

# CHAIRMANS PLANNING GUIDE

**PROJECT NAME:** "Get Out the Vote"

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

The primary purpose of this project is to increase participation of individuals throughout the community, during this US Presidential election year.

- 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 program is designed for members to go to various locations throughout the community (ie: grocery store and variety stores) and register individuals to vote.

This project will assist in attaining the goal of the Governmental Involvement Pinnacle Area.

Goals:

- To have 75% of the membership either be or become registered voters
- To register at least 500 individuals from the community
- To recruit at least one new member out of this entire project

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

A. President:

Kenneth Humont, 3315 Piney Creek Drive, Fort Wayne, IN 46818  
(219) 490-7221

Duties:

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

B. Community Development Vice President:

Jill Miller, 819 Wilt Street, Fort Wayne, IN 46802  
(219) 426-5510

Duties:

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

C. Project Co-Chairpersons:

Stephanie Hibbert, 3315 Piney Creek Drive, Fort Wayne, IN 46818  
(219) 490-7221

Ken Humont, 3315 Piney Creek Drive, Fort Wayne, IN 46818  
(219) 490-7221

Duties:

1. Maintain Voters Registration forms
2. Arrange for locations
3. Make a listing of potential members from the people registered
4. Write press releases announcing locations

F. Manpower:

In addition to the above committee members,  
the successful completion of this project will require assistance  
from all members of the chapter.

**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 locations
- B. Item: Chairman's Planning Guide  
Responsible Member: "Get Out the Vote" Co-Chairpersons
- C. Item: Newsletter (Calendar of Events)  
Responsible Member: "Get Out the Vote" Co-Chairpersons
- D. Item: Membership Roster  
Responsible Member: Community Development VP
- E. Item: Radio and TV PSA's  
Responsible Member: US Junior Chamber of Commerce
- F. Item: Voter Registration Forms  
Responsible member: "Get Out the Vote" Co-Chairpersons

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

PROBLEM: Not enough members participating

SOLUTION: Email, phone calls to the members, contact the Exchange Club.

PROBLEM: Have a difficult time try to get locations.

SOLUTION: Contact the respective political parties and ask for help into securing locations

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

Income:

Appropriation from Chapter	\$000.00
Donated Incentives	\$000.00
Total Income:	\$000.00

Expense:

Return of Appropriation from the Chapter	\$000.00
Value of Donations	\$000.00
Incentives	\$000.00
Return to Chapter (Profit)	\$000.00
Total Expense:	\$000.00

**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>
08/01/00	Co-Chairs agree to run the program
08/01/00	Complete the first seven questions of the CPG
08/10/00	Approval from the Board of Directors
08/10/00	Promote program in August Newsletter
08/13/00	Prepare a list of possible locations
08/14/00 till 10/01/00	Register Voters
10/04/00	Turn in Voters Registration forms to the County Clerks office
10/20/00	Complete the CPG
11/02/00	Final report to the Board of Directors

**8. Record any revisions of the original plan.**