

Chairman’s Planning Guide (CPG)

Chapter Name: Central Carolina Jaycees	Chapter #: 0900	State Name: North Carolina	State #: 32
Project Name: Make Money - Yard Sale			
CPG Category: Management		Supervising Chapter Officer: Shannon Shuey	
Chairperson’s Name: Shannon Shuey			
Address: 2702 Sunnybrook Drive			
City: Sanford	NC	27330	
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.

Date approved by Board/by Chapter

Date Final Report Approved

Chairman's Planning Guide

"Sing a Song for a Cure"

Planning

1. Primary Purpose

The primary purpose of this Yard Sale project is to have members of our chapter participate in a Ways of Means project.

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.

History of Chapter:

Popular motivations for a garage sale are normally "Spring cleaning" or the owner's move to a new residence. The Central Carolina Jaycees will be running a yard sale project to raise money for their chapter. The Central Carolina Jaycees started this year off with \$850.00 in our chapter funds. Our chapter's goal for this year is to double our funds. Through this Yard Sale we will be able to provide additional money into our chapters account.

Chapter:

You probably can't drive across town on the weekend without seeing at least one sign advertising a garage or yard sale. The Central Carolina Jaycees plan to join in the advertising of their first yard sale for the 2008 year. The Central Carolina Jaycees will be haggling over pennies in order to increase their chapter funds. Our chapter has gotten the opportunity to collect a massive amount of merchandise from a home in Oxford North Carolina. After the material is collected our chapter will look at the merchandise and salvage any materials we would like for our possible Jaycee hut. All other materials and merchandise collected by the chapter will be sold at the yard sale. Our chapter will advertise in our local newspaper on June 27, 2008 and run the project on the 28th of June. We will have a pricing party the night before at my house (June 27th). The next day we will set up at my house at 6:00 A.M (wow that is early.) and it will end at 1:00 P.M. All extra materials will be donated to the Habitat for Humanity located in Sanford North Carolina.

This project relates to the goals of The Central Carolina Jaycees as stated in our chapter plan, Business Area - 3 Ways of Means projects.

Goals	
Goal A:	To raise \$300.00 towards Chapter Funds
Goal B:	To have 6 members of the chapter participate.
Goal C:	To have 2 Non-Jaycee members to participate
Goal D:	To Recruit 1 New member

3. WHAT ARE THE SPECIFIC MANPOWER ASSIGNMENTS?

Chapter President

Hampton Rutledge

Oversees the chapter and all projects run.

Management Development Vice President

Shannon Shuey

Chairperson

Shannon Shuey

Answer 1st 7seven of CPG.
Present the to board and general membership.
Submit newspaper ad.
Recruit manpower.
Provide the location for the project.

Treasurer

Matthew Kaufman

Get startup money.
Make deposits, pay bills, pick up merchandise.
Attend the project.

Public Relations Vice President

Shannon Shuey

Submit yard sale ad to the Sanford Herald.

Chair of the Board

Dana Kaufman

Help in pricing, getting tables and chairs, spread the word, and attend the project.

Committee Members			
Committee Member	Address	Home & Business Phone Numbers	Notes
Shannon Shuey			
Bill Shuey			
Matt Kaufman			
Dana Kaufman			

Duties: The committee member’s main priority is to get people to show up for the project, collect the items to sell and place pricing tickets on the items the day before the yard sale.

Central Carolina Jaycee Members

Duties: To Attend!!!

Day of the Event:

- We need members to show up the night before to pricing ticket all yard sale items and show up to help sell the items at the yard sale.
- Take photos of members as we complete our task.

Roster Callers

Name	Phone Number

Sarah Lyons	919-770-7010
Anna Lucus	

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.

Outside Contacts:

Name:	Address	Phone Number	Reason/Duties
Oscar Dean			Donating yard sale items
Norman and Alice Dean			

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

Supplies	Quantity	Date Needed	Responsible	Donated/Purchased
Yard Sale Package Includes: Ad Signs Stickers	1	June 28, 2008	Shannon Shuey	Purchased
Gas to pick up items Pick up Truck Box Truck	2	June 31, 2008	Matt Kaufman	Purchased
Tables	2	June 28, 2008	Shuey and Kaufman Family	Donated
Folding Chairs	4	June 28, 2008	Shuey and Kaufman Family	Donated

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

Potential Problem:	No Previous CPG
Solution:	Shannon Shuey will write a CPG and have the chapter save it on the website.
Potential Problem:	Inclement Weather
Solution:	Have a rain date scheduled
Potential Problem:	Members that volunteer to bring donated items forget.
Solution:	Have all members bring items one week before the yard sale. Sell all the materials that have been collected and wish for the best.
Potential Problem:	Lack of participation.
Solution:	This project can be implemented by only a few people. Call the committee and make sure they are dedicated to show up.
Potential Problem:	Project does not make a profit.
Solution:	This is a risk the chapter will have to take. This CPG and potential problems have been discussed and approved by the Central Carolina Jaycee board.

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

PROJECT FINANCIAL STATEMENT

	Projected	Actual
INCOME:		
Appropriation from chapter:	\$150.00	
Value of donated items:		
Yard Sale Items - Various items	\$1000.00	
Other sources of income (list):	\$300.00	
Total	\$1450.00	
EXPENSES:		
Value of donated items:	\$1000.00	
Other expenses (list):		
• Gas for two trucks	\$140.00	
• Yard Sale Package	\$10.00	
Return of appropriation from chapter:	\$150.00	
Return to chapter (profit):	\$150.00	
TOTAL	\$1450.00	

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

Date	Time:	Action
5-31-08	9:00 A.M.	Matt Kauffman will pick up yard sale merchandise from the _____ home.
5-31-08	5:00 P.M.	Matt Kaufman drops off the merchandise to Shannon Shuey's house in preparation for the yard sale.
5-31-08 - 6-26-08	Various Times	The committee and members of the chapter will drop off yard sale merchandise at Shannon Shuey's house.
6-27-08	7:00 P.M.	The committee and any volunteers will price the merchandise that will be sold at the yard sale.

6-28-08	6:00 A.M.	The committee will set up for the yard sale.
6-28-08	7:00 A.M.	The yard sale will be open for business.
6-28-08	8:30 A.M.	Bill Shuey will go to the local bakery to get donuts. Shannon Shuey will make coffee at her house.
6-28-08	9:00 A.M.	Donuts and coffee will be served to the members of the chapter that are in attendance.
6-28-08	1:00 P.M.	Yard Sale is over

Implementation and Evaluation

8. Record any revision of the original plan.

<p>INCOME: Appropriation from chapter: Value of donated items: Other sources of income (list):</p>		

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

Recommendation:

- If you don't want people showing up at your door at the crack of dawn (and they will), specify "no early birds" in your ad and stick by your policy.
- You can include your phone number in your yard sale ad, but you might not want to be bothered by callers' questions about what you have for sale.
- Never leave your cash box unattended.
- Place especially valuable items close to where you will be sitting so that you can keep an eye on them.
- Some communities have an ordinance against yard or garage sales. Be sure you know the law in your neighborhood.

10. Give specific and measurable results for each goal established. Describe the impact of this project on the chapter, individual members and the community.

Goals	
Goal A:	
Result:	
Goal B:	
Result:	

Goal C:	
Result:	
Goal D:	To have 3 Rosters participate
Result:	

Project Impact:	
Chapter:	
Individual:	
Community:	