

CHAIRMANS PLANNING GUIDE

PROJECT NAME: "Three Rivers Festival Big Wheel Race"

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

The primary purpose of this project is to raise money for Camp About Face (a therapeutic camp for kids with cranial-facial anomalies).

2. Give a brief description of the proposed project and background information. Follow this with a list of the specific and measurable goals to be accomplished by this project. (Example: To involve 25 Jaycees.)

Description: This is a Community Development project. The project is designed to entertain the Fort Wayne public and to raise money for Camp About Face. On July 15, 2001 the Fort Wayne Jaycees will sponsor the Big Wheels Race during the Three Rivers Festival at Bishop Dwenger High School. Children ages 3 to 7 will race big wheels for prizes. A \$2 registration fee will be charged.

Goals:

- A. To have at least 50 children race in the event.
- B. To have two new members join.
- C. To involve 15 current Jaycee members.
- D. To raise \$100 for Camp About Face.

3. What are the specific manpower assignments? (Show names and duties)

A. President:

Ted Savage
(219) 447-7253

Duties:

- 1. To ensure that the goals established in the chapter plan are accomplished.
- 2. Follow up with the Community Development Vice President.

B. Community Development Vice President:

James Schneider
(219) 420-4295

Duties:

- 1. To ensure that members are encouraged to participate
- 2. To follow up with Chairperson

C. Chapter Treasurer

David Egolf
(219) 484-3845

Duties:

- 1. Provide Cash Box & Change

3. What are the specific manpower assignments? (Show names and duties) con't.

D. Project Co-Chairpersons:

Ken Humont
(219) 490-7221

HelenKatherine Densmore
(219) 482-4498

Duties:

1. Register event with Three Rivers Festival
2. Secure location and donated items
3. Write press releases announcing event
4. Coordinate volunteers for day of event

F. Manpower:

In addition to the above committee members, the successful completion of this project will require assistance from all members of the chapter. A sign up sheet will be available at the general membership meeting June 21st. Any member not signed up will be contacted and asked to participate on the day of the event.

Donations Collected – Open
Fliers Posted – Open
Race Starters – 1 (& President Mark Stenger)
Kid Catchers – at least 5
Registration Table – 3
Cashier – 1
Concession Sales – Open

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

Items to be provided by the chapter:

- A. Item: Tables and Chairs
Responsible Member: Members working day of event
- B. Item: Chairman's Planning Guide
Responsible Member: "Big Wheels Race" Co-Chairpersons
- C. Item: Newsletter (Calendar of Events)
Responsible Member: "Big Wheels Race" Co-Chairpersons
- D. Item: Membership Roster
Responsible Member: Community Development VP
- E. Item: Radio and TV PSA's
Responsible Member: "Big Wheels Race" Co-Chairpersons
- F. Item: Cash box and change
Responsible member: Chapter Treasurer
- G. Item: Duct tape
Responsible member: "Big Wheels Race" Co-Chairpersons
- H. Item: Registration Materials
Responsible member: "Big Wheels Race" Co-Chairpersons
- I. Item: Fliers
Responsible member: "Big Wheels Race" Co-Chairpersons
- J. Item: Trophies, Ribbons, Prizes
Responsible member: "Big Wheels Race" Co-Chairpersons

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

PROBLEM: Bad Weather
SOLUTION: Pray for good weather =)

PROBLEM: Not enough donations
SOLUTION: Ask more companies

PROBLEM: Winner is disputed
SOLUTION: Photo Finish

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

Income:

Appropriation from Chapter	\$ 120.00
Donated Supplies & Prizes	\$ 800.00
Race Registrations	\$ 100.00
Membership Dues Collected	\$ 120.00
Total Income:	\$1140.00

Expense:

Three Rivers Festival Fee	\$ 60.00
Value of Donations	\$ 800.00
Return of appropriation from chapter	\$ 60.00
Return to Chapter (Profit)	\$ 002.00
Donation to Camp About Face	\$ 100.00
Membership Dues to Indiana Jaycees	\$ 118.00
Total Expense:	\$1140.00

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

<u>DATE</u>	<u>STEPS TO BE TAKEN</u>
04/15/01	Secure location
05/15/01	Co-Chairs agree to run the program
05/31/01	Register event with Three Rivers Festival
06/02/01	Complete the first seven questions of the CPG
06/07/01	Approval from the Board of Directors
06/04/01	Promote program in June & July Newsletter
06/02/01 – 07/15/01	Solicit donations for supplies & prizes
07/15/01	Run Race!
07/30/01	Complete the CPG
08/02/01	Final report to the Board of Directors

8. Record any revisions of the original plan.