## ***Alexandria Jaycees***

## ***Chairman’s Planning Guide***

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| Chapter Name and Number: | Alexandria, #2 |
| State Name and Number: | Virginia, #45 |
| Project Name: | Potomac River Clean Up |
| Project Chair and Contact Info: | Tyler F. |
| CPG Category: | Community Development |

PLANNING

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

To assist in scheduled trash removal from an extremely polluted Potomac River Watershed area.

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 Jaycees will partner with the Living Lands and Waters to assist with the clean up of the Potomac and Anacostia Rivers. The event is tentatively scheduled for April 19. Details will be confirmed by February 16, 2008.

Living Lands & Waters (LL&W) hosts community river cleanups each year with the assistance of local volunteers. The community cleanups last for about four hours, typically beginning around 9 am and lasting till 1 pm. The day begins with a brief discussion on safety rules and potential hazards during the cleanup. From there, volunteers load up into LL&W work boats, piloted by the LL&W crew, and head out to the pre-designated garbage sites along the shorelines and islands of the river. Once there, the search for garbage is on.

With trash bags and shovels in hand, volunteers scour the area in search of plastic bottles, barrels, tires, appliances, and whatever else is present that does not belong there. They then carry this refuse to a central point along the shoreline. After the site has been cleaned and the volunteers have gotten dirty, everyone loads back up into the boats and head back to the meeting site to enjoy snacks and beverages.

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| Goal #1 | Have at least 5 members volunteer. |
| Goal #2 | Recruit 2 new members as a result of being affiliated with this program. |

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

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| Cathy L.  President, Alexandria Jaycees  [president@alexjaycees.org](mailto:president@alexjaycees.org) | Cathy oversees all projects conducted by the chapter. |
| Amy T.  Vice President, Community Development | The CD Vice President has overall responsibility for projects in the CD portfolio. |
| Tyler F.  Chairperson | The project chairperson plans the project, promotes the event, writes newsletter articles, and arranges the logistics for the event. The chairperson will work with the Living Lands and Waters volunteer coordinator. |
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| Alexandria Jaycees Hotline Coordinator  eventline@alexjaycees.org | Updates the Alexandria Jaycee hotline on a regular basis. |
| Tammy Becker  Volunteer Coordinator  Living Lands and Waters  [Tammy@livinglandsandwaters.org](mailto:Tammy@livinglandsandwaters.org) 309.236.0725 | Tammy will serve as the point of contact for LL&W. She will help coordinate the project. |

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

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| --- | --- | --- |
| What | Who | When Needed |
| Location and Directions |  |  |
| Directions to meetup site | Chair | March 15, 2008 |
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| Communications |  |  |
| CPG | Amy Tenhouse | February 11, 2008*Date* *JanJ* |
| Flyers | Chair | Feb. and March chapter meeting |
| Newsletter Articles | Chair | *Date* *FeF* Feb. 15 and March 15 |
| Hotline | Chair | Mention if room |
| Personnel |  |  |
| Preliminary Interest Sign-Up Sheet | Chair | Feb and March meetings |
| Project sign-in sheet |  | At the event. |

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

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| Problem 1 : | Not enough interest |
| Solution 1: | Distribute flyers at chapter events. Send around a sign up sheet for an initial interest count. Put event on website and listserv. |
| Problem 2:  Problem 3: | Inclement Weather  The clean up still occurs even if it is raining. Have a system in place to contact volunteers in case the event is called off for severe weather. |
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1. Complete A Proposed Budget Indicating All Anticipated Income And Expenses.

#### No income, no expense

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

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| Date | Action |
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| 2/11/08  2/16/08 | Present CPG to Board Of Directors  Confirm all details with LL&W. |
| 2/15/08 | Submit newsletter article |
| 3/15/08  Feb & March Meetings | Promote and distribute flyers at Jaycee chapter meeting. Circulate preliminary interest sheet. |
| 3/15/08 | Submit Hotline Announcement Request. |
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| 4/19/08  (Tentative)  5/08 | Conduct Project  Present final CPG at Board of Directors meeting |

IMPLEMENTATION AND EVALUATION

8. Record any revision of the original plan.

* Due to LL&W’s cancellation of their DC cleanup, the Jaycees partnered with the Alice Ferguson Foundation, under the direction of Mr. Raymond (Rock) Kulisch. <http://www.fergusonfoundation.org/>
* The clean up took place on April 12, 2008 from 9 am – 12 pm. The event was originally scheduled to take place on April 5th but Park Police closed down Daingerfield Island because of a crime scene investigation. It was then rescheduled to April 12th and as a result, several volunteers were unable to attend.
* The final CPG was presented on April 14, 2008.

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.

*None.*

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?

* Aggressively recruit to maximize number of volunteers. Use VolunteerMatch, Craig’s List, Alexandria Volunteer Bureau, etc.
* Communicate volunteering opportunity to local high schools and colleges.
* Indicate early that the cleanup will proceed even if it rains.
* Plan to go for lunch following the project. This year, we went to McDonalds on Route 1 and sat outside.
* Check with the overall project manager to determine whether any breakfast foods will be provided. Budget additional money for water for volunteers.
* Display the Jaycees banner at the beginning of the event so Jaycees know where to meet.
* Assign someone to be a photographer. Put the camera in a Ziploc bag or get a waterproof camera (just in case!).

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.

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: To assist in scheduled trash removal from an extremely polluted Potomac River Watershed area.

Result: *Met!* Six Alexandria Jaycees and approximately 30 other volunteers worked from 9:00AM to 11:30AM to pick up trash in the Potomac River on Daingerfield Island.Approximately 30 bags were filled with trash and removed, along with 40 tires and several parts of furniture.

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| Goal #1: Result: | Have at least 5 members volunteer.  *Met and Exceeded!* While as many as 22 expressed interest in participating, the number that arrived and cleaned (after a rescheduling of the event) was six. |
| Goal #2  Result: | Recruit 2 new members as a result of being affiliated with this program.  Unsure at this point. We talked with quite a few other volunteers about the Jaycees and one volunteer took a brochure. In addition, we heavily promoted the event on several volunteer websites. Several people expressed interest in the project and in response to their email inquiry, we sent them the link to the Alexandria Jaycees website and encouraged them to check it out. |

*The impact of this project:*

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:

I learned something about the challenges of project management and the importance of effective recruiting. I was stricken by the large amount of pollution on the site, and the scope of it from industrial to individual waste. In viewing some pollution that had now been covered with plant life and shifting earth, it could be surmised that years had gone by without significant cleaning of the area. I was impressed by the enthusiasm and effort of all participants.

CHAPTER:

We established a strong relationship with the Alice Ferguson Foundation and Potomac Park Rangers.

COMMUNITY:

Jaycees volunteers commented on several thank-yous received from passers-by in the area of our cleanup. Though work remains, the area is significantly cleaner now than when we came upon it.

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

ACTUAL FINANCIAL STATEMENT

No income. No expenses.