

Chairman's Planning Guide

Chapter Name:	St. Charles Jaycees	Chapter #:	59
State Name:	Missouri	State #:	024
Chairperson's Name:	Don Rothermich	Project's Name:	Dive Bar Tour
Chairperson's Address:	105 South Cadillac Drive St. Charles, MO 63301	Supervising Officer:	Adam McCarthy
Chairperson's Phone Number:	314-704-2968	CPG Category:	Individual Dev.

PLANNING

1. Primary Purpose (what is the one reason you want to successfully run this project?)

To take a tour of local dive bars in the city of St. Charles.

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.

This project is planned as a way to recruit new members on March 28, 2009 beginning at 7:00 at MT Rockers. We will have a bus to take us from bar to bar. The bars we will attend are Mac's C'Mon Inn, Our Place, City Club and Greiners. We will charge a fee of \$15.00 to cover part of the cost of the bus. The project fits into the Recruitment and Retention section of our chapter plan.

Goal A: To have at least 15 chapter members in attendance

Goal B: To have at least 3 prospects

Goal C: To involve at least one other Jaycee chapter

3. What are the specific manpower assignments?

Chairperson: Don Rothermich

Duties:

1. Write Charleton Article and reminder emails to members
2. Prepare Sign up sheet
3. To book the bus
4. To call the local bars to give them a heads up that a bus of people will be coming in at a certain time

Membership VP: Adam McCarthy

Address: 612 North 6th Street, St. Charles, MO 63301

Phone Number: 636-634-7622

Duties:

1. Provide a list of prospective members to invite
2. Help with recruiting at the event

Treasurer: Kirk Kasicki

Address: 12281 Fleetwood Place, Maryland Heights, MO 63043

Duties: To pay expenses incurred.

President: Trisha O'Cheltree

Address: Ramona Lane, St. Charles, MO 63304

Phone Number: 636-734-1938

Duties:

1. To assist the chairperson in any way necessary for successful completion of this project.
2. To make sure the CPG is completed for this project.
3. To handle any issues that may arise the night of the event

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

Chapter Members, Chapter Newsletter, location for event, reminder emails, and prospective members

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

Problem: Not enough membership attendance

Solution: Contact membership as a reminder

Problem: Bars are too crowded for a large group

Solution: Move to a different location

Problem: Bus not arriving on time
Solution: Stalling everyone for a while and making a Plan B in case necessary

6. Complete a proposed budget indicating all anticipating income and expense.

Income: \$315.00
Total Income \$315.00

Expenses: \$470.00
Total Expenses \$470.00

Total Budgeted: \$162.50

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

Date:	01/02/09	Book the bus
	01/27/09	Submit Article to Charleton
	02/01/09	Start CPG
	02/26/09	Submit another Article to Charleton
	03/11/08	Attend Membership Meeting & pass a sign up sheet
	03/20/09	Alert bars of our event and give an estimated number of people
	03/23/09	Reminder email to membership
	03/28/09	Event
	04/08/09	Complete Final CPG

Implementation and Evaluation

8. Record any revision of the original plan:

None.

9. What Changes or recommendation do you have for a future chairman?

Everything went as planned. No changes recommended.

10. Give Specific and Measurable results for each goal established. Describe the impact of this project on the chapter, individual members and the community.

Goal A: To have at least 25 chapter members in attendance
Result: We had 31 in attendance for this event.

Goal B: To have three prospects
Result: We had seven prospects in attendance.

Goal C: To involve one other Jaycee chapter.
Result: We had three members of the St. Peter's Jaycees attend and a member of Cottleville-Weldon Spring.

Chapter Impact: This had a positive impact on the chapter by doubling as an Activation and Retention project.

Individual Impact: Members were able to learn more about other members and conversations flowed freely.

Community Impact: Our chapter size increased as a result of this event, thus we have more manpower for community events.