**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:

**Jaycees at the Nationals Game**

**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 provide an opportunity for our members to have a fun evening at the Washington Nationals baseball game, to support our local sports, and to attract new members.

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.

* The Washington Nationals will be playing the Philadelphia Phillies on Saturday July 31, 2010 at 7:05 pm. This will be a fantastic game to attend, as the Phillies pose as a huge rivalry for the Nats; the game should be a well attended match-up and will be exciting for fans. Additionally, we do not have any other events planned for that evening and therefore will not compete with our other projects.
* To ensure a fun night at the ball park, the Jaycees will front whatever money necessary for a block of tickets and the tailgate price & food. Tickets will be purchased at the price of $20 (= $6 processing fee) each and will be located either in the Outfield or Upper Infield Gallery. They will be purchased upon 14 people signing up for the event or on July 7, 2010 for the number of people who have committed to the event. This will alleviate potential problems of buying too many or too few number of tickets. I will aim for all money for the tickets to be collected by July 26, 2010.
* Due to not being allowed to have grills, basic meals for each attendee will be purchased from Potbelly sandwiches for $ 7.68 per person. This includes a sandwich, side salad (coleslaw, potato salad, or macaroni salad, chips, and a cookie).
* Our chapter has attended Nationals’ ballgames in the past where members tailgated before the game therefore one parking pass will be purchased in a premium lot ($40) to host the pre-game gathering.
* Members and non-members will reimburse the Chapter using Paypal for the tickets. Nonmembers will be instructed to do the same or give their money to a fellow Jaycee. Members will pay $36.00 each and nonmembers will pay $40.00 each. If the aspired number of people attended, these fees will fully cover the ticket price, the processing fee, the food from Potbelly, and a few extra dollars for any item that may be forgotten at the tailgate. The chairman will purchase the tickets, order the food, advertise the event, and recruit attendees. The chairperson’s assistants will help organize the pre-game tailgate.

***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 Have at least 10 members attend the game.

GOAL 2 Have at least 4 potential new members attend

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.

**Supervising Officer**

This should be the area Vice President.

Name Harry S., Chapter President

Email:

Phone

Duties: Oversees all chapter activities

(Even if the supervising officer (area vice president) does not have any specific duties, put them into your plan anyway, and give them some duties — promotion from the top is always nice!) Add your area director if you are giving them any duties.

**Supervising Officer**

This should be the area Vice President.

Name Christine S., Membership Vice President

Email:

Phone

Duties: Supervises all portfolio projects.

(Even if the supervising officer (area vice president) does not have any specific duties, put them into your plan anyway, and give them some duties — promotion from the top is always nice!) Add your area director if you are giving them any duties.

**Chairperson**

Name Megan C.

Phone

Duties: Write and wrap up the Chairman’s Planning Guide, set up paypal, order tickets, advertise to membership.

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.”

**Committee Member**

Name Tyler F.

Address

Phone

Duties: Assist with communications to include newsletter and web site.

**Committee Member**

Name Dean D.

Address

Phone

Duties: Assist with PayPal and other financial recordkeeping/payment requirements

You can add Committee Members here if necessary. Just copy and paste the format from above.

***Additional Manpower***

What kind of manpower do you need to accomplish this project? How many people do you need, to do what and when?

*Number of members Job Description, Date/Place/Time Needed*

1 Need an SUV to serve as tailgate car

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.

|  |  |  |
| --- | --- | --- |
| Some picnic/tailgate items we already have—napkins, mustard, ketchup, etc. | Amy T. | $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.

|  |  |  |
| --- | --- | --- |
| Tailgate location (& fee) | Megan C. | $40 |
| Ballgame tickets | Megan C. | $364 |
| Potbelly Food (for 14 people) | Megan C. | $107.52 |
| SUV for Tailgate | TBD | FREE |
| Table for Tailgate | TBD | FREE |
| BYOB | Megan C. | FREE |
| Tailgate Games (ie Corn Hole) | Megan C./Blair | FREE |

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 No one signs up for the event

 Solution If there is no interest then we will scratch project and possibly try to go to a DC United game instead. However, if no one is signing up due to scheduling conflicts, we will then try to find a time to reschedule. Waiting until July 7 to purchase the tickets will prevent the purchasing of tickets if no one wants to go or will allow us to purchase more if there is an overwhelming amount of interest.

 Potential Problem Inclement weather

 Solution Have fun in the rain and hope for a rain delay

 Potential Problem People get lost or can’t find the tailgate

 Solution Make sure everyone has the chairman’s cell phone number, lot number, and hang the Jaycees banner on the car so it is easily identifiable.

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 Nats Game**

Appropriation from chapter (Parking Pass) $40

Chapter donated supplies *(itemize below)*

*Napkins, condiments, cooler(s), sodas* $100

Non-chapter donated supplies *(itemize below)*

FOOD FROM POTBELLY (for 14 people) $107.52

Sales tax $6.19

BYOB $0

TOTAL INCOME $617.71

EXPENSES Cost/Value

Chapter donated supplies *(itemize below)*

*Napkins, condiments, cooler(s), ice, sodas* $100

Non-chapter donated supplies *(itemize below)*

BYOB 0

Purchased supplies *(itemize below)*

*Full Belly Package* $107.52

*Sales tax $*6.19

Miscellaneous *(itemize below)*

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

Tickets for ball game $364

Parking fee for tailgate $40

TOTAL EXPENSES $617.71

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*

6/14 Get initial CPG approval from Board of Directors

6/28 Announce event at June’s Membership Meeting

 Set up PayPal link on Meetup so participants can pay fee

7/7 Purchase block of tickets according to chapter feedback

 Reserve spot in parking lot for tailgating

7/26 Announce event at July’s Membership Meeting

7/30 Arrange for Tailgate assistants to get supplies organized

7/31 Conduct Event

8/1 Complete Chairman’s Planning Guide and submit for final approval.

**IMPLEMENTATION AND EVALUATION**

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

Due to the difficulty of bringing items to the tailgate via public transportation and a lack of interest in eating Potbelly, I cancelled the tailgate. Instead, attendees met at the Bullpen to socialize before the game. This decision proved to be well suited for the environment because it allowed people flexibility with their time of arrival and food/beverage options and consumption. Also, the DC police were strictly monitoring the parking lots to discourage tailgating. Convening at the Bullpen allowed me to distribute the tickets and collect money in an organized manner.

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

I would collect all money before game day so you aren’t carrying around tons of cash at the stadium. I would also have everyone meet in the Bullpen.

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

|  |  |
| --- | --- |
| Goal #1  | Have at least 10 members attend the game.  |
| Result | Success. We had 16 Jaycees attend, with 5 from the Fredericksburg Chapter and 1 from Gaithersburg, MD.  |
| Goal #2  | Have at least 4 potential new members attend.  |
| Result | Partial Success. We had 4 potential new members purchase tickets but do to personal issues, one individual was unable to attend and the other couple fought the entire time because he consumed too many adult beverages. Therefore, they were not recruited.  |

NATIONALS GAME FINANCIAL STATEMENT

INCOME Amount/Value

Money from **Member Ticket** Sales $ 496.00

 Money from **NonMember** Ticket Sales $ 315.00

TOTAL INCOME $ 811.00

EXPENSES Amount/Value

25 Tickets $ 775.00

 Processing Fee $ 20.00

 Parking Pass $ 40.00

TOTAL EXPENSES $ 835.00

 **NET PROFIT ($24.00)**

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