

Chairman’s Planning Guide (CPG)

Chapter Name: Central Carolina Jaycees	Chapter #: 0900	State Name: North Carolina	State #: 32
Project Name: Waste Not—Want Not			
CPG Category: Community		Supervising Chapter Officer: Julie Dutchess	
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.

January 7, 2007

March 10, 2007

Date approved by Board/by Chapter

Date Final Report Approved

Chairman's Planning Guide

“Waste Not – Want Not”

Planning

1. Primary Purpose

The primary purpose of this project is to have members of our chapter assist Lee County PTO Thrift store in raising money to help Lee County local schools.

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 volunteering our time and labor to raise money for Lee County local schools. All members will be asked to participate. Members will assist in organization and clean up of the thrift store materials to help the PTO maintain there store. The Jaycees that volunteer will give an estimated \$25.00 and hour to a school of choice in Lee County. The money given to the schools will provide assistance in buying new technology and/or reading materials for children. The project will be held at Lee County PTO Thrift Shop.

This project relates to the goals of The Central Carolina Jaycees as stated in our chapter plan, Community Development Programming, specific community needs.

Goals	
Goal A:	For the members to provide raise 150.00 for Lee County Schools.
Goal B:	To involve 5 Jaycee’s in this project.

3. What are the specific manpower assignments?

President

Dana Kaufman

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

Community Vice President

Name: Julie Dutchess

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

Project Chairperson

Shannon Shuey

Duties: Prepare CPG; To get contact the local PTO Thrift Store, To make sure we have members volunteer their time and labor.

Duties: To Attend!!!

Day of the Event:

- We need members to attend this event.
- Take photos of members as we complete our task.

Roster Callers

Name	Phone Number
Matthew Kauffman	
Tracey Norris	

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

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

Outside Contacts: PTO Thrift Store

Duties: To schedule a time for our members to volunteer their time and labor

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

Supplies	Quantity	Date Needed	Responsible	Donated/Purchased
Members to volunteer	4	3-10-07	Shannon Shuey	Donated

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

Potential Problem:	Not enough members volunteer their time and labor.
Solution:	Encourage members to participate through meeting, phone calls and monthly newsletter.

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

INCOME	Estimated
Appropriation from Chapter:	\$0.00
Value of donated items (list): Time of members	\$175.00
<u>TOTAL INCOME</u>	\$175.00
EXPENSE	
Other Expenses	
Donated Items: Time of members	Approximately \$175.00 earned
Return of appropriation from Chapter:	0
Return to Chapter (profit):	0
<u>TOTAL EXPENSE</u>	\$175.00

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

Date	Action
1-7-07	Shannon Shuey presented to Board for Approval
2-14-07	Shannon Shuey to contact the PTO Thrift Store to schedule volunteer hours.
2-22-07	Shannon Shuey will encourage the members at the meeting to participate.
3-7-07	Matthew Kaufman and Tracey to call members and remind them about the project.
3-10-07	Project Day
4-10-07	Shannon Shuey to complete the CPG

Implementation and Evaluation

8. Record any revision of the original plan.

Coffee and Donuts were provided by Dana and Mathew Kauffman.

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

In future events at the PTO Thrift Store children above the age of 12 may participate and volunteer their time and labor. I would also recommend that the next time coffee and donuts should be provided for the members if the event is held in the morning.

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 members to provide raise 150.00 for Lee County Schools.
Result:	5 members attended <ul style="list-style-type: none"> ❑ 3 members volunteered 2 hours each –earned approximately \$125.00 ❑ 2 members volunteered 1 hour each- earned approximately \$50.00
Goal B:	To have minimum of 5 Jaycees attend
Result:	5 members attended

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 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 able to impact the lives of children in the community by supporting the schools PTO. The money being raised will provide additional technology and reading materials to educate the children of the future.
Community:	We helped to build the Jaycee image by showing that we not only raise money, but that we provide assistance in making our schools more updated with technology and new reading incentives.