

# 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: No More Empty Bellies</b>			
<b>CPG Category:</b> Community		<b>Supervising Chapter Officer:</b> Julie Dutchess	
<b>Chairperson's Name:</b> Shannon Shuey			
<b>Address:</b>			
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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.

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

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

# Chairman's Planning Guide

## “No More Empty Belly’s”

**Planning**

**1. Primary Purpose**

The primary purpose of this project is to have members of our chapter participate in collecting food from the community for the needy families in the Sanford 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.**

**History Background**

North Carolina is one of the most progressive and fastest-growing states in the nation, but there are still hundreds of thousands of North Carolinians who struggle to get by and do not have enough food to eat day after day. About 365,000 people under age 18 live in poverty. About 400,000 men and women work full time and still do not earn enough to provide the basic necessities for their families’ basic necessities – food, clothing, and shelter.

**Description of the Project**

The Central Carolina Jaycees will scout for the perfect neighborhood in Sanford to have this food drive. The committee members will choose neighborhoods with close-spaced housing are the ideal target because it makes collection easier. The Jaycee members will leave a flier attached to the bag that explains the food drive. The community will be asked to leave nonperishable food items in the bag and place it on their door step on a specific date. The Jaycee members will have a date in which they will drop off and pick up items from the local community. The food drive committee should divide all the members of the chapter into groups of four, each having a driver, and assign a map to each team. The chairman committee is also responsible for making sure the members know what to do when distributing the bags and collecting the food. After each bag of food is collected a Thank You door hanger will be placed on the homes door knob. All food items will be given to the Life Line recovery Mission Women’s home in Sanford, North Carolina.

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.

<b>Goals</b>	
<b>Goal A:</b>	To collect 60 bags of food for the Line Recovery Mission.
<b>Goal B:</b>	To involve 8 Jaycee members.
<b>Goal C:</b>	To involve 2 non-Jaycee members
<b>Goal D:</b>	To recruit one member.

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

President

Dana Kauffman

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

Community Vice President

Name: Julie Dutchess

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

Project Chairperson

Shannon Shuey

**Duties: To ensure the CPG is complete, to manage the collection of the bags, drop off location for the housing developments, contacting Life Line Recovery Mission for the drop off of the food, and develop door hangers and bag letter for public relations.**

Central Carolina Jaycee Members

**Duties: To Attend!!!**

**Day of the Event:**

- We need members to attend to pass out the bags three days before pick-up
- We need members to attend to pick up bags and drop it off at the woman’s shelter.
- We need members to bring future members or roosters.
- Take photos of members as we complete our task and update the blog.

Roster Callers

Name	Phone Number
Cindy Burton	
Matthew Kaufman	
Tracey Norris	

**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
Bill Shuey			

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

**Outside Contacts:**  
**Life Line Recovery Mission-**

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

<b>Supplies</b>	<b>Quantity</b>	<b>Date Needed</b>	<b>Responsible</b>	<b>Donated/Purchased</b>
Paper bags Grocery size	300	9-10-07	Members	Donated
Fliers	300	9-10-07	Dana Kaufman	Donated
Door Hangers	300	9-22-07	Dana Kaufman	Donated
Large Vehicles	3	9-22-07	Members	Donated
Plastic Bags	25	9-22-07	Shannon Shuey	Donated

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

<b>Potential Problem:</b>	300 bags will not be collected by 9-19-07
<b>Solution:</b>	Ask local grocery stores if they are willing to donate
<b>Potential Problem:</b>	Inclement weather on drop off bag day 9-19-07.
<b>Solution:</b>	Members will drop off the bags the following day.
<b>Potential Problem:</b>	Inclement weather on pick up day.
<b>Solution:</b>	Members will be encouraged to wear rain jackets. Plastic bags will be brought for paper bags that are to wet to pick up.
<b>Potential Problem:</b>	Not enough members will participate on the day of drop off and pick up.
<b>Solution:</b>	Call members, family, and friends and get more people involved. Worse case scenario members that attended will pick up the bags. (May take longer)

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

<b>INCOME</b>	<b>Estimated</b>
<b>Appropriation from Chapter:</b>	<b>\$0.00</b>
<b>Value of donated items (list):</b>	<b>\$160.00</b>
<b>300 Paper Bags</b>	<b>\$80.00</b>
<b>Fliers</b>	<b>\$30.00</b>
<b>Door Hangers</b>	<b>\$30.00</b>
<b>Gas in Cars</b>	<b>\$20.00</b>

<b><u>TOTAL INCOME</u></b>	<b>\$0.00</b>
<b>EXPENSE</b>	
<b>Other Expenses</b>	
<b>Donated Items</b>	<b>\$160.00</b>
<b>Return of appropriation from Chapter:</b>	<b>\$0.00</b>
<b>Return to Chapter (profit):</b>	
<b><u>TOTAL EXPENSE</u></b>	<b>\$160.00</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>
7-12-07	6:00 P.M.	Shannon Shuey presented to board for approval.
8-15-07	7:00 P.M.	Shannon Shuey makes the door hangers for the food drive.
8-15-07	8:00 P.M.	Shannon Shuey makes the fliers to go on the bags for the food drive.
<b>Various Date</b>	<b>Meetings</b>	<b>Shannon Shuey collects bags and shows the number of bags still needed for the Food Drive to take place.</b>
9-19-07	8:00 P.M.	Shannon Shuey and Bill Shuey staple all fliers on the bags for tomorrows Food Drive.
9-20-07	5:00 P.M.	Shannon will have the members of the chapter meet at her house to pass out the bags at the designated housing developments.
9-20-07	5:00-8:00 P.M.	Shannon Shuey and the members of the chapter will pass out the bags in three housing developments. This requires the members to drive to the location and walk through the housing development passing out the bags.
9-22-07	8:00 A.M.-10:00 A.M	Shannon and Bill Shuey will ask the members to meet at their house to collect the bags at the three various housing developments. Members collecting the bags are to leave a thank you door hanger at each house.
9-22-07	8:15 A.M.	Three vans will leave and collect the bags at Bridges Ponds Housing development.
9-22-07	8:40-9:15 A.M.	Three Vans will go to the second housing development called Devroe.
9-22-07	9:15- 10:00 A.M	The three vans will collect the remaining bags in Hawk Run our third housing development.
9-22-07	10:00-10:20	All members that would like to go to the Life Line Recovery Mission will leave at this time.
9-22-07	10:20-10:40 A.M.	Members will unload the bags of food at the Life Line recovery Mission.

9-22-07	10:40 A.M.	Everyone will be thanked for their help and will go home.
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**Implementation and Evaluation**

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

I originally wanted to deliver bags to four housing developments. Due to the lack of help on the night of passing out the bags we had to eliminate the final house due to darkness and member safety.

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

**Changes:**

- Passing out the bags was more strenuous then collecting the bags. I would strongly suggest that the next member that challenges this project have more members assist and volunteer for the passing out day.
- Consider splitting the amount of donated food items to various places in town.
- This project can be done several times throughout the year in different housing developments.

**Recommendations:**

- Two pick up trucks or Vans would be beneficial when collecting the bags.
- Making the door hangers is a great way to thank the community for donating the food items.

**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 collect 60 bags of food for the Line Recovery Mission.
<b>Result:</b>	This goal was achieved by over 109%. There were 75 bags collected in all.
<b>Goal B:</b>	To involve 8 Jaycee members.
<b>Result:</b>	We achieved this goal by 100%..
<b>Goal C:</b>	To involve 2 non-Jaycee members
	We achieved this goal by 150%.
<b>Result:</b>	
<b>Goal D:</b>	To recruit one member.
<b>Result:</b>	This goal was not accomplished.

<b>Project Impact:</b>	
<b>Chapter:</b>	The Central Carolina Jaycee members have led the way in addressing a vital issue: hunger. This event gives each members of this chapter the opportunity to help needy families in their community. By participating in this project the members of our chapter has been able to bring its membership together to confront a serious problem while displaying the positive impact that the Jaycees can have on their local communities.
<b>Individual:</b>	The members of the Central Carolina Jaycees have the opportunity to

	build relationship within the chapter by working together. This allows each individual member to participate in a world problem of hunger by assisting the day of the project or providing bags for the food collection. Each individual who participated and supported this project will have the warm feeling in knowing that they made many families smile fill their empty bellies.
<b>Community:</b>	By participating in this project it give a chance for the local community to gain a favorable impression of the Central Carolina Jaycees. By having the food drive we have helped to build the Jaycee image by showing that we not only raise money, but that we provide assistance for our local needy families. 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.