**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

Project Name: **Cycling Series**

**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 to encourage Individual Development through exercise, learning, & socializing.

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.

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.

Just like last year’s hiking program, we will do monthly bike rides. The rides will start off very easy (short and flat) and get progressively more challenging (length & hills). All rides will be planned so that participants will be able to ride with a road bike, a mountain bike, or a hybrid. They will be conducted on paved bike trails, public roads, private roads, & potentially a crushed-rock trail (C & O Canal) depending on what type of bikes most of the participants have.

***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: At least 5 participants on each ride

GOAL 2: At least 2 participants reach personal records for distance on a bike ride

GOAL 3:Have at least 5 potential members participate over the 6 rides

GOAL 4:All rides are completed in a safe manner, including the mandatory wearing of helmets

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.

**Chairperson**

Name Dean D.

Address

Phone

Duties: 1. Lead all rides

 2. Make sure that safety is a priority

 3. Research and plan each route

 4. If it’s a route that involves turns, print cue sheets for each rider.

 5. Conduct basic maintenance and group-biking etiquette training before the 1st & 2nd rides.

 6. Write wrap-up CPG

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.”

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

(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?

**Donated materials and/or supplies:**

Materials/Supplies Resource/Contact Address/Phone Estimated Donated Value

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

 these supplies/materials? value. Use our cost

 reference sheet for ideas.

|  |  |  |
| --- | --- | --- |
| Extra bikes, gear, & equipment | Dean | $100 |
|  |  |  |

**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.

|  |  |  |
| --- | --- | --- |
|  |  |  |
| None |  |  |

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 Lack of interest/participation

 Solution Promotion & include an optional social opportunity during, or after, the ride such as ice cream, lunch, etc….

Potential Problem Bad weather

 Solution Schedule the rides for Saturdays, with Sunday as a back-up. Spring and fall rides will begin at 11am, summer rides will be at 10am.

 Potential Problem Members do not have a bike

 Solution Dean has three extra bikes, 2 male 1 female

 Potential Problem The ride(s) are too difficult for people and they are frustrated

 Solution Be sure to assign an assistant captain for each ride that is in charge of bringing up the rear. This way no one is ‘left behind’

Potential Problem Mechanical problems that cannot be solved on the ride

 Solution Have assigned person who can ride ahead to retrieve vehicle

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.

**Proposed Budget for XX**

INCOME Amount/Value

Appropriation from chapter $0

Chapter donated supplies *(itemize below)*

XX

Non-chapter donated supplies *(itemize below)*

Extra bikes & gear $100

Additional proposed income *(itemize below)*

Ticket sales/admission fees

XX

TOTAL INCOME $100

EXPENSES Cost/Value

Chapter donated supplies *(itemize below)*

XX

Non-chapter donated supplies *(itemize below)*

Extra bikes & gear 100

Purchased supplies *(itemize below)*

Cleaning supplies, lube, & patch kits 0

Miscellaneous *(itemize below)*

The total for non-itemized miscellaneous items should be low if you have planned well.

Complimentary tickets/admissions

XX

TOTAL EXPENSES $100

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

Re. tickets & admission fees: you should account for anticipated tickets/admission income, and complimentary (free) or discounted tickets you will give away and to who they will be given. It is chapter policy to invite the state president, state vice presidents, District 2A Director and Region 2 Director and offer free admission if they RSVP by a set date.

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*

1/1/09 Discuss with various Jaycees to gauge interest

1/14/09 Complete Chairman’s Planning Guide and submit it for final approval.

March Post information on the first ride on website and digital newsletter

April 2009 1st event to include a short demo on post-winter bike maintenance

April 2009 Survey participants to determine if the length/difficulty of the ride met their expectations, and use this feedback for planning the rest of the rides.

 May-SeptemberConduct monthly rides

Preliminary Ride Schedule

Month Route Distance Terrain

April Old Town – Reagan National Airport 10 miles Very flat

May Rock Creek Park 10-15 miles Moderate

June W, O, & D (Arlington – Vienna) 15 miles Moderate

July Capital Crescent Trail (Georgetown-Bethesda) 18 miles Moderate

August Old Town – Mt. Vernon 21 miles Mostly flat

September Clifton – Burke Lake Park 30 miles Hilly

**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*

6/20 June ride rained out. Rescheduled for September, replacing the previously scheduled ride for September.

|  |  |  |
| --- | --- | --- |
|  |  |  |
|  |  |  |

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

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.

**Committee Member**

Name Amy T.

Address

Phone

Duties: Ensuring that Project Chairman kept current information on meetup.com, so that interested members could find out information about the rides.

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.

Initially, I hoped that the same people would do all, or most, of the rides. This would allow us to build up to more difficult rides as the season progressed. However, this did not happen due to a variety of reasons.

The idea to stick to bike paths was good. Everyone was much safer, and the rides were more enjoyable, than they would have been on local roads.

10. Give specific and measurable results for each goal established. Describe the impact of the 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: To encourage Individual Development through exercise, learning, & socializing.

Result: Achieved

Goal 1 At least 5 participants on each ride

Result: April – 5

 May – 5 (2 who didn’t find us)

 June – rained out, 5 had RSVP’d

 July – 2

 August – 9

 September - 2

Goal 2 At least 2 participants reach personal records for distance on a bike ride

Result: Achieved. Several participants mentioned this on the August Ride

Goal 3 Have at least 5 potential members participate over the 6 rides

Result: Not achieved. 4 guests participated

Goal 4 GOAL 4: All rides are completed in a safe manner, including the mandatory wearing of helmets

Result: No injuries occurred, and every participant wore helmets.

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 enjoy exercise, and in most occasions biked on a trail that they had not seen before.

**CHAPTER:** Members were able to spend time together enjoying a fun, healthy activity.

**COMMUNITY** : The ultimate goal of promoting the idea of biking is for the biker to replace a car on the road. This benefits the environment by reducing tailpipe emissions, reduces traffic, and keeps a person in better shape. I am not sure if this project accomplished any of this, but it might have gone a small ways towards encouraging people to bike more than they would have otherwise.

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

ACTUAL FINANCIAL STATEMENT FOR CYCLING SERIES

**INCOME PROPOSED ACTUAL**

No income, no expenses

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.