

Chairman's Planning Guide (CPG)

Chapter Name: St. Charles Jaycees **Chapter #:** 240059
State Name: Missouri **State #:** 024
Project Name: 2007 Installation Banquet
CPG Category: Business Area of Opportunity: Chapter Activities
Supervising Officer: Martha Stodden
Chairperson's Name: Scott Tate/Christie Jehling
Chairperson's Address: 3206 Pleasant Valley Dr, St.Charles, MO 63303
Home phone: (314) 541-2113 **E-mail address:** Scott.tate@charter.net

PLANNING

- 1. Primary purpose (What us the one reason you want to successfully run this project?)**
To install the 2007 St. Charles Jaycees Board of Directors and present 2006 third trimester and year end awards.

- 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 2007 Installation and Awards Banquet will be held on Jan. 26, 2007 at the St. Charles Convention Center. It begins at 6:30 p.m. and will end at 11 p.m. During this time there will be a social hour, dinner, third trimester and year-end awards, the installation of our 2007 Board, and a DJ for entertainment. This is a yearly event. Each chapter member contributes \$10 and guests pay the full price of \$35 per person.

Goal A: To have 10 of the 15 new 2007 Board members in attendance.

Goal B: To have 30 Jaycees in attendance.

Goal C: To have 5 perspective Jaycees in attendance.

This projects relates to the St. Charles Jaycees' 2007 Chapter Plan under the Business Area of Opportunity-Chapter Activities.

- 3. What are the specific manpower assignments?**

President: Melanie Wetter

Address: 416 Quentin, St. Charles, MO 63301

Duties: To ensure that the goals of the chapter plan are being met

To assist in the selecting of people to speak during the program

To assist in the selecting of food

To order nametags for the 2007 Board

Vice President: Martha Stodden
Address: 3328 Town & Country Dr. St. Charles, MO 63301
Duties: To ensure that the chairman is doing their job
To obtain the CPG from the project chair
To obtain the DJ for the even

Treasurer: Rebekah Wood
Address: 255 Wren Dr Florissant, MO 63031
Duties: To provide payment of the banquet
To provide start up cash for the banquet

Newsletter Editor: Raymond Castile
Address: 208 Gum Tree , St. Charles, MO 63301
Duties: To ensure that a newsletter article is submitted
To assist in creating a program for the project
To make copies of the programs

Chairman of the Board: Paul Myers
Address: 1425 Woodstone, St. Charles, MO 63304
Duties: To order, organize and carry out the awards part of the project

Chairman: Scott Tate/ Christie Jehling
Address: See Above
Duties: To secure a banquet hall and food selection
To bring the USA flag
To write newsletter articles
To assist in the creating of the program
To provide a list of the guest and their accomplishments
To provide the Oath of Office
To provide a sign up sheet at the meeting
To provide a report at the general membership meetings
To write the CPG
To send invitations to members
To make/acquire table decorations for the event

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

Jaycees materials, supplies, and resources:

1/26/07 Money box, programs, podium, American flag, Oath of Office, nametags, 2006 awards, St. Charles Jaycees brochures, emcee (Joe Chandler –President 5 years ago), attendance sheet, script of guest introductions, script for emcee, start-up cash (\$75.00 in tens & fives)

Non-Jaycees materials, supplies, and resources:

1/26/07 St. Charles Convention Center and the DJ

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

Problem: Winter Weather

Solution: Have the phone numbers of all those attending if the event needs to be cancelled. This will be decided by the chairman, in-coming president and out-going president

Problem: Accurate number of people attending

Solution: Stick to the dead line of the RSVP.

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

Income:

Appropriation from chapter:		\$ 900.00
Value of donated item:	copies of program	10.04
	Center pieces	89.00
Other source of income:	fee to attend	<u>975.00</u>
	TOTAL:	\$1974.04

Expense:

Value of donated items		\$ 704.04
Other expenses:		
	2006 awards	200.00
	banquet hall	1000.00
	nametags	<u>70.00</u>
	TOTAL;	\$1974.04

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

12/1/06	Become chairperson of this event
12/10/06	secure banquet center
12/13/06	report at membership meeting and pass around a sign-up sheet
12/20/06	submit newsletter article
12/25/06	Contact and price DJ Companies
12/27/06	Select and book DJ
1/10/07	check with incoming and outgoing presidents that they have ordered their name tags, pin, and awards
	call emcee (President from 5 years ago) and Speaker
1/10/07	report at membership meeting and pass around a sign-up sheet
1/15/07	confer with Raymond Castile on program
	report at meeting and pass around the sign-up sheet
1/26/07	pay the banquet center and give the menu ordered
1/20/07	type attendance sheet and scripts
	copy Oath of Office
1/26/07	programs are printed
	get start-up cash
1/26/07	run project

2/06/07 complete CPG

IMPLEMENTATION and EVALUATION

8. Record any revision of the original plan.

2/06/07 CPG is completed

9. List solutions or recommendations for a future chairperson.

I recommend that you order five extra meals for state officers and Jaycees who forget to RSVP. St. Charles Convention Center was perfect for this event, it was very nice and elegant. The food was delicious and the service was great. The room was the appropriate size and, they worked very well with us.

10. Give specific and measurable results for each goal established. Describe the impact of this project on the chapter, individual member, and the community.

Goal A: To have 10 of the 15 new 2006 Board members in attendance.
Result: Goal met: over 100%. 14 Board members were in attendance.

Goal B: To have 30 Jaycees in attendance.
Result: Goal met: Over 100%. 45 Jaycees were in attendance.

Goal C: To have 5 perspective Jaycees in attendance.
Result: 0%. No perspectives Jaycees were in attendance.

Chapter Impact: The chapter's moral is uplifted through awards and the event as a whole.

Individual Member Impact: Members were recognized with awards and for becoming a new leader for the chapter. This is good for each person's self esteem.

Community Impact: New leaders in our chapter means our community will continue to prosper with through the training of Jaycees Officers and the new ideas these officers will have on how to better serve our community.