

Chairman's Planning Guide (CPG)

Chapter Name: Central Carolina Jaycees	Chapter #: 0900	State Name: North Carolina	State #: 32
Project Name: The Nantahala Fun Run			
CPG Category: Individual Development		Supervising Chapter Officer: Cindy Ammons	
Chairperson's Name: Matt, & 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.

June 21, 2005

August 29, 2005

Date approved by Board/by Chapter

Date Final Report Approved

Chairman's Planning Guide

"The Nantahala Fun Run"

Planning

1. Primary Purpose

The primary purpose of this project was to help build our teamwork skills.

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 wanted to plan a weekend where we could have fun, try something new, and learn a little bit about ourselves as well as our fellow Jaycees.

Our chapter will conduct this project the weekend of August 12th.

This project relates to the strategies of the Central Carolina Jaycees as stated in our chapter plan under the Individual Development, which states:

To conduct 6 Individual Development projects.

Goals	
Goal A:	To recruit at least 1 new member.
Goal B:	To have at least 6 members participate.
Goal C:	To learn more effective communication skills.

3. What are the specific manpower assignments?

President

Alecia Adams
 Sanford, NC 27330
 Email: ccjc@alltel.net

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

Individual Vice President

Cindy Ammons
 Sanford, NC 27330
 Email: ericaammons@alltel.net

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

Project Chair person

Matt Kaufman
 Sanford, NC 27330

Duties: Prepare CPG; Find a cabin rental, find a raft rental

Central Carolina Jaycee Members

Duties: To Attend!!!

Day of the Event:

- We needed members to show up and go rafting with us.
- Participate in household duties in the cabin.
- Have a blast

Roster Callers

Name	Phone Number
Dana 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
Dana Kaufman			Flexible Schedule

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
Food from Ingels Grocery Store		08/12/05	Dana Kaufman	Purchased
Cabin Rental Nelson's Nantahaqla Hideaway		08/12/05	Matt Kaufman	Purchased
Rafting Tickets River Runners	9	08/13/05	Matt Kaufman	Purchased

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

Potential Problem:	Not enough members showing up to offset the cost of the trip.
Solution:	To give everyone the top price that they would have to pay with the lowest number of people showing up.
Potential Problem:	Not enough food, and supplies to take care of everyone for the weekend.

Solution:	To make sure we bought extra supplies and if we had leftovers to send it home with people.
Potential Problem:	The Weather.
Solution:	The only option we had if it rained was to finishe the trip. The boats do not come off the river due to rain. We figured we were going to get wet anyway who cared if it was river water or rain water.
Potential Problem:	Driving Directions
Solution:	Everyone received a map before we left with specific directions on how to get to the cabin. Unfortunately the directions did not tell us how far to go one the road the campground was on. By 11:00 the night we arrived we were short 3 people and 2 vehicles. We did not have a phone in the cabin nor did we have cell phone service. Two people drove to the nearest town where we could get a cell phone signal and repeatedly called the missing parties until we were able to get them and give them exact directions to the cabin.

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

INCOME	Estimated
Appropriation from Chapter:	\$0.00
Money from members that will be attending:	\$525.00 \$57 per person
<u>TOTAL INCOME</u>	\$525.00
EXPENSE	
14 Capacity Cabin Rental:	\$200
Rafting Trip:	\$225.00
Food:	\$100
<u>TOTAL EXPENSE</u>	\$525.00

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

Date	Action
June 21	Present to Board for Approval.
June 23	Announce project & date to general membership.
July 6	Locate rafting rentals.
July 8	Find a place close to the rafting place with reasonable cabin rentals.
July 12	Call and invite all Jaycee members to join us.

July 26	Remind everyone at the general membership meeting.
July 30	Collect all money for the rafting.
Aug. 12	The last car should leave by 5:30
Aug. 13	The bus picked us up at our cabin to go rafting.
Aug. 14	Return to Sanford

Implementation and Evaluation

8. Record any revision of the original plan.

We thought we would collect all the money up front, but then we decided just to collect the money for the rafting up front, to make it easier on the chairperson to keep up with who had paid and who had not rather than who had paid and who owed how much. That way when we got to the cabin everyone one would owe the same amount and they could pay it on arrival.

We originally planned on a Jaycee only event but when we realized that Jaycee turnout was going to be low, we told the people that were coming to invite guests of Jaycee age.

We initially planned a trip on the French Broad River, but realized that the Nantahala River had smaller rapids. For those that had signed up, the lack of experience, and cost made the Nantahala River a better choice.

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

Next time I would suggest not collecting any money up front. The fact of paying the money did not affect people backing out. We had a few people that paid and decided at the last minute that they were not going to come, and requested their deposit back. By not collecting any money up front people feel like they have the ability to choose whether or not to come up until the last minute. Some people could not pay the deposit by the due date so they simply said they would not attend. Jaycee member turnout may have been larger if more people felt like they could just show up.

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 recruit at least 1 new member.
Result:	We did not recruit any members that weekend but two of the guest that went with us did join the following weekend at the East Central
Goal B:	To have at least 6 members participate.
Result:	We met 67% of this goal, it would have been nice to have more members show up, but we had a great group, and a large number of guests that got to learn a little more about whom we are and what we do.
Goal C:	To learn more effective communication skills.

Result:	We met 100% of this goal. We all learned something that weekend be it on the rafting trip or just staying in the cabin with that many people about how to communicate better with others.

Project Impact:	
Chapter:	It took us out of our comfort zone, and helped to prepare us for future projects that may be a little out of the ordinary.
Individual:	We had the satisfaction of knowing that we tried something that we had never tried before, and we survived it and had a blast while we were doing it.
Community:	It will help us when we do things in the community to be able to work together, and we know a little bit better about each other strengths and weaknesses so that when we do other projects we will be able to work better together.