

Chairman's Planning Guide (CPG)

Chapter Name: Central Carolina Jaycees	Chapter #: 0900	State Name: North Carolina	State #: 32
Project Name: Cane's We All Just Get Along			
CPG Category:		Supervising Chapter Officer:	
Chairperson's Name: Matt Kaufman			
Address: 2717 Sunnybrook Dr.			
City: Sanford	NC	27330	
Home Phone:		Work Phone:	
Fax:		E-mail address: mattjkaufman@hotmail.com	

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.

March 3, 2007

April 17, 2007

Date approved by Board/by Chapter

Date Final Report Approved

Chairman's Planning Guide

“Cane’s We All Just Get Along”

Planning

1. Primary Purpose

The primary purpose of this project is to have members of our chapter as well as members of the Raleigh chapter to hang out together and have some fun at a Hockey Game.

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 all members of the Central Carolina Jaycees, as well as the Raleigh Jaycees to see the Carolina Hurricane’s play the San Jose Sharks. We hope to have 20 people attend so that we can buy the group tickets and have our name displayed on the score board during the game.

This project relates to the goals of The Central Carolina Jaycees as stated in our chapter plan, Individual Development Programming, Membership through retention and growth will be accomplished by participation in numerous opportunities planned by the Individual Develop VP as well as chapter members.

Goals	
Goal A:	To attend Carolina Hurricane’s game on March 24, 2007.
Goal B:	To involve 10 Jaycee’s in this project.
Goal C:	To have 10 guest attend this project.

3. What are the specific manpower assignments?

President

Dana Kaufman
 Sanford, NC 27330
 Email: danarkaufman@hotmail.com

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

The Central Carolina Jaycees
Individual Development Vice President
 Paul Messino
 Raleigh, NC 27603
 Email: pmessino@johnlocke.org

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

Project Chairperson

Matt Kaufman
 Sanford, NC 27330
mattjkaufman@hotmail.com

Duties: Prepare CPG; To purchase the tickets through the group rate program. Advise the ticket seller as to what message our chapter would like to have on the scoreboard. Determine how all participating parties were getting their tickets as well as how the members were paying for their tickets.

Central Carolina Jaycee Members

Duties: To let Matt know ahead of time if you wanted to attend, and if so how many would be in your party. To Attend!!!

Day of the Event:

- We need members to show up and have fun.
- Go out to a local watering hole after the game, and have fun.

Roster Callers

Name	Phone Number
Matt Kaufman	
Tracy Norris	
Cindy Burton	

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			Works Nights

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

Outside Contacts: Gwen Schott (919) 946-4437

Duties: To get as many Raleigh to join as possible.

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

Supplies	Quantity	Date Needed	Responsible	Donated/Purchased
Hockey Tickets	22	3/24/2007	Matt Kaufman	Purchased

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

Potential Problem:	Not enough members interested in attending on the desired night
Solution:	Change night
Potential Problem:	Not being able to locate the Raleigh Jaycees when we got to the RBC Center.
Solution:	Set a predetermined place to meet, south entrance.

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

INCOME	Estimated
Appropriation from Chapter:	\$0.00
Value of donated items (list):	\$550.00
<u>TOTAL INCOME</u>	\$550.00
EXPENSE	
Tickets	\$550.00
Other Expenses	\$0.00
Donated Items	\$0.00
Return of appropriation from Chapter:	\$0.00
Return to Chapter (profit):	\$0.00
<u>TOTAL EXPENSE</u>	\$550.00

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

Date	Action
3-5-07	All money to be turned in to Matt Kaufman for tickets.
3-10-07	Matt Kaufman to call and order tickets.
3-23-07	Matt and Dana Kaufman to call members and remind them about

	details
3-24-07	Project Day
4-14-07	Matt Kaufman to complete the CPG

Implementation and Evaluation

8. Record any revision of the original plan.

When decided instead of meeting at the RBC Center before the game and giving out tickets to hand out all the tickets in the week prior to the game.

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

To start planning earlier so that you can get better seats.

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 attend Hurricane's game on March 24, 2007.
Result:	Goal achieved we attending the game on March 24, 2007 and had a meeting afterwards. Goal met 100%
Goal B:	To involve 10 Jaycee's.
Result:	.10 Jaycees attending the game. Goal met 100%
Goal C:	To have 10 guest attend.
Result:	Twelve guest attended. Goal exceeded by 20%

Project Impact:	
Chapter:	This project was very good for our chapter. It was a great oppourtunity
Individual:	For those who participated it was a great game. It was also a time to learn about a new sport.
Community:	We put the Jaycee name in front of thousands of people on the scoreboard that night, which brought attention to the Jaycees and served as a recruiting tool.