



# CHAIRMAN'S PLANNING GUIDE

_____		_____
Chapter Name		State
_____		_____
Chairman's Name		Project Name
_____		_____
Chairman's Mailing Address		Major Emphasis Area Category
_____	_____	_____
Business Phone	Home Phone	Supervising Chapter Officer

**PROPER USE OF GUIDE:** Good advanced planning and record-keeping will mean the difference between success and failure. Use this guide in planning and conducting your project by completely answering each question on separate paper.

## PLANNING:

1. Primary purpose (What is the one reason you want to successfully run this project?)
2. How does this project relate to a specific goal of one Major Emphasis Area in your chapter plan?
3. List the specific goals to be accomplished by this project. Use specific numbers. Example: To involve twenty-five Jaycees.
4. What are the specific manpower assignments? (Show names and duties.)
5. What Jaycee materials, supplies, and resources will be required?
6. What non-Jaycee materials, supplies, and resources will be required?
7. Describe the potential problems and their possible solutions to successfully complete this project. Example: List problems and solutions by management technique (Planning, Training, Personnel Management, Communications, Financial Management).
8. Give a brief description of the proposed project followed by a listing of the specific steps to be taken to bring this project to a successful completion. Show approximate date for each step.
9. Complete the proposed budget showing all anticipated income and expense. Include donated items as income and expense and show return to chapter if applicable.

## IMPLEMENTATION AND EVALUATION:

10. Record by date the specific steps as they occur.
11. Record by date the revisions in plans as they become necessary. Show how problems were handled using management techniques. What changes would you recommend if you were to run this project again?
12. Record by date the sources of income and expenses as they occur. State why the project was a financial success or failure and show profit or loss. Complete the Financial Statement.
13. Record actual roles of non-Jaycees and other resources. (Include names, locations, and services.)
14. Give specific results for each goal established. Show how management techniques were used.
15. What benefits could be derived by conducting this project in the future. (Include individual, chapter, and community benefits.)

\_\_\_\_\_

Date approved by board/by chapter

\_\_\_\_\_

Date final report approved



# BUDGET SHEET/FINANCIAL STATEMENT

<b>INCOME:</b>  Appropriation from chapter: Value of donated items: Other sources of income (list):          TOTAL	<b>PROPOSED</b>	<b>ACTUAL</b>
	_____	_____
	_____	_____
	_____	_____

  

<b>EXPENSES:</b>  Value of donated items: Other expenses (list):          Return of appropriation from chapter: Return to chapter (profit):    TOTAL	<b>PROPOSED</b>	<b>ACTUAL</b>
	_____	_____
	_____	_____
	_____	_____