

Chairman’s Planning Guide (CPG)

Chapter Name: Central Carolina Jaycees	Chapter #: 0900	State Name: North Carolina	State #: 32
Project Name: “Soup Your Bowl” Party			
CPG Category: Membership		Supervising Chapter Officer: Roger Lyons	
Chairperson’s Name: Shannon Shuey			
Address:			
City:			
Home Phone:		Work Phone: N/A	
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.

January 7, 2007

February 2, 2007

Date approved by Board/by Chapter

Date Final Report Approved

Chairman's Planning Guide

“Soup Your Bowl” Party

Planning

1. Primary Purpose

The primary purpose of this project was to recruit members by inviting members, guest and roosters to enjoy the Super Bowl at a fun and tasty “Soup”er Party on February 4, 2007.

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.

I will invite the members of our chapter, roosters, and our member’s friends to come and watch the Super Bowl at my home. I will provide some of the food, drinks, and entertainment (televisions, pool table). The Jaycees members will provide additional food and possible future members. Three members will be asked to bring a pot full of soup. All members and future members will be able to compete in a bowl decorating contest. The most decorated and spirited bowl will win a prize. All individuals will enjoy soup and food while watching the Super Bowl. Through evaluation of our beginning year survey, members requested more social events that not only entertain, but also help to establish connections that will ensure that member’s feel invested in the group.

This project relates to the goals of The Central Carolina Jaycees as stated in our chapter plan, Membership and retention of current members, to conduct a membership night once a trimester.

Goals	
Goal A:	To have a Soup Your Bowl Party on February 4 th 2007 to retain and recruit members.
Goal B:	For a minimum of 3 people participate in the bowl competition.
Goal C:	To involve a minimum of 7 Jaycee’s and/or Roosters in this project.
Goal D:	To involve at least 4 non-Jaycee members.
Goal E:	To recruit a minimum of one new members.

3. What are the specific manpower assignments?

President

Dana Kauffman

Duties: Ensure project goals are met; encourage members to participate. Dana is responsible with buying the gift and bringing the camera.

Membership Development
Roger Lyons

Project Chairperson/Community Vice President
Shannon Shuey

Duties: Ensure project goals are met. Prepare CPG; To get three volunteer to bring soup. To make sure members, future members and roosters participate and provide party food and entertainment.

Central Carolina Jaycee Members

Duties: To Attend!!!

Day of the Event:

- We need members to attend the event.
- 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
Matthew Kauffman	
Tracey 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
Paul Messino			

Duties: The committee member's 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
Drinks	Approximately	2-4-07	Shannon Shuey/	Donated

	20 people		Members	
Food	Approximately 20 people	2-4-07	Shannon Shuey/ Members	Donated
3 Pots of Soup	Approximately 20 people	2-4-07	Members	Donated
Home	1	2-4-07	Shannon Shuey	Donated
Prize	1	2-4-07	Dana Kaufman	\$20.00 Donated
Decorated Bowls	Approximately 20	2-4-07	Members and Friends	Donated- each member is responsible for their own.
Paper Bowls/ Decorations- just in case materials	Approximately 20	2-4-07	Shannon Shuey	Donated

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

Potential Problem:	Not enough members will attend this event.
Solution:	We will encourage members to attend the event. Tell members during meeting ahead of time what to expect during this event. If all fails pick up the phone and try to get people to come to the event.
Potential Problem:	Limited amount of food and drinks.
Solution:	Members will be encouraged bring a food or drink item to share. Shannon Shuey will have enough food prepared. All other items brought will be considered as a bonus.
Potential Problem:	No one participates in the bowl decorating contest prior to coming to the party.
Solution:	Have materials available to have a decorating bowl contest that night.
Potential Problem:	Cable goes out
Solution:	All members can continue to party and if willing we will have our own Super Bowl football game in the back yard.

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

INCOME	Estimated
Appropriation from Chapter: <input type="checkbox"/> Camera – free/will use the presidents	\$0.00
Value of donated items (list):	
Prize <input type="checkbox"/> Table fountain	\$20.00
Food and drinks <input type="checkbox"/> Food	\$50.00

<input type="checkbox"/> Drinks <input type="checkbox"/> Paper Bowls <input type="checkbox"/> Decorations <input type="checkbox"/> CPG materials	
<u>TOTAL INCOME</u>	\$110.00
EXPENSE	
Other Expenses	
Donated Items	\$50.00
Return of appropriation from Chapter:	
Return to Chapter (profit):	
<u>TOTAL EXPENSE</u>	\$70.00

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

Date	Time	Action
1-1-07	6:45 P.M	Shannon Shuey presented to Board for Approval
2-1-07	Through the mail	Members will be reminded of the event through the monthly newsletter.
1-25-07	6:30 P.M.	Members will be reminded of the event at the board meetings.
2-3-07	6:00- 6:45 P.M.	Shannon Shuey will go shopping for event food and drinks.
2-1-07	Various times during the day	Matt, Tracy and Cindy will call members and remind them about details
2-4-07	6:00 P.M.	Shannon Shuey will cook and set up for the party.
2-4-07	7:00-8:00 P.M.	Members will
2-4-07	7:00- 10:00 P.M	Members will watch the Super Bowl/ Play Pool and talk with one another.
2-4-07	8:30-9:00	Members will have their decorated bowls judged and awarded.
3-4-07	Throughout the day.	Shannon Shuey will complete the CPG

Bowl Decorating Contest

Each member and recruitment will be asked to bring a decorated bowl from home. They are to decorate a bowl (outside of the bowl) any way that they would like. Any bowl and decorations can be used- the sky's is the limit. Decorating materials will be bought just incase no one decorates one prior to the event.

Implementation and Evaluation

8. Record any revision of the original plan.

Members were asked to show up half an hour before the Super Bowl and leave an hour after (due to a Sunday night –school and work)

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

The only change I would recommend is to have a sign up sheet of the members that will guarantee the participation of making a bowl for the contest. I would also have another contest or game during this event.

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 have a Soup Your Bowl Party on February 4 th 2007 to retain and recruit members.
Result:	This goal was met by 100%. Party was celebrated on 2-4-07 with great success.
Goal B:	For 3 members to participate in the bowl competition.
Result:	This goal was met by 100% with having three different bowls submitted.
Goal C:	To involve 7 Jaycee’s and/or roosters in this project.
Result:	140 % with an attendance of 7 planned, 10 Current Jaycees – 1 Rooster attended
Goal D:	To involve 4 non-Jaycee members.
Result:	150% with an attendance of 4 planned, 6 non-Jaycee members attended.
Goal E:	To recruit a minimum of one new members.
Result:	This goal was not accomplished.

Project Impact:	
Chapter:	It helped to build the ongoing team atmosphere of our chapter by having us participate closely together in a social event. The project will help the community, because we are creating a strong, active Jaycee chapter. 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 as well as newspaper ad. Through this project we our 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.
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