

Chairman's Planning Guide (CPG)

Chapter Name: Central Carolina Jaycees	Chapter #:	State Name: North Carolina	State #:
Project Name: Firewood For the Needy			
CPG Category: Community Service		Supervising Chapter Officer: Lana McCarty	
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.

January 4, 2006

March 6, 2006

Date approved by Board/by Chapter

Date Final Report Approved

Chairman's Planning Guide

“Firewood for the Needy”

Planning

1. Primary Purpose

The primary purpose of this project is to deliver firewood to needy families in the community.

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.

This is an annual project for our chapter. Our community has a great need for firewood. We receive a list of names every year from Tammy Carter at the Enrichment Center. And we do our best every year to deliver wood to all of those on our list. This year we will conduct this project on February 18, 2006 at Chad and Alecia Adams house.

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:	To provide firewood for four needy families.
Goal B:	To involve 5 Jaycee’s in this project.

3. What are the specific manpower assignments?

President

Jeff Howell
 Sanford, NC 27330
 Email: jeff@focusource.com

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

Community Vice President

Lana McCarty
 Sanford, NC 27330
 Email: lanamccarty@lycos.com

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 needy families, To make sure we have all the items we need. To keep in contact with Tammy Carter at the Enrichment Center to make sure we have names and address of everyone in need of wood. To ensure that the wood we were promised is delivered and that we have equipment to split the wood, and trucks to deliver the wood.

Central Carolina Jaycee Members

Duties: To Attend!!!

Day of the Event:

- We need members to show up and cut and load wood.
- Travel to the homes, unload, and restack wood.
- Take photos of members as we complete our task.

Roster Callers

Name	Phone Number
Shannon Shuey	
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
Shannon Shuey			
Matthew Kaufman			Works Nights

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

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

Supplies	Quantity	Date Needed	Responsible	Donated/Purchased
Axes	2	2/18/06	Matthew Kaufman	Donated
Gas		2/18/06	Dana Kaufman	Donated
Truck	1	2/18/06	Dana Kaufman	Donated
Chainsaw	1	2/18/06	Matthew Kaufman	Donated

All items necessary for this project were donated by Jaycees, except the truck which was donated by RE/MAX Real Estate Service.

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

Potential Problem:	Not enough members showing up to help.
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Solution:	To get wood to as many families as we can and if need be to set up another day to do more.
Potential Problem:	Inclement weather
Solution:	Give less wood to each family.
Potential Problem:	Not enough trucks to deliver the wood.
Solution:	Deliver less wood to each family.

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

INCOME	Estimated
Appropriation from Chapter:	\$0.00
Value of donated items (list):	\$5,000.00
Chainsaw	\$400
Gas	\$100
Truck	\$4,425
Axes	\$75
<u>TOTAL INCOME</u>	\$0.00
EXPENSE	
Other Expenses	
Donated Items	\$5,000
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
1-10-06	Present to Board for Approval
1-30-06	Get names of needy families from Tammy Carter at The Enrichment

	Center, she informed me that John Laskowski has wood that he will give us that just needs to be split.
1-30-06	Find items to be donated, chainsaws, gas, and trucks.
1-30-06	Contact John Laskowski @ the enrichment center to tell him where to leave the wood that he has so we can split it.
2-14-06	Call members and remind them about where and when to meet.
2-17-06	Pick up donated chainsaw and gas.
2-18-06	Meet at the Adams farm at 9 a.m. to start splitting wood. As we split the wood we load it into the truck. Around 01 a.m. our truck was loaded. There were 4 families on our list 1 had just received wood so we only had three families. We took the wood we had and split it between the two families that Tammy told us were in the most desperate need of wood. Everyone that was present at the splitting of the wood followed the truck to the first families house, we unloaded half the wood there, one person left and everyone else helped unload at the second stop. By 11:30 we were done and on our way home.

Implementation and Evaluation

8. Record any revision of the original plan.

We were unable to cut wood all day due to inclement weather, so rather than deliver a full load of wood to each family we delivered a partial load to the two most needy families.

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

Next time I would suggest keeping an eye on the weather so that the project can run the length of time that you would like for it to run.

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 wood to four needy families.
Result:	We delivered wood to the two needy families on our list.
Goal B:	To have at least 5 Jaycees show up
Result:	We exceeded this goal we had 8 members and 2 kids to show up to help out.

Project Impact:	
Chapter:	It helped to remind us why we do what we do, and to remember that people are counting on us for really important things. Heat for the winter being just one of those.
Individual:	We felt good about ourselves for what we did, and the people that we were able to help. It also helped to make each of us a little

	more appreciative of what we have, and what we have to offer.
Community:	More people are aware that we are here and a little more aware of what we want to do to help the community.