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| The Alexandria Jaycees CHAIRMAN’S PLANNING GUIDE |  |

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| --- | --- | --- | --- |
| Alexandria  |  2  | Virginia  |  45  |
| **Chapter Name** |  **Chapter #** | **State Name** |  **State #** |
| Daniel A.  | Brazilian Cooking Night |
| **Chairman’s Name** | **Project Name** |
|   | International and Individual Development  |
| **Chairman’s Mailing Address** | **CPG Category** |
|  |  | Daniel A. |
| **Business Phone** | **Home Phone** | **Supervising Chapter Officer** |

**PLANNING**

# 1. Primary Purpose (What Is The One Reason You Want To Successfully Run This Project?)

The primary purpose of the culinary series is to introduce attendees to the foods enjoyed by cultures around the world.

# 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.

A continuation of the culinary series which began with Romney’s Italian cooking night. Attendees will be welcome to sample some traditional Brazilian dishes and will have the opportunity to assist in the preparation of at least one of those dishes. Music native to Brazil will also be played in the background of the event along with conversations about the Brazilian lifestyle, culture and history.

**Tentative Menu**

Bolinho de bacalao

Salad

Black beans & rice

Befe mal pasado

Quin Dim

Chimarrao

Caipirihna

|  |  |
| --- | --- |
| Goal #1 | To have 8 Alexandria Jaycees attend. |
| Goal #2 | To have 3 non-members attend. |
| Goal #3 | Make a small profit. |
| Goal #4 | Identify the host of the next cooking night. |
| Goal #5 | Each member will participate in at least on dish preparation  |

# 3. What Are The Specific Manpower Assignments? (Show Names And Duties)

|  |  |
| --- | --- |
| Blair H.Social Director | Blair will donate the space for the event.  |
| Daniel A.Vice President, Individual Development | Dan oversees all projects in the Individual Development portfolio. He will provide tips on preparation and the menu. |
| Amy T.PresidentVacantCommunications VP | Amy oversees all projects conducted by the chapter. Communications post the events on our community facing websites and otherwise publicizes our events. |

# 4. What Specific Materials, Supplies And Resources Will Be Required?

|  |  |  |
| --- | --- | --- |
| What | Who | When Needed |
| **Supplies** |  |  |
| Groceries | Daniel | 6/5/2009 |
| Quilo (for tea) | Daniel | 6/5/2009 |
| Music | Ericson F. | 6/5/2009 |
|  |  |  |
|  |  |  |
|  |  |  |
| **Communications** |  |  |
| Web Calendar | Sally | May 2009 |
| Announcements at Chapter Meeting: | Daniel | May 2009 |
| Newsletter Article | Daniel | May 2009 |
| Messages on Listserv, Facebook, Meetup | Daniel | May 2009 |

# 5. Describe The Potential Problems And Solutions To Successfully Complete This Project.

|  |  |
| --- | --- |
| Problem 1: | Attendees are hesitant to participate |
| Solution 1: | Some dishes will be prepared in advance, but others will only be available to those who are hands on.  |
|  |  |
| Problem 2: | Lack of necessary equipment for food prep |
| Solution 2: | Chair person will coordinate with Blair in advance to see what items she has and what should be brought along |
|  |  |
| Problem 3: | Vegetarians |
| Solution 3: | Not really a vegetarian friendly cuisine. Marketing will reflect a suggested menu that is clearly meat based. |

# 6. Complete A Proposed Budget Indicating All Anticipated Revenue And Expenses.

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  | Budgeted Amount |
| **REVENUE**12 attendees  | **@ $10 each** |  | $120 |
|  |  |  |  |
| **EXPENSES** |  |  |  |
| **Groceries** |  |  | $120 |
|  |  |  |
| **DONATED EXPENSES****Facility/home****Music** |  | $100$100 |

**NET COST TO CHAPTER $0**

# 7. List The Specific Steps To Bring This Project To A Successful Completion Showing Planned Dates For Each Step.

| Date | Action |
| --- | --- |
| May 11, 2009 | CPG will be presented at Board of Director’s Meeting. |
| May 2009 | Promote this event at various chapter events, submit chapter newsletter article, and utilize Facebook and Meetup. As appropriate Daniel and Blair will invite friends who are a good match to the Jaycee organization. |
| June 5, 2009 | Verify attendee list and grocery shopping |
| June 6, 2009 | Day of the event |
| July 2009 | Present final CPG at Board of Directors Meeting. |

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

N/A

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

* Continue to market on Meetup as members are allowed to RSVP. Be sure to follow up with members that RSVP yes to ensure they are coming and you have enough food.
* Ask for additional chapter appropriation in case fewer members than expected attend and the chairperson buys food in anticipation of their attendance.
* Involve members in the preparation of the food by assigning them a task as they arrive.

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

|  |  |
| --- | --- |
| **Goal #1** | To have 8 Alexandria Jaycees attend. |
| **Result** | *Not Met.* Had 7 members in attendance.  |
| **Goal #2** | To have 3 non-members attend. |
| **Result** | *Not met.* Had 2 non-members attend.  |
| **Goal #3** | Make a small profit. |
| **Result** | *Met.* $4.50 was given to the chapter.  |
| **Goal #4** | Identify the host of the next cooking night. |
| **Result** | *Met.* Amy Tenhouse volunteered to host the next cooking night at her house.  |
| **Goal #5** | Each member will participate in at least one dish preparation  |
| **Result** | *Met.* Each member had an opportunity to help or watch how the dishes were prepared.  |

Impact on Chapter:

The chapter continued its culinary series to introduce attendees to the foods enjoyed by cultures around the world and to fulfill a goal of providing a project under the International Area of Opportunity.

Impact on Individuals: The individuals in attendance learned how to make some Brazilian specialties and expanded their culinary skills. Members also learned more about Brazilian culture which will help them to become more culturally aware.

Impact on Community: Non-members were invited to attend and learn more about Brazilian culture. In addition, as members become more culturally aware, they will be more apt to share their knowledge and experiences with others in the community.

**FINAL BUDGET FOR BRAZILIAN COOKING NIGHT**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | Budgeted Amount | Actual Amount |
|  |  |  |  |
| REVENUE12 attendees @ $10 eachDONATED ITEMS Facility/Home Music**TOTAL REVENUE** |  | $120$100$100-----------------**$320** | $100$100$100-----------------**$300** |
|  |  |  |  |
| EXPENSES |  |  |  |
|  Groceries Return to Chapter |  | $120$0 | $95.50$4.50 |
|  |  |  |
| DONATED EXPENSES Facility/home Music**TOTAL EXPENSES** | $100$100------------**$320** | $100$100---------------**$300** |