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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 #** |
| **Sally S.**  | **Walk/Run Club**  |
| **Chairman’s Name** | **Project Name** |
|   | **Individual Development**  |
| **Chairman’s Mailing Address** | **CPG Category** |
|   |  | Amy T., President  |
| **Cell 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 Walk/Run Club is to provide an opportunity for Jaycee Members to get in shape/stay fit throughout the year.

# 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.

After analyzing the results of the 2008 Year-End Jaycee Membership Survey, we realized the need to give our members projects/opportunities that encourage physical fitness. I, as chairperson, also felt the need to get started in an exercise routine, but needed a reason to stay dedicated to it all year. So, I decided to start up a walk/run club for the Jaycees where members can meet at least once a week to walk/run at their own pace.

I discovered that “Pacers” athletic shoe store (1301 King Street, Alexandria, 22314) in Old Town Alexandria has such a run club that we could get involved with for free of charge. The run club meets at 7:00pm at the Pacers store on Tuesdays and Thursdays. We will start off meeting only on Tuesdays and possibly switch to meeting on Thursdays later in the year. (We will decide the day depending on the day that’s available for most participating members.)

|  |  |
| --- | --- |
| Goal #1 | To start our walk/run club meetings on Tues. Feb. 24th, 2009. |
| Goal #2 | To meet every Tuesday (or Thursday) 4-5 times a month to go on fun runs/walks.  |
| Goal #3 | To involve at least 3-4 Jaycee members for each run.  |
| Goal #4 | To have at least 1 Jaycee-age prospect participate in each run. |
| Goal #5 | To recruit at least 3 new members from this event by the end of the year (Dec. 15th). |

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

|  |  |
| --- | --- |
| Amy T.Presidentpresident@alexjaycees.org | Amy oversees all projects conducted by the chapter.  |
| Daniel A.Vice President of Individual Developmentid\_vp@alexjaycees.org | To ensure that the chapter’s overall goals are met and to serve as an advisor. |
| Sally S.Project Chairman | The project chairperson plans the project, prepares and writes the CPG, promotes the event, writes newsletter articles, and hotline and postcard announcements, and writes and presents the final CPG.  |

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

|  |  |  |
| --- | --- | --- |
| What | Who | When Needed |
| Communications |  |  |
| Web Calendar, Event Line | Sally S. | Monthly |
| Announcements at Chapter Meeting: | Sally S. | Every 4th Monday of month |
| Newsletter Article | Sally S. | By 20th of each month |
| Messages on Listserv | Sally S. | Weekly or bi-weekly |
| Announcements on MeetUp.com | Sally S. | Weekly or bi-weekly |

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

|  |  |
| --- | --- |
| Problem 1: | Lack of participation from members/prospective members. |
| Solution 1: | Advertise at meetings, use list serve emails, promote event on Meet-Up site, personally invite members/prospects by email or phone.  |
|  |  |
| Problem 2: | Bad weather cancels the event. |
| Solution 2: | Make sure participants are aware of cancellations, use our event-line phone number to announce cancellations.  |
|  |  |
| Problem 3: | A participant gets hurt/injured during the event |
| Solution 3: | Make sure at least one participant knows first aid. Ask for emergency information of each participant before the run starts. Call 911! |

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

 (This event should be at no-cost to the chapter.)

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  | Budgeted Amount |
| REVENUE | No chapter money will be earned from this event. |  |  |
|  | *Total Revenue* |  | *$0* |
| EXPENSES | No chapter money will be spent for this event. |  |  |
|  | ***Total Expense*** |  | *$0* |
|  |  |  |
| **Total Expenses**  |  | ***$0*** |

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

| Date | Action |
| --- | --- |
| 1/10/2009 | Sally accepted chairmanship of the Walk/Run Club project.  |
| 1/12/2009 | CPG will be presented at meeting with Board of Directors. |
| January -December | Make announcements at Chapter Meetings, newsletter articles, list-serve and yahoo groups to get other Jaycees to attend the Walk/Run Club.  |
| January-December | Attend Walk/Run events throughout the year (4-5 times a month).  |
| December 15, 2009 | Present final CPG at Board of Directors Meeting. |

**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*

March, April Some Tuesday nights had to be cancelled because of inclement weather. No make-up days were scheduled since there was always another Tuesday approaching to get the next run in.

10/27 Decided to suspend Run-Club for 2009 after Tuesday Nov. 10th since the weather was getting colder and the runs (which start at 7pm) were getting dangerous since it was getting very dark at that time.

11/9 Presented FINAL CPG to board instead of on Dec. 15th.

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 Members**

Name: Sarah G., Tyler F., Allison G.

Email addresses (respectively):

Duties: These members ended up assisting me in running the project. If I wasn’t able to attend, they greeted newcomers or reported back to me on how the runs went.

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.

The only major changes were mentioned above in question answer number 8.

**Suggestions/recommendations:**

At the beginning I had hoped that we would have some “walkers” attend the Tuesday night sessions. For various reasons, we had a walker come out every once in awhile, but they would never return--possibly because there weren’t any other Jaycee walkers. I’m not sure how to encourage more people to come out and walk on Tuesdays. Thursdays were also an option to our runners/walkers. Some of us began to run on Thursday nights as well. I tried to get a walking group started up on Thursday nights, but that didn’t take off either. I personally could not consistently attend both Tuesday and Thursday nights. So, I didn’t advertise the walking group or actively seek out walkers for Tuesdays and Thursdays because I was at a loss of what to do.

Perhaps for next year, I can find someone to partner with me and begin a “walk” group to complement our “run” group. They can choose which night they prefer to do the walking. Pacers, the store where we meet, has walking groups on both Tuesday and Thursday nights. So, if they come out to either night, they will find a walking group—just this past year, we didn’t have a lot of Jaycee walkers.

Also, I wanted to get a shirt at the beginning of the year that I could run in that said “Alexandria Jaycees” on it. I did use my Jaycees T-shirt when I could so that prospective runners/members could see we were the Jaycees. During the summer though, the weather got too hot to wear the T-shirt. So, I ordered (with my own personal money) a Jaycee tank top to wear from customizedgirl.com. It was $27. But it was very effective. Now I have no worries that if a prospective member came to the event, they could find me with my tank top on (in winter, I wear a shirt underneath the tank.) I even got 3 or so other members to buy their own Jaycee tank top also. So, now we look like a team! Really cool!

Another recommendation—advertise, advertise, and advertise. I probably could have done more of this. Also, develop an inclement weather notification plan. I mostly did cancellations via email. I was aware of attendees only by MeetUp.com, so I always worried that somebody who saw the run club advertised on our website and who didn’t RSVP would come out to the store and not see us there. I never did hear any complaints that we were not found to be where we said we would be. But it was always a concern.

One last suggestion I would have is: for each announcement on the website or on MeetUp.com, there should be a clause that says “Participants run/walk at their own risk.” That way, runners know that if an accident occurs during their run, that the Jaycees should not be liable for any injuries.

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 provide an opportunity for Jaycee Members to get in shape/stay fit throughout the year.

Result: 100% achieved! Members came out regularly to run or walk and we all stayed in shape throughout the year.

**Goal 1:** **To start our walk/run club meetings on Tues. Feb. 24th, 2009.**

Result: 100% achieved! We began our run/walk club meetings on Tues, Feb. 24th.

**Goal 2: To meet every Tuesday (or Thursday) 4-5 times a month to go on fun runs/walks.**

Result: 95% achieved! We met every Tuesday to run, even on some holidays we would continue the runs. Some Tuesdays were missed because of inclement weather, but the intention was to meet and cancellations were usually at the last minute because of rain storms. All in all, for bad weather, I think we only had to cancel no more than 3-4 times.

**Goal 3: To involve at least 3-4 Jaycee members for each run.**

Result: 99% achieved! I can only remember one Tuesday that we didn’t have at least 3 runners attend the Tuesday night session. We always had an average of 3-5 runners each time.

**Goal 4: To have at least 1 Jaycee-age prospect participate in each run.**

Result: 20% achieved. We had a few prospects run with us occasionally. Most of the time, we met people of Jaycee age there who were coming out to run with Pacers and who ran along with us. A few of those even continued to run with us several times.

**Goal 3: To recruit at least 3 new members from this event by the end of the year (Dec. 15th).**

Result: 33% achieved. We recruited one member from this project: Eydie Smith. Also, because of our Jaycee presence every Tuesday and our shirts with “Jaycees” on them, we drummed up a lot of interest in our chapter—resulting in at least 2 chapter project visits from prospects that we had met at Jaycee Run/Walk Club nights.

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:** There was HIGH impact to the individuals who attended the Jaycee Run/Walk Club this year.

For me, the chairperson, it was for semi-selfish reasons that I started up this project. I wanted to start exercising and wanted to stick to it, but knew that I didn’t have the willpower to continue exercising all year—UNLESS I was held accountable for exercising by a group of other folks who were also coming to exercise with me. And, I knew that many people have that same problem—can’t stick to it unless it’s a group effort. Thank goodness, it worked!

For the 8 or so regular runners who came out to our run-walk group on Tuesday nights, much was achieved! For about 4 or 5 of us, we began the year in February just barely able to get through a 3 mile run without stopping at several intervals. From there, through mid-summer, and now at the end of the project many of us were running 4 miles, 5 miles, 5K races in our cities, 10K races, and even a marathon! Many pounds were shed— the total number is not known--but at least 50 pounds collectively were lost. Sarah, who came to Pacers run nights more than anyone, trained to finish the Marine Corps Marathon this past October; Christine ran her first 10K; Lesley ran her first 4 mile race; and Tyler and I ran our first 5K races ever in which both of us finished in record times. Lesley, who is in the Army, states that she had been recovering from injury which had excluded her from running and was happy that the Run/Walk Club came along in February which allowed her to work slowly to recover from the injury and improve enough so that she could score higher on her Army Physical Fitness test. Because of this, she was able to lock in her recent promotion to Major! We improved our run times so much, got healthier, enjoyed ourselves, supported and encouraged each other, and by the end of it we are all so much the better for it. Words cannot say enough what impact this had on the Run/Walk club individuals.

**CHAPTER:** The benefits of this project on our chapter are widespread as well. With this project we were able to give the Alexandria Jaycees a chance to participate in a different kind of “socializing” event. The Run/Walk Club became a team-building event every Tuesday and offered a way of making friends or getting to know other members without going to a bar and having drinks.

Another bonus of the event: activation of our Jaycee members. I personally believe that Run/Walk club was a good way of getting new members to be active in our chapter and retaining members who might have slipped away.

Another benefit to our chapter: spreading the Jaycee word! Because we were there in a pretty large number (about 5 of us per night most of the time) we were able to promote the chapter name and let everyone else (non-members who came to Pacers) know that were Jaycees. And we got a chance to explain the other things our chapter does and drum up some interest in the chapter. We were able to bring a couple of these people into other Jaycee activities. One person we met through Run/Walk nights came to help volunteer at our Alexandria Birthday Celebration concession stand. Another person we met through Run/Walk volunteered to start helping us re-design our website! And, as mentioned in the primary goals, we have recruited one new member from this project alone, and she has already come to help sell Christmas Trees at our Christmas Tree Lot and assisted in our Holiday Shopping Tour for underprivileged kids!

Therefore, as you can see, all of the above are concrete examples of how the Run/Walk Club benefited the Alexandria Jaycees in chapter strength and cohesiveness, chapter promotion in the community, and chapter growth.

**COMMUNITY**: The impact of this project on the community is also one to be commended. Every Tuesday night, an average 4 of 5 of us supported a local small business in our community. Our meeting place was the Pacers Running Store in Old Town. Many of us began to buy necessary running items from their store: socks, shoes, water bottles, shirts, etc. The store benefited from our repeated patronage. As a result of this repeated business and foot traffic in Old Town and at Pacers specifically, it can be assumed that we also helped to improve the economy of Alexandria as well.

Another impact of our project on the community was helping Alexandria’s citizens become healthier one person at a time. Because the health and lives of our attending members was improved, the overall health of Alexandria’s citizens has improved. And because of this success, we intend to continue this continue this very beneficial project for the Jaycees and the Alexandria community next year!

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

ACTUAL FINANCIAL STATEMENT FOR XX

**INCOME PROPOSED ACTUAL**

Appropriation from chapter $0 $0

Chapter donated supplies *(itemize below)*

 0 0

Non-Chapter Donated supplies *(itemize below)*

 0 0

Additional income *(itemize below)*

 $0 $0

TOTAL INCOME $ 0 $0

EXPENSES PROPOSED ACTUAL

Chapter donated supplies *(itemize below)*

 $0 $0

Donated supplies *(itemize below)*

 $0 $0

Purchased supplies *(itemize below)*

 $0 $0

Miscellaneous *(itemize below)*

 $0 $0

Return of appropriation from chapter $0 $0

TOTAL EXPENSES $ 0 $0