**Alexandria Jaycees**

**Chairman’s Planning Guide**

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| Chapter Name and Number: | Alexandria, #2 |
| State Name and Number: | Virginia, #45 |
| Project Name: | Goblin Games |
| Project Chair and Contact Information: | Alyssa |
| CPG Category and Supervisor: | Community Development  Amanda C. |

**1. Primary Purpose.**

The Goblin Game’s purpose is to provide a Halloween games for younger children.

**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.**

*Historical Information:*

Since 1995, the chapter has always conducted a “Lights-On Program” in conjunction with the Haunted House. This program, geared toward younger children (ages 2 – 7), allows kids and accompanying parent(s) to tour the Haunted House with the lights on, meeting friendly monsters and playing Halloween themed games/activities along the way.

Starting in 2006, we held the Goblin Games in conjunction with the Del Ray Children’s Halloween Parade.  It was held on the sports field outside of the Mt. Vernon Recreation Center. Following the parade, children came to play our Halloween games and receive treats at each station.  Approximately 300-400 children participated in the games.

In 2011, we again plan to hold the events in conjunction with the Children’s Parade.  We gained valuable exposure in the community by conducting this event in the past and we have a great working relationship with the Potomac West Business Association.

The Goblin Games will consist of the following:

* “Bowling for Bones” – knocking down bowling pins painted like bones
* “Pin the Wart on the Witch” – aiming and throwing Velcro-covered balls to stick as “warts” on a witch’s face
* “Skeleton Toss” – throwing plastic skull disks into a basket held by a skeleton
* “Monster Mash” – using beanbags to knock down Halloween-related kewpie dolls
* “Ring Toss” – throwing rubber rings around a lifelike hand
* “Ghost Drop” – using your chin to drop little ghosts into a cauldron
* “Trick or Treat” – pick a piece of paper out of a pumpkin and may have to do a trick to get the prize
* Temporary Tattoos

The games and activities have already been built/created from Lights-On programs of previous years.  Many of the games have been repaired in recent years; however, some may still require upgrades and repairs.  All of the games were last repaired and repainted for the 2008 games.  However, the paint on the pins used in the “Bowling for Bones” games wears off, and needs to be repainted each year. We’ve decided in the past that the cones look “scarier” with the paint peeling off so we have left them.

**Notes from 2011**: See section 4 for revised game related supplies and section 8 for list of revised games and notes.

In the past, we have encouraged members to wear costumes. However, in order to promote the Jaycees, it may be best to have volunteers wear Jaycee t-shirts and then some type of fun hat or costume that doesn’t cover the t-shirt.

This year, that chapter will use an option for individuals to make a tax deductible donation for the event using a flow-through account established with the Virginia Jaycees Foundation.

**Goodie Bags:**

Each child will receive a goodie bag at the parade so we will not have to provide them.  As each child proceeds from game to game, s/he will receive more items to add to the bag (examples: spider ring, candy, tic tac toe game, etc.).

**Costs:**

Since the children’s parade is sponsored by other entities, we must comply with their rules and regulations. Specifically, we cannot charge an admission price for this event.   We do have some leftover prizes from previous years but will need to purchase additional ones. We will also need to purchase temporary tattoos and candy.

**Virginia Jaycee Foundation:**

This year, we received a donation from ACT for Alexandria for the Spring for Alexandria project, which was directed through the Virginia Jaycee Foundation. We will use a portion of that donation for Goblin Games, a community development project.

**Goals:**

Goal #1: To involve at least 10 Jaycees.

Goal #2: To attract at least 250 children to participate in the Goblin Games.

Goal #3: To gain public exposure about the Alexandria Jaycees through at least 3 media outlets (newspapers, television, radio, and/or websites) and through flyers posted throughout the neighborhood and City.

Goal #4: To activate at least two new Jaycees who have been members for one year or less.

**3. What are the specific manpower assignments? (Show names and duties.)**

Lillian C. - Chapter President

president@alexjaycees.org

Responsible for all Chapter activities; and oversees the smooth operation of the chapter.

Amanda C. – Community Development Director

cd\_vp@alexjaycees.org

Assigns a Director to oversee the Project Chairperson; keeps the Executive Board aware of the progress of the project, and helps out as needed by both the director in charge and project chair.

Alyssa V. - Project Chair

Writes the CPG; plans the project; communicates with the Jaycees Board of Directors and parade coordinators; recruits the necessary volunteers; promotes the project to the membership through project flyers, newsletter articles, Meetup.com, website and constant contact; runs the project on the day of the event, saves all documentation on the project; and completes final CPG in book format.

Gayle R. and P. Miller – Potomac West Business Association

Serve as liaison between Jaycees and the PWBA.

Amy T. –Liaison with the Business Association

Attend the business association meeting held in mid-October (usually around Columbus Day) to plan for the Halloween Games and parade.  At this meeting, (1) ask Gayle and Pat about getting donated candy for the games; and (2) **ask that they arrange for having the lawn sprinklers turned off at the rec center.**The sprinklers are at the edge of the field and are set to go off around 2:45pm – right in the middle of the time all the kids are there for the games!

Volunteers for the following -

* Load cars before the event (3-4 people)
* Set up & Run games (at least 10 people)
* Station at Jaycee membership table (1 person)
* Floater (1 person)
* Photographer (1 person)
* Clean Up (everyone)
* Return items to storage (3-4 people)

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

**Publicity:** press releases, chapter letterhead, media list, constant contact, website, Meetup.com, newsletter, flyers

**Volunteers:** CPG, roster, sign-in sheet, pens, drinks, snacks

**Games/Activities:**

* “Bowling for Bones” – bowling pins, bowling frame, bowling balls, one prize
* “Pin the Wart on the Witch” – witch flag, Velcro-covered balls, one prize
* “Cauldron Toss” – 3 black cauldrons (small medium large), bean bags, black sheet for underneath cauldrons ***(new game in 2011)***
* “Monster Golf” – monsters and stakes to use in game, golf clubs and golf balls***(new game in 2011)***
* “Ring Toss” – rubber rings, hand coming out of board (2), one prize
* “Ghost Drop” – clothespin ghosts, cauldron, platform to stand on, one prize
* “Trick or Treat” – paper, cauldron/pumpkin
* Temporary Tattoos - We will need to purchase 200-250 new tattoos, 2-3 sponges to cut into small pieces to use for applying the tattoos, a bottle of water, and bring a mixing-type bowl to use to put the water in that is needed to apply the tattoos.

**Notes for 2011:**

We were unable to find supplies needed for the following:

* “Skeleton Toss” – plastic skull disks, basket, skeleton, one prize
* “Monster Mash” – beanbags, 3 kewpie dolls, one prize

**Alexandria Jaycees Table:**

* Brochures about the Alexandria Jaycees
* Display about the Alexandria Jaycees
* Alexandria Jaycees t-shirts and hats

**Miscellaneous Supplies:**

* hand sanitizer, paper towels for parents children or volunteers to use
* orange cones and yellow caution tape to mark area for each game and line for each game
* 3-4 tables (one for the Jaycees, one for the temporary tattoos, one for the “Bowling for Bones” game

**Notes for 2010:** Leave LOTS of space between the games – it gets very crowded with lots of kids and parents.  You should have about 7-8 feet between each of the games to make sure things don’t get too crowded.  Also, try to mix up games by ones that take a while and ones that don’t.  For example, don’t have the golf game set up by bowling for bones.  Mix up the tossing games in between some of the more complicated games.  Also, don’t have the bowling for bones game by the entrance – the line for it gets long.  Having it the far corner away from the entrance would help with crowd control.

**Notes for 2011:** Based on notes provided in 2010 CPG we used cones placed between games to act as divider. We also used 2 cones, one either end of a line of caution tape to mark where the line should start for each game, this method of marking space for each game and each line seemed to work very well.

**Member Furnished:**

Costumes (optional), Jaycee name badges, digital cameras

**5. Describe the potential problems and solutions to successfully complete this project.**

**Problem 1: Not enough volunteers.**

Solution: Aggressively promote this project on Meetup.com, newsletter, website, constant contact, and with flyers at chapter meetings and events. Be sure the State Director promotes this project on other chapters' listservs.

15 volunteers is an ideal number to have.  We are then able to have 2 people help out with the bowling for bones and temporary tattoos games (both of these games need two volunteers).  Also, we would then have additional people to hand out flyers on the Jaycees to parents and take pictures (and get additional candy if necessary).

**Problem 2:  Inclement Weather**

Solution:  Talk with the PBWA members in advance of the parade to determine rain plan. We may need to move into the Rec Center so we should know in advance which games we will want to use in there (space will be tight).

**Problem 3: Sprinkler Goes Off**

Ensure that the PBWA people talk with the Rec Center staff to turn off the sprinkler. Move the games farther down the field, away from the sprinklers.

**Notes from 2011:**

The 2010 CPG listed the following problem; **“volunteers don’t wear Jaycee t-shirts”** and a suggested solution to send an email reminder and make t-shirts available for sale at the event. I do not think this problem is relevant as it was fine for volunteers to wear plain clothes or a costume. Having a representative at the Jaycees table sufficiently provides visibility for our chapter and clearly indicates who is responsible for running the games.

**6. Complete a proposed budget indicating all anticipated income and expenses.**

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| --- | --- | --- |
| **Expenses** | **Proposed Costs** | **Actual Costs** |
| Candy | $50.00 |  |
| Posterboard | $3.00 |  |
| Temporary Tattoos | $50.00 |  |
| New Games/Repair Materials | $100.00 |  |
| Jaycee Membership Brochures/Materials/Banner | $200.00 |  |
| Sponges | $5.00 |  |
| Water Jugs | $5.00 |  |
| Hand Sanitizer | $10.00 |  |
| Paper Towels | $10.00 |  |
| Tablecloths | $50.00 |  |
| Drinks & Snacks for Volunteers | $100.00 |  |
| **TOTAL** | **$533.00** |  |
|  |  |  |
| **Revenue** | **Proposed Revenue** |  |
| Donation through VA Jaycee Foundation | $533.00 |  |
| **TOTAL** | **$533.00** |  |

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

**Event Preparation**

|  |  |
| --- | --- |
| **Date** | **Action** |
| 20 Sept 11 | Contact Potomac West Business Association. |
| September | Seek sponsorships from businesses. Visit storage unit to determine what games will require repairs. |
| 15 Sept 11 | Get information posted on the website, constant contact, and Meetup.com. |
| 20 Sept 11 | Submit newsletter article. |
| Mid October | Attend Potomac West Business Association meeting re: Goblin Games |
| End of October | Conduct Goblin Games Event. |
| November | Submit final CPG for Board of Directors approval. |

**Day of Event timeline**

**Timeline**

12:00pm - Load cars with games, prizes, etc. at storage unit   
1:00pm - Set up the project; Demonstrate the games to the volunteers; Go over plan for the day  
2:00pm - Parade starts  
2:15pm - Kids start to arrive  
4:00pm - Clean up begins  
4:30pm - Take items back to storage unit

**Implementation and Evaluation**

**8. Record any revisions of the original plan.**

**Revised Games/Activities:**

* “Bowling for Bones” – bowling pins, bowling frame, bowling balls, one prize
* “Pin the Wart on the Witch” – witch flag, Velcro-covered balls, one prize
* “Skeleton Toss” – plastic skull disks, basket, skeleton, one prize
* “Monster Mash” – beanbags, 3 kewpie dolls, one prize
* “Ring Toss” – rubber rings, hand coming out of board (2), one prize
* “Ghost Drop” – clothespin ghosts, cauldron, platform to stand on, one prize
* ““Cauldron Toss” – 3 black cauldrons (small medium large), bean bags, black sheet for underneath cauldrons ***(new game in 2011)***
* “Monster Golf” – monsters and stakes to use in game, golf clubs and golf balls***(new game in 2011)***
* Temporary Tattoos - We will need to purchase 200-250 new tattoos, 2-3 sponges to cut into small pieces to use for applying the tattoos, a bottle of water, and bring a mixing-type bowl to use to put the water in that is needed to apply the tattoos.

**Decommissioned Games/Activities:**

We were unable to use these games because supplies for them could not be located.

* “Skeleton Toss” – plastic skull disks, basket, skeleton, one prize
* “Monster Mash” – beanbags, 3 kewpie dolls, one prize

**Games not used:**

We chose not to use these games as we thought the amount of games listed above was sufficient.

* “Ring Toss” – rubber rings, hand coming out of board (2), one prize
* “Trick or Treat” – paper, cauldron/pumpkin

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

**Recommendations from 2010 Chairperson and Notes from 2011 Chairperson (in red italics):**

* Pass out Alexandria Jaycee materials to all parents who come in.  Ensure that people realize the Jaycees are a volunteer organization.  Have a separate table for Jaycees membership activities with one member assigned to that table.   – *This has now been added to the CPG and accounted for in supplies and manpower sections.*
* Talk with PBWA about getting candy donations from their parade sponsors.   – *This seems to not be an issue as PBWA does provide us with candy for the event.*
* Hang a large banner or display large poster with Jaycee information. – *This is a good idea which we did not do this year, but would be good to do going forward.*
* We may want to consider permanently eliminating the Yuck Boxes activity, as it is costly and has been left out for three years in a row. – *This game has been removed from the CPG.*
* Gail from the PWBA left us the entire space along the fence for our games last year. We “roped” off our area with the caution tape, but I feel that this actually hindered us. Since she basically left one whole side of the field just for us, we could have spread the games out even more (to accommodate lines) and eliminated roping off the area so that everyone wasn't so confined. Between many small children and their parents, the area was really over-crowded. If the PWBA gives us the same amount of space in 2011, I would suggest spreading out more and not roping off the area. – *The proposed setup described in Section 4 seemed to work well and adequately addresses this issue.*
* New temporary tattoos should be acquired for 2011. The plastic protective film was removed from most of them this year ahead of time to make the process go faster, but this means that the few that were left will probably not be usable next year. We also found many this year that were moldy and wouldn't work, so all of those had to be thrown away. Oriental Trading Company offers large packs of Halloween temporary tattoos at a low price, so I would suggest them as a good source for new tattoos. – *There were some tattoos left over from this year’s event, however, we will need to again purchase temporary tattoos for the event in 2012.*
* Similarly, I would suggest that the volunteers who are doing the temporary tattoos make sure that they have plenty of clean water ahead of time. The best solution may be to have a 3-5 gallon bucket full of water under the table so that the small containers can be refilled from it during the Goblin Games. The tattoos need a LOT of water to adhere to the kids' skin. – *We used several bowls of water and had additional water on hand. This seemed to address the problem raised here.*
* Most kids requested that the tattoos go on their hands or forearms, but I started getting a bunch of requests to put them on the inside of their arms where their elbow bends. We told them that they had to pick another spot. - *I do not believe this was an issue this year.*
* Try to keep the cauldron of tattoos on the table. Once we had a line formed, the tattoos seemed to keep disappearing as kids picked theirs out way at the back of the line. This would work with adults, but since the kids were handling them, some of the tattoos were unusable by the time the child actually got to the table to have it applied. – *This is a very good suggestion and I think it should remain in subsequent CPGs.*
* We only had 10 volunteers. This worked out fine for running the games and activities, but we couldn't spend any time talking about the Jaycees. If a future chairman has trouble getting more volunteers, I would suggest making a sign or poster with some highlights about the Jaycees on it. We had the blue banner for identification purposes, but that doesn't talk about anything we do. Ideally, the best thing would be to have 15 or so volunteers so that one of them can spend some time talking to the adults about the Jaycees. – *We had only about 10 volunteers this year as well due to several no-shows. This was a sufficient number to run the games we had, but for next year’s event it would be better to target 20 volunteers to account for last minute cancellations or no-shows.*
* In 2010, this did NOT fall on the same weekend as the Marine Corps Marathon, but it has in the past. If it is the same in 2011, volunteers should be sought starting in August if possible. Anyone wishing to come to the event from DC cannot easily get to Virginia during the Marine Corps Marathon and other normally-useful roads are closed for the event, which makes getting to Goblin Games in Del Ray very difficult. – *For this year’s event the Marine Corps Marathon was scheduled on the same day. The event invitation as well as subsequent reminder’s included a note that the marathon was being held the same day and asked volunteers to please plan their travel to accommodate any anticipated delay due to the marathon. If the marathon is scheduled on the same day again in 2012, my recommendation would be to again include that information in the event invitation, and all subsequent event reminders.*

**Additional Recommendations from 2011 Chairperson:**

* We did have several no-shows for the event this year. A suggestion for next year would be to try and confirm attendance the day before the event, via individual email or phone call.

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

**Goal #1:** To involve at least 10 Jaycees.

**Result: We did have 10 Jaycees in attendance so we were able to meet this goal.**

**Goal #2:** To attract at least 250 children to participate in the Goblin Games.

**Result: I am not sure what the attendee count was, but it appeared that the event in general and specifically our games were very well attended and enjoyed**

**Goal #3:** To gain public exposure about the Alexandria Jaycees through at least 3 media outlets (newspapers, television, radio, and/or websites) and through flyers posted throughout the neighborhood and City.

**Result: The Alexandria Jaycees table was very helpful in getting our name out to attendees. Also, individual conversations between parents and Jaycees volunteers helped to increase community awareness. We had several parents thank us for running the event.**

**Goal #4:** To activate at least two new Jaycees who have been members for one year or less.

**Result: I believe one volunteer at the event was a new member. Also, as chairperson and volunteer, I am a new member as well. It would be nice going forward to try and reach out to additional new members.**

**11. Complete an actual financial statement. It should include proposed and actual income and expenses.**

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| --- | --- | --- |
| **Expenses** | **Proposed Costs** | **Actual Costs** |
| Candy | $50.00 | $0.00 |
| Posterboard | $3.00 | $0.00 |
| Temporary Tattoos | $50.00 | $49.31 |
| New Games/Repair Materials | $100.00 | $0.00 |
| Sponges | $5.00 | $0.00 |
| Water Jugs | $5.00 | $0.00 |
| Hand Sanitizer | $10.00 | $0.00 |
| Paper Towels | $10.00 | $0.00 |
| Tablecloths | $50.00 | $41.90 |
| Drinks & Snacks for Volunteers | $100.00 | $0.00 |
| **TOTAL** | **$383.00** | **$91.21** |
|  |  |  |
| **Revenue** | **Proposed Revenue** |  |
| Donation through VA Jaycee Foundation | $383.00 | $91.21 |
| **TOTAL** | **$383.00** | **$91.21** |