remind them that they are thought of.

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.

Sanford in the Pines is a rest home that houses people with mental as well as physical disabilities. We know that a few of them do not have family, so we thought it would be nice to visit, and give them gifts for Valentines Day so that they know they are thought of and not alone.

We contacted the manager of Sanford in the Pines, and got her permission as well as a time that would be convenient for them. Our chapter will conduct this project on Valentine’s Day at 2:00.

This project relates to the strategies of the Central Carolina Jaycees as stated in our chapter plan under the Community Area of Opportunity, which states:

To conduct 12 community projects.

Goals	
Goal A:	To deliver goodies to each resident of Sanford In The Pines on Valentine’s Day.
Goal B:	To spend time visiting with each resident on an individual basis.
Goal C:	To have 5 Jaycees participate.

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
 Email: ericaammons@alltel.net

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

Project Chairperson

Dana Kaufman
 Sanford, NC 27330
danarkaufman@hotmail.com

Duties: Prepare CPG; Purchase goodies to give to the clients at the rest home, encourage members to attend, meet with the rest home and set up appropriate day and time for the project, and to find out the number of clients that would be there. Contact Sandra McNeil at Sanford in the Pines.

Treasurer

Darla Cole
 Sanford, NC 27330
 Email: darla159@charter.net

Duties: To collect receipts and disburse funds to the appropriate people.

Central Carolina Jaycee Members

Duties: To Attend!!!

Day of the Event:

- We needed members to show up and visit with the clients.
- Give out the gift bags.
- Take photos of the clients as they opened their gifts

Roster Callers

Name	Phone Number
Cindy Ammons	
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. As well as to attend the event.

Committee Members			
Committee Member	Address	Home & Business Phone Numbers	Notes
Cindy Ammons			Flexable Schedule
Matthew Kaufman	628 N. Gulf St.		Works Nights

Duties: The committee members main priority is to get people to show up for the project. As well as to attend the event.

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

Supplies	Quantity	Date Needed	Responsible	Donate/Purchase
Sugar free candy		02/14/05	Dana Kaufman	Purchased

Necklaces for the ladies		02/14/05	Dana Kaufman	Purchased
Valentine stuffed animals		02/14/05	Dana Kaufman	Purchased
Valentine Cards		02/14/05	Dana Kaufman	Purchased

The CCJC's will be paying for all of the items out of their budget.

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

Potential Problem:	Not enough members showing up to help.
Solution:	To not spend too much time with any one client so that we could spend a few minutes with all of the clients
Potential Problem:	All of the clients not being available.
Solution:	This worked to our benefit because it gave us more time with the clients that were able to meet with us.

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

INCOME	Estimated
Appropriation from Chapter:	\$50.00
Value of donated items (list):	0
<u>TOTAL INCOME</u>	\$50.00
EXPENSE	
Other Expenses	
Gifts for Clients	\$50.00
<u>TOTAL EXPENSE</u>	\$50.00

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

Date	Action
Feb. 7	Present to Board for Approval.
Feb. 8	Coordinate with supervisor of the rest home.
Feb. 10	Purchase all necessary items.
Feb. 12	Announce at Battle of the Sexes Social.
Feb. 12	Stuff goody bags.
Feb. 14	Valentine's Day at the Rest Home at 2:00.

Implementation and Evaluation

8. Record any revision of the original plan.

We started the project later than what we had planned, and since it was the middle of a weekday we had a lower number of member turn out. We also started by buying regular candy for the residents and then realized that some

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

Next time I would suggest starting earlier and if Valentine’s day falls on a week day maybe do the project at night or the weekend before so that you get a higher number of member turn out. I think if these changes are implemented they will definitely help the project to run a little better next 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 deliver goodies to each resident of Sanford In The Pines on Valentine’s Day.
Result:	We met 100% of this goal.
Goal B:	To spend time visiting with each resident on an individual basis.
Result:	We met 100% of this goal.
Goal C:	To have 5 Jaycees participate.
Result:	We met 60% of this goal. 3 Jaycees participated.

Project Impact:	
Chapter:	It took us out of our comfort zone, and helped to prepare us for future projects that may be a little out of the ordinary. It also reminded us that every project means something to someone no matter how small.
Individual:	We had the satisfaction of knowing that we took the time to visit with each resident. Seeing the smiles on their faces when they were given their gifts helped to remind all of us why we do the things we do.
Community:	Our visit brought much joy to the residents that they do not experience on an every day basis. It also got our name out to people that work at Sanford in the Pines that otherwise may not have heard of us.