**Users Read Me First:**

 •The hints that are include in this template are in hidden text, so they will not print. Use them as guidelines for answering the questions. The hints look like this!

 •Look for the XX to show you where to start typing to answer each question. Highlight just the XX and start typing to retain proper formatting for each questions.

 •When you complete Questions 1–7, print a copy of your CPG and put it in the “Work to be Done” box. Copy your computer file into the “CPG In-Box” folder on the Macintosh hard drive.

CHAIRMAN’S PLANNING GUIDE

School Supplies Collection

|  |  |
| --- | --- |
| Chapter Name and Number: | Alexandria, #2 |
| State Name and Number: | Virginia, #45 |
| Project Name: | School Supplies Collection  |
| Project Chair and Contact Info: | Jennifer J. |
| CPG Category and Supervisor: | Community Development, Diana K. |

**PLANNING**

1. Primary purpose.

What is the one reason you want to successfully run this project? Be sure to write only **ONE** reason!

The primary purpose for this project is school supplies for area children that are part of the Preschool Academy and other programs at the Hopkins House in Alexandra, Virginia.

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.

The Hopkins House Preschool Academy is a true “school.” The focus, in addition to offering a safe-haven for the children of working parents, is educating and preparing them for the educational challenges they will face in kindergarten and beyond.  Studies show that children who attend quality preschools like Hopkins House are less likely to need special education or remedial classes in the future; more likely to graduate from high school and go on to college; more likely to postpone parenthood until an older age; and, more likely to own a home.

For the year ended June 30, 2006, Hopkins House provided early childhood and educational programs to 196 children and adults residing in the Washington metropolitan area, largely from low-income, working families.

Hopkins House programs are open to anyone, regardless of race, ethnicity, or income.

To support the efforts of the Hopkins House for the new academic year the Alexandria Jaycees will conduct a school supply drive and collect items from members at the August 24th meeting. At the July chapter meeting members will learn about the needs of the Hopkins House. If there is interest among the Chapter there will also be a collection drive the weekend prior to the August 24th meeting outside of a local store. Details are TBD as to what store and when depending on interest.

The Hopkins House Preschool Academy is a true “school”. The focus, in addition to offering a safe- haven

The Hopkins House Preschool Academy is a true “school.” Our focus, in addition to offering a safe-haven for the children of working parents, is educating and preparing them for the educational challenges they will face in kindergarten and beyond.  Studies show that children who attend quality preschools like Hopkins House are less likely to need special education or remedial classes in the future; more likely to graduate from high school and go on to college; more likely to postpone parenthood until an older age; and, more likely to own a home.The Hopkins House Preschool Academy is a true “school.” Our focus, in addition to offering a safe-haven for the children of working parents, is educating and preparing them for the educational challenges they will face in kindergarten and beyond.  Studies show that children who attend quality preschools like Hopkins House are less likely to need special education or remedial classes in the future; more likely to graduate from high school and go on to college; more likely to postpone parenthood until an older age; and, more likely to own a home.Briefly describe what this project is all about. Please include the Pinnacle Award area in which the project falls, for example “This project falls under the Community Services Pinnacle Award Area of the Community Development programming area of the 1995–96 Seattle Jaycees Chapter Plan. Then, write a couple of paragraphs about this project, why it is being run, history of the project, what you hope to achieve, etc. Be sure to describe where the idea came from, how it was determined that this project was needed.

Specific items on the Hopkins House wishlist to collect include:

Boxed crayons

Book bags

Writing pads

Copier paper (white and colors)

Construction paper

Boxed Kleenex tissues

Puzzles

Children books

Educational DVDs and Videos

***The goals for this project are as follows:***

Make sure your goals are quantifiable, measurable. Example: To involve 20 Seattle Jaycees.

A goal like “To have fun” won’t work however. How will you determine if this goal was actually met, how will you measure it? Surveys are very helpful in quantifying subjective types of goals, as well as ones that measure change, e.g. whether participant learned anything, changed their behavior, etc.

GOAL 1 to collect at least 7 of the 9 items on the wishlist for the Hopkins House

GOAL 2 to collect at least a total of 45 items

GOAL 3 to have a new member of the Chapter chair the project

GOAL 4 to take a picture of the donations for the website/newsletter

3. What are the specific manpower assignments?

Show here that there are as many people involved as possible. Jaycee involvement is a good thing! Please put addresses & phone numbers in whenever possible. Please don’t put Seattle Jaycees Headquarters address or phone number.

|  |  |
| --- | --- |
| Amy T.President, Alexandria Jaycees | Amy oversees all projects conducted by the chapter. |
| Diana K.Community Development VP | The CD Vice President has overall responsibility for projects in the CD portfolio.  |
| Jennifer J.Chairperson | The project chairperson promotes the event, writes newsletter articles, and arranges the logistics for the event. The chairperson will work with Laura Beach of the Hopkins House. |

Under Committee Members below, list out the duties that will need to be handled, even if you don’t have actual committee member names yet. This will help you plan the duties that you’ll need to recruit committee members to perform. Committee members should be Seattle Jaycees. Non-members should be listed under “Additional Manpower.”

**Hopkins House Contact:**

Name Laura Beach

Email: [lbeach@hopkinshouse.org](http://us.mc594.mail.yahoo.com/mc/compose?to=lbeach@hopkinshouse.org)

http://www.hopkinshouse.org/programs/index.htm

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

**Donated materials and/or supplies:**

Materials/Supplies Resource/Contact Address/Phone

N/A

**Purchased materials and/or supplies:**

Materials/Supplies Resource/Contact Address/Phone Estimated Purchase Price

List supplies/items here Where do you plan to purchase Always put an estimated

 these supplies/materials? cost. Use our cost

 reference sheet for ideas.

N/A

 (Materials, supplies, and/or resources that will be needed to accomplish this project include both donated and purchased supplies. Try to think of everything, it will help you avoid last minute problems. To use these tables follow these guidelines:

•Use the mouse to place an insertion point in the first cell that you want to type in. A cell is the square surrounded by dotted lines that your text fits in. Each cell has a dot that shows where your type will go.

•As long as you keep typing in a cell, text will automatically wrap when necessary (e.g. if you have a long list of supplies in the first column like the “Office Supplies” sample shown).

•Move from cell to cell in a row by pressing the TAB key.

•Add lines to a cell (like an address that you want to put on 2 or 3 lines, by pressing RETURN.

•Move to the next row down by using the down arrow key, or tab from the last cell in a row (on the right).

•There is a “Cost Reference” sheet in the forms bins at headquarters that lists costs for standard purchased and donated items that will help you plan your budget.

\*Give a value for all items, both planned to purchase, and donated. Use the donated items cost sheet for help with donated items. Give it your best guess if it is an unusual item. What would it cost if you had to buy/rent/create the item?

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

EXAMPLES:

 Potential Problem Poor weather.

 Solution Plan possible alternate poor weather date, or alternate locations.

 Potential Problem Lack of attendance.

 Solution Use chapter communications tools: phone calling committee, newsletter, fliers, etc. to notify the membership and prospective members.

 Potential Problem Too few committee members to accomplish necessary tasks.

 Solution Project chair should attend as many chapter events (GM, M6, etc.) as possible to recruit committee members face to face. Start promotion and planning in plenty of time. Use chapter communication tools.

 Potential Problem Not enough collected items.

 Solution Inform members through website, list serv, and e-mail. The House will be pleased to receive any donations we can provide.

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

Look back at the items you listed in question # 4 and include them. Itemize your budget as much as possible. This will help your committee members, supervising officer and staff members to troubleshoot, to make sure that you haven’t left things out. Brainstorming and itemizing every anticipated budget item will help you avoid budget overruns later. The grand total under income should match the grand total under expenses.

No income. Jacyees members will provide school supplies to donate to Hopkins House.

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

Don’t forget to include the dates you begin to write your CPG questions #1–7, get approval for, and complete your CPG questions #8–10. Put the dates you came up with the idea for the project, and how it all came about. You don’t have to be totally accurate with these dates, that’s what question #8 is for! Do try to be realistic though, and you’ll be better prepared for your project.

*Date Projected Activity to Accomplish Planning*

7/13 Present CPG

7/15 Contact the Hopkins House staff to confirm project and needs

7/15 Submit materials for newsletter and website

7/16-8/24 Recruit volunteers until date of event

9/1 Complete Chairman’s Planning Guide and submit for final approval.

**IMPLEMENTATION AND EVALUATION**

8. Record any revision of the original plan.

How this question is answered is up to the individual. Here are some suggestions that you might like to follow:

**1.** Keep a chronological account (a journal) of the activities for the project. Record every revision to your original plan as a special input. In other words, review question #7 and account for any unplanned activities that played into the project.

**2.** Keep a list of actual contacts with names, titles, addresses, etc. and place this in a separate section of question #8 of this CPG, so that future project chairs can start their planning with your contact/resource list.

**3.** Keep an account as members (not previously planned) join the committee and the responsibilities that they take on. This is an area often forgotten and can be very important to the future of the project.

These are suggestions for a format style which could be better than just a chronological listing of unplanned events that took place. This question will not look anything like question #7. They are only asking you to record any revisions—they are expecting this to show actual dates of activities. Most projects, no matter how well planned, are usually running late or waiting for others to report, etc.

*Date Description of revision*

N/A

**Materials/supplies not planned for:**

Refer to your answer to questions #4 and #6 and make sure you include here any items that weren’t planned for but were actually used for the project. Put approximate value for donated items, actual value for purchased items.

Materials/Supplies Resource/Contact Address/Phone Actual Purchase/Donated Value

N/A

Additional committee members that were used to make this project a success: N/A

List people here who joined your committee after you completed question # 3, and any duties that changed from those described in question #3. Put down the date new people joined the committee and why they joined. Put those dates in your question #8 timeline as changes also.

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

Take this opportunity to discuss the good, the bad and the ugly . . . Remember that every project has many sides to it. Running projects and completing the paperwork is not just a waste of time, but an opportunity for growth and development of leadership skills. Future project chairs will be able to use your planning guide to help them run a successful project. Help them learn from your successes and your mistakes.

No changes or recommendations.

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

Restate your primary purpose and describe just how well the project met it. Then restate each of your goals and evaluate them here. You can just copy, then paste your primary purpose, and goals from questions #2 here, then add a result line. Results can be evaluated by percentage. For example, if one goal was to have 25 people attend, and 50 actually attended, you can say you met that goal by 200%.

Primary Purpose: The primary purpose for this project is school supplies for area children that are part of the Preschool Academy and other programs at the Hopkins House in Alexandra, Virginia.

Result: The chapter was able to collect over 100 items valued at over $200 for the Hopkins House.

Goal 1 Collect at least 7 of the 9 items on the wishlist for the Hopkins House

Result: Achieved; the chapter collected 8 of the 9 items on the wishlist and many more not on the list.

Goal 2 Collect at least a total of 45 items

Result: Achieved; the chapter collected well over 100 items.

Goal 3 Have a new member of the Chapter chair the project

Result: Achieved; Jennifer J. chaired the project.

Goal 4 Take a picture of the donations for the website/newsletter

Result: Achieved; photos taken and will be submitted for the website/newsletter.

Use the areas below to describe the impact that this project had on the individual, the chapter, and the community. This is where you will show how the project was a success for the chapter, the community and you, as the chairperson, or for an individual involved in the project. Let this area tell about the success and the benefits of the project. There are some, or you wouldn’t have gotten this far with this project.

**INDIVIDUAL**

Members were able to make a difference in the life of a local child by supplying them with new school supplies.

**CHAPTER**

The Jaycees was able to show support for a local non-profit organizations. The economy has hit every organization and with this donation we were able to help show our support for the Hopkins House.

**COMMUNITY**

Hopkins House was able to benefit from needed donations to start the new school year off.

 Complete an Actual Financial Statement. It should include proposed and actual income and expenses.

ACTUAL FINANCIAL STATEMENT FOR Hopkins House School Supply Drive

**INCOME PROPOSED ACTUAL**

Appropriation from chapter $0 $0

Chapter donated supplies *(itemize below)* $150 $229.69

|  |  |  |  |
| --- | --- | --- | --- |
| **Supply** | **Quantity** | **Cost** | **Total** |
| Book bag | 4 | $14.99 | $59.96 |
| Book bag | 1 | $9.99 | $9.99 |
| Crayons (24) | 24 | $0.25 | $6.00 |
| Crayons (64) | 4 | $2.00 | $8.00 |
| Notepads | 7 | $0.50 | $3.50 |
| Copy paper | 3 | $4.79 | $14.37 |
| Pencils (24) | 1 | $1.00 | $1.00 |
| Pencils (7-8) | 7 | $0.50 | $3.50 |
| Pencils (60) | 2 | $2.50 | $5.00 |
| Colored Pencils (12) | 10 | $1.00 | $10.00 |
| Glue | 12 | $0.25 | $3.00 |
| DVDs | 2 | $10.99 | $21.98 |
| Folder - 2 pocket | 1 | $0.50 | $0.50 |
| Sketch pads | 2 | $2.00 | $4.00 |
| Construction paper (96) | 6 | $2.99 | $17.94 |
| Construction paper (36) | 1 | $1.99 | $1.99 |
| Construction paper (72) | 1 | $2.50 | $2.50 |
| Legal Pads (5) | 1 | $4.99 | $4.99 |
| Sheet paper (150) | 7 | $1.25 | $8.75 |
| Puffs (3) | 2 | $4.99 | $9.98 |
| Kleenex | 4 | $2.00 | $8.00 |
| Kleenex - mini (10) | 1 | $2.00 | $2.00 |
| Pencil Pouch | 3 | $1.00 | $3.00 |
| Flash Cards | 1 | $1.25 | $1.25 |
| Pens (4) | 1 | $2.49 | $2.49 |
| Books - Coloring/Reading | 8 | $2.00 | $16.00 |
|   |   |   |   |
| **Total** | 116 |   | $229.69 |

Non-Chapter Donated supplies *(itemize below)* $0 $0

Additional income *(itemize below)* $0 $5

 Member Cash Donation

TOTAL INCOME $150 $234.69

EXPENSES PROPOSED ACTUAL

Chapter donated supplies *(itemize below)*

None $0 $0

Donated supplies *(itemize below)*

None $0 $0

Purchased supplies *(itemize below)*

None $0 $0

Miscellaneous *(itemize below)*

None $0 $0

Return of appropriation from chapter $0 $0

TOTAL EXPENSES $0 $0

TOTAL PROPOSED INCOME and TOTAL PROPOSED EXPENSES figures should be the same. TOTAL ACTUAL INCOME and TOTAL ACTUAL EXPENSES figures should be the same - this will produce a balanced budget!

Questions on this Chairman’s Planning Guide should be directed to Candy “Jaws” Starowski at 772-2663. Call any time.