

CHAIRMAN'S PLANNING GUIDE

Chapter Name:	St. Charles Jaycees	Chapter Number:	240059
State's Name:	Missouri	State Number:	024
Chairman's Name:	Paul Myers 1425 Woodstone Dr. St. Charles, Missouri 63304 (636) 926-8458		
Project Name:	Movie Night		
CPG Category:	Individual		
Supervising Officer:	Jack Sago		

Planning

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

The primary purpose of this project is to have an evening long movie night.

2. Give a brief description of the proposed project and background information. Follow with a listing of the specific and measurable goals to be accomplished by this project.

Chapter members will attend a movie night for social relaxation. This project originated two years ago when the chapter decided to watch the entire Lord of the Rings (extended version) series. The evening was a huge success as it broke up the stress of the normal projects the chapter runs. This project gives us a chance to enjoy the company of members in a relaxed environment.

This event will be held on Saturday April 25, 2009 beginning at 2 p.m. and end around 11 p. m. on the same day. It will take place at State Vice President Paul Myers house. This event falls under the Individual Development area of our chapter Plan.

Goal A: To have at least Seven members in attendance.

Goal B: To have at least two potential members in attendance.

Goal C: To socialize with another Jaycee chapter.

3. What are the specific manpower assignments?

President: Trisha O'cheltree
Address: 1417 Ramona Lane
St. Charles, MO 63304
(636) 734-1938
Duties: To insure that the goals established in the chapter plan are accomplished

Individual Development VP: Jack Sago
Address: 1708 Park Ave
St. Charles, MO 63301
(314) 258-0273
Duties: To insure that the goals of the chapter plan are accomplished in the area of Individual Development

Chairperson: Paul Myers

- Duties:**
1. Host the movie night at his house
 2. Write an article for the Charleton
 3. Add the event to the list of projects on the website
 4. Add the event to the chapter calendar
 5. Discuss the project and pass around a sign up sheet at the membership meeting
 6. Invite other Jaycee chapter and potential members to attend
 7. Attend the event
 8. Write a follow up article for the Charleton
 9. Complete the CPG

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

Provider	Material, Supply or Resource	Purchased or Donated
Paul Myers, Chair	60" TV	-Donated
	Blue Ray Player	-Donated
	Netflix movies	-Donated
	6 Large Pizzas	-Donated

5. Describe the potential problems and solutions to successful complete this Project.

Problem: Not enough interest in the chapter for the event
Solution: Publicize how much fun we had last time

Problem: Movie selections not wide enough for everyone's taste
Solution: Try to pick a theme and get some suggestions on what people want

Problem: Power outage
Solution: Plan a backup date for the project

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

Income	Projected	Actual
Value of donated items:		
Sign-in Sheet & pen	\$0.50	\$0.50
Computer & Printer	\$2,000.00	\$2,000.00
60" Sony TV	\$3,800.00	\$3,800.00
Blue Ray player	\$299.00	\$299.00
Camera	\$225.00	\$225.00
CPG Materials	\$7.00	\$7.00
Pizza	\$30.00	\$22.74
Netflix rentals (4 movies)	<u>\$8.00</u>	<u>\$8.00</u>
	Total of	
	Donations	\$6,369.50
Appropriation from Chapter	<u>\$25.00</u>	<u>\$25.00</u>
	Subtotal	\$6,394.50
		\$6,387.24
Expenses	Projected	Actual
Value of donated items:	\$6,369.50	\$6,362.24
Return of appropriation to Chapter	<u>\$25.00</u>	<u>\$25.00</u>
	Total	\$6,394.50
		\$6,387.24

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

01/29/09	Discuss project idea with chapter president
02/11/09	Prepare CPG for project
02/25/09	Present CPG to the board for approval
03/11/09	Talk about the project at the membership meeting
03/11/09	Sign up sheet on membership meeting clip board
3/12/09	Design a flier for the website
03/14/09	Put up a flier and event link on the website
03/20/09	Submit an article for the chapter newsletter
04/08/09	Talk about the project at the membership meeting
04/25/09	Event
04/26/09	Finalize CPG

IMPLEMENTATION AND EVALUATION

8. Record any revision to the original plan.

Event was suppose to start at 2pm but it was a beautiful day and we only had two people in attendance at the start time of the movie event so we decided to start the first movie at 4pm to allow more people to arrive and not miss the beginning. We also only ordered 4 pizzas due to the smaller amount of people that attended.

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

Make a more child friendly movie on the first one and maybe get older as the evening goes on to assure that it is a kid friendly event.

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 Seven members in attendance
Result:	We had five people attend the event. 71% of the goal obtained.
Goal B:	To have at least two potential members in attendance
Result:	No potential members showed up to the project. 0% of the goal obtained.
Goal C:	To socialize with another Jaycee chapter
Result:	We had two state officers and one member from Columbia at the event. Reached 100% of the goal

Chapter Impact: The chapter was able to have a social project that was low key and allowed a break to our full schedule.

Individual Impact: The individual members were allowed to have a fun relaxing evening where there was no expectation other than to have fun.

Community Impact: The community benefits from the participation of the Jaycees in activities throughout the community. This helped keep our energy up and focused on community events.