

Chairman’s Planning Guide (CPG)

Chapter Name: Central Carolina Jaycees	Chapter #: 0900	State Name: North Carolina	State #: 32
Project Name: Pop-A-Top			
CPG Category: State Director		Supervising Chapter Officer: Hampton Rutledge	
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

“Pop- A-Top”

Planning

1. Primary Purpose

The primary purpose of this project is to have members of our chapter and local community participates in a community project collecting soda tabs to donate to the local Ronald McDonald House for Make a Difference Day. The Ronald McDonald House will distribute the tabs to the local recycling center for money. The Central Carolina Jaycees are excited to participate in the States Make a Difference Day.

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.

Ronald McDonald House History Background:

The Ronald McDonald Houses around the world are presented in 48 countries, with one or more Ronald McDonald House programs in 27 countries, providing more than 6,000 bedrooms each night for families of ill children through its network of 256 Ronald McDonald House programs. The Ronald McDonald house provides more than 10 million families with temporary residences near medical facilities where their children are being treated for serious illnesses. This facility has supported by more than 30,000 volunteers who help in the Ronald McDonald House Charity programs worldwide. Ronald McDonald House Charities has provided more than \$400 million in grants and program services to causes worldwide that benefit children. The cost per night varies at each House (\$10 or \$15 are common).

Description of the Project

The Central Carolina Jaycees in collaboration with Deep River Elementary School will collect soda can tabs for Make a Difference Day. The Ronald McDonald Houses work with local recycling centers to raise money by collecting tabs from aluminum cans. The Central Carolina Jaycee members will collect tabs from their homes, jobs and friends. The Deep River Elementary School classrooms will compete in the collection for the most Pop-A-Tops collected (tabs). The classroom that collects the most tabs will be rewarded with a celebration/party given by the Jaycees. The Ronald McDonald Houses collects pop tabs instead of entire aluminum cans because the tabs are pure high-quality aluminum, unlike cans, which consist of aluminum and other alloys. Tabs are also easier to store than whole cans. After the tabs are collected by the Jaycee and Deep River Elementary school students, the local RMHC Chapter brings the collection to the local recycling centers, where they are weighed to determine their value. One pound of tabs is worth 57 cents, and one gallon of pop tabs (4,175 tabs) is worth \$1.49. The Central Carolina will give the tabs that they collected to assist in the already more than 400 million pop tabs collected, generating more than \$4 million dollars for the Ronald McDonald House. The Central Carolina Jaycees will donate the Pop-A-Top tabs to the Chapel Hill Ronald McDonald 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 collect over 3000 soda can tabs for the Ronald McDonald House.
Goal B:	To involve 10 non Jaycee members.
Goal C:	To involve 5 Jaycee members.
Goal D:	To provide get one elementary school to participate.
Goal E:	To recruit one new member.

3. What are the specific manpower assignments?

President

Dana Kauffman

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

Community Development
Name: Julie Dutchess

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

Project Chairperson

Business Vice President

Shannon Shuey

Duties: Ensure project goals are met. Prepare CPG; to get information to the local school and to deliver the Pop-A-Tops.

Central Carolina Jaycee Members

Duties:

Collect for the Event (continuous):

- Members will be asked to collect as many soda tabs till the designated ending date.
- Attend the Deep River Elementary School Party in celebration of the soda tab collection.

Roster Callers

Name	Phone Number
Amber Dunigan	
Matthew Kaufman	

Rebecca Johnson	
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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			

Duties: The committee member’s main priority is to get people to participate in the collection of soda tabs.

Outside Contacts:

- Deep River Elementary School: 919-776-2722
- Chapel Hill Ronald McDonald House: Laura Webb-- 919-913-2040

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

Supplies	Quantity	Date Needed	Responsible	Donated/Purchased
Zip Lock Bags	40	10-1-07	Shannon Shuey	Donated
Fliers	Via Email	10-3-07	Shannon Shuey	Free
Soda Tabs	Minimum of 3000	10-26-07	Variety of individuals	Donated
Party Supplies (soda, candy, toys)	Enough for 25 students	11/3/07	Jaycee Chapter	Donated

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

Potential Problem:	Not enough Pop-A-Tops (tabs) are collected by due date.
Solution:	Continue to collect the tabs prior to the ending date.
Potential Problem:	More than one classroom has the majority amount (tie)
Solution:	Celebrate by giving each class a small party/celebration.
Potential Problem:	Counting the amount of Pop- A-Tops
Solution:	Have several members volunteer to count the amount of tabs collected.

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

INCOME	Estimated
Appropriation from Chapter:	\$0.00
Supplies	\$0.00
Value of donated items (list):	\$30.00
Pop- A-Top Supplies	\$30.00
<input type="checkbox"/> Zip lock bags (50)-\$3.00	
<input type="checkbox"/> 25 Sodas- \$8.00	
<input type="checkbox"/> Candy for 25 students- \$7.00	
<input type="checkbox"/> Small toys (25)-12.00	
<u>TOTAL INCOME</u>	\$30.00
EXPENSE	
Other Expenses	
Donated Items	\$30.00
Return of appropriation from Chapter:	\$0.00
Return to Chapter (profit):	\$0.00
<u>TOTAL EXPENSE</u>	\$30.00

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

Date	Time	Action
10-1-07	6:00 P.M.	Shannon Shuey will present the Pop-A-Top project to the Board for Approval.
10-2-07	5:30 P.M..	Shannon Shuey will create an email for Pop-A-Top giving information to the teachers and chapter members about the project.
10-3-07	3:00 P.M.	Shannon Shuey will talk with the Character Council and School Improvement Team about the project and get their approval to conduct the project in school.
10-4-07 till 10-31-07	Various Times	Teachers and members will collect the Pop-A-Top tabs through the month of October.
10-31-07	2:00 P.M- 2:30 P.M.	Deep River will collect the tab bags from each classroom and deliver them to the guidance office.
11-1-07	12:00-1:30	The character council students will count the Pop-A-Tops and tell Shannon

	P.M.	Shuey the winner.
11-16-07	3:00-6:00P.M.	Shannon Shuey and other members will deliver the soda tabs to the Ronald McDonald House.
12-15-07	11:00-12:00	Pop-A-Top party at the winning classroom.

Implementation and Evaluation

8. Record any revision of the original plan.

- The Deep River Elementary Schools Character council collected all the tabs from each classroom and counted the total of tabs. The Character council than told the Central Carolina Jaycees which classroom was the winner.

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

- Be prepared to count a lot of pop of tops if you involve a school you may need your entire chapter to help in the counting of the soda tabs.
- Call your local Ronald McDonald house and see if they can donate cardboard RMDH boxes to set up in each classroom.

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 collect over 3000 soda can tabs for the Ronald McDonald House.
Result:	This goal was met by over 100%. 150,000 soda tabs were collected.
Goal B:	To involve 10 non Jaycee members.
Result:	This goal was met by over 100%. We involved over 700 students, faculty and members.
Goal C:	To involve 5 Jaycee members.
Result:	This goal was achieved by 200%
Goal D:	To provide get one elementary school to participate.
Result:	This goal was achieved by 100%.
Goal E:	To recruit one new member.
Result:	This goal was not achieved.

Project Impact:	
Chapter:	This project strengthened our teamwork by exposing the collective results of individual humanity. As it is evident through this experience the Jaycee members went beyond the individual contribution and built

	<p>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.</p>
Individual:	<p>This project allows all members to participate without additional expense. Those who participated were able to impact the lives of children in our community by supporting the Ronald McDonald House. The money being raised will provide additional funds for families with sick and needy children.</p>
Community:	<p>We helped to build the Jaycee image by showing that we not only raise money, but that we provide assistance organizations in need such as the Ronald McDonald House. This shows the 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. This activity is great for the community because it does not cost any money. All children were able to take part in helping out children in need. That alone makes this project worth implementing.</p>