

Chairman’s Planning Guide (CPG)

Chapter Name: Central Carolina Jaycees	Chapter #: 0900	State Name: North Carolina	State #: 32
Project Name: Gingerbread Houses			
CPG Category: Membership		Supervising Chapter Officer: Matthew Kaufman	
Chairperson’s Name: Shannon Shuey			
Address:			
City:			
Home Phone:		Work Phone:	
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

“Gingerbread Houses”

Planning

1. Primary Purpose

The primary purpose of this project is to have members participate in a family event where they will build gingerbread houses with their family and friends.

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 with a little over 20 members. Struggling from last year, this years members wanted to make a difference and continual the growth of their chapter. Prior to the year starting the Central Carolina Jaycee members were surveyed and stated that family events were a weak area in our chapter. By incorporating families and members in the process of making gingerbread houses, this may help is retaining and recruiting members for the future. This also gives the members of the chapter the opportunity to collaborate and build a stronger relationship with one another.

Description of the Project

The Central Carolina Jaycees will be invited to join the Shuey’s for an entertaining and fun family day building gingerbread houses. The members will be invited via email, phone and through our monthly newsletter. Members will be asked to bring some family and friends that they feel will want to become future Jaycee memebers. Shannon Shuey will build all of the gingerbread houses prior to the arrival of all the memebers and families. Shannon and Bill will transform their living room to a gingerbread house workshop. Individuals will be given all the materials needed to construct and decorate their houses. The items used to build the gingerbread houses range from cookies, candy, icing and much more. This project will hopefully bring the members of the chapter together for the holidays.

Goals	
Goal A:	For the families and members to build gingerbread houses for the Christmas holiday.
Goal B:	To involve ten gingerbread house builders.
Goal C:	To involve at least 3 non-Jaycee members
Goal D:	To recruit at least one member.

3. What are the specific manpower assignments?

President

Dana Kauffman

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

Membership

Matthew Kaufman

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

Project Chairperson

Shannon Shuey

Duties: Prepare CPG; to ensure that all gingerbread houses pieces are baked prior to member's arrival, communication with family and friends, and to set up for the gingerbread housing building (chairs and tables)

Central Carolina Jaycee Members

Duties: To Attend!!!

Day of the Event:

- Members are responsible for bring one bag of candy to share among the house builders.
- Members are required to assist small children if needed in building their gingerbread houses.
- Members are responsible for attending and involving possible future members to attend in hopes of future recruitment of members.

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
Bill Shuey			

Duties: The committee member main priority is to assist in the set up (chairs and tables) and 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
Gingerbread house baking materials.	Estimated 15 houses	12/11/07	Shannon Shuey	Donated
Long Tables	2	12/12/07	Bill Shuey	Donated
Chairs	20	12/12/07	Bill Shuey	Donated
Plastic for the Floor	2 Bags	12/12/07	Shannon and Bill Shuey	Donated
Candy	4 Bags	12/12/07	Shannon and Bill Shuey	Donated
Candy	1 Bag per family	12/12/07	Families that attend	Donated

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

Potential Problem:	Not enough time to bake the houses.
Solution:	Have volunteer members assist in the baking of the gingerbread house cookies.
Potential Problem:	Cookies may burn
Solution:	Set the timer and watch the cookies carefully as they bake to prevent the cookies from burning.
Potential Problem:	A mass amount of families and members want to build gingerbread houses and their may not be enough room in the Shuey House.
Solution:	Have a back up place that can be used such as the Enrichment Center or San Lee Park banquet room.
Potential Problem:	The icing glue does not stick and the houses will not stay together.
Solution:	Make several batches of icing to prevent one batch from ruining the gingerbread building process.

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

INCOME	Estimated
Appropriation from Chapter:	\$0.00
Value of donated items (list):	\$60.00
<input type="checkbox"/> 4 bottles of Molasses	\$8.00
<input type="checkbox"/> 2 Bags of Flour	\$4.00
<input type="checkbox"/> 2 Bags of Sugar	\$4.00
<input type="checkbox"/> 6 bags of power sugar	\$10.00
<input type="checkbox"/> 3 jars of Cream of Tartar	\$10.00
<input type="checkbox"/> 25 Durable Plates	\$5.00
<input type="checkbox"/> 4 bags of candy	\$6.00
<input type="checkbox"/> 1 Package of piping bags	\$ 4.00
<input type="checkbox"/> 1 bottle ginger and nutmeg	\$5.00
<input type="checkbox"/> 1 bag of plastic flooring	\$4.00
<u>TOTAL INCOME</u>	\$60.00
EXPENSE	
Other Expenses	
Donated Items	\$60.00
Return of appropriation from Chapter:	\$0.00
Return to Chapter (profit):	\$0.00
<u>TOTAL EXPENSE</u>	\$60.00

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

Date	Time	Action
11-25-07	6:00 P.M.	Shannon Shuey goes to the board to get project idea approved.
12-10-07	5:30 P.M.	Shannon will go shopping for the gingerbread house supplies.
12-11-07	5:00-10:00 P.M.	Shannon will build the gingerbread houses.
12-12-07	11:00 A.M.	Bill will deliver the tables and chairs for the gingerbread houses.
12-12-07	11:30 A.M.	Shannon will set all the gingerbread houses on the table and prepare for the arrival of the members and their families.
12-12-07	12:00 P.M.	Shannon will make the icing and prepare the icing bags before all the members and families arrive at the house.
12-12-07	1:00 P.M.	Families arrive and distribute the candy among the houses in an even amount.

12-12-07	1:30 P.M.	Families and members will start building their houses.
12-12-07	1:30-3:00 P.M.	Families will build their houses and decorate them with their candy.
12-12-07	3:00 P.M	Families and members will leave and Shannon and Bill Shuey will clean up.

Implementation and Evaluation

8. Record any revision of the original plan.

- ❑ The gingerbread houses project was a hit with the memembers. Instead of making the estimated amount of 10 houses for this event I had to make 20. This required additional materials to be bought and space in the Shuey's living room filled up quickly.

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

- ❑ I would recommend that the next member that tackles this project to start baking the cookies at least 4 days ahead of the project date. These will make the cookies hard but individuals don't eat the cookies they normally just eat the candy off the house.
- ❑ I also feel that more room was needed for this project. I strongly recommend the next individuals to accomplish this project to select a location where additional people can sit and mingle.
- ❑ You may want to open this to the community and charge a small fee for the baking materials and your time. If you do this you can invite Santa to come and the children possibly can take pictures with him.

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 families and members to build gingerbread houses for the Christmas holiday.
Result:	This goal was met by 100%.
Goal B:	To involve ten gingerbread house builders.
Result:	This goal was achieved by 200%.
Goal C:	To involve at least 3 non-Jaycee members.
Result:	This goal was achieved by 200%
Goal D:	To recruit at least one member.
Result:	This goal was achieved by 100%

Project Impact:	
Chapter:	This project strengthened our teamwork by exposing the collective results of our relationships with one another to non-Jaycee members. 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 renders individuals with the sense of belonging, personal accomplishments in correlation with improved skills and enhanced motivation in the possible contributions in the future.
Individual:	Those who participated were not only entertained, but also helped to establish connections that will ensure that member's feel invested in the group. This also demonstrated to the non-Jaycee members that we are a close net group that has fun with the whole family.
Community:	This project helped to build the Jaycee image of collaboration and fun through word of mouth. Through this project we are showing our community that our chapter is not only about volunteering but about celebration. Through this project we were able to thank the members for their involvement and dedication by providing a fun way for the Jaycees to celebrate the holidays.