

# CHAIRMANS PLANNING GUIDE

**PROJECT NAME:** Haunted Bus Tour

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

The primary purpose of this project is to increase the membership in the Greenfield Jaycees, and visit 5 area Haunted Houses

**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 gather in fellowship and go to various haunts throughout the community. This year we are going to involve non-Jaycees and possible get them to join.

Goals:

- A. To have 45% of the membership to participate in this project
- B. To have 20 to 30 non-Jaycees participate in this project
- C. To recruit at least four new members from this project

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

A. President:

Wendy Wrolstad, 140 W. Rainbow Ridge #1114, Oak Creek, WI 53154  
(414) 762-7414

Duties:

- 1. To ensure that the goals established in the chapter plan accomplished.
- 2. Follow up with the Management Vice President and Membership Vice President.

B. Management Vice President:

Erin Ebert, 9320 S. Orchard Park Cir. #3A, Oak Creek, WI 53154  
(414) 761-3247

Duties:

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

C. Membership Vice President:

Mark Thoma, 5602 Berry Court, Greendale, WI 53129  
(414) 421-7224

Duties:

- 1. To ensure that members are encouraged to participate

D. Project Co-Chairpersons:

Ken Humont, P.O. Box 320131, Franklin, WI 53132  
(414) 427-1622

Don Klein, 7739 S. Scepter Dr. #1, Franklin, IN 53132  
(414) 427-4182

Duties:

1. Maintain updated reservation list
2. Arrange for bus, and beverages and snacks
3. Make arrangements with local business
4. Design flyers and posters to promote the event

E. Manpower:

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

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

- A. Item: Chairman's Planning Guide  
Individual(s) Responsible: Haunted House Tour Co-Chairpersons
- C. Item: Charter Bus  
Individual(s) Responsible: Haunted House Tour Co-Chairpersons
- D. Item: Membership Roster  
Individual(s) Responsible: Membership VP
- E. Item: Beverages and Snacks  
Individual(s) Responsible: Haunted House Tour Co-Chairpersons and Club Paragon Owner
- F. Item: Screams, Goose Pimples, Tears, and Laughter  
Individual(s) Responsible: Jaycees and Non-Jaycees Participating

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

PROBLEM: Not enough members participating

SOLUTION: Email and phone calls to the membership

PROBLEM: Have a difficult time trying to get Non-Jaycee participation

SOLUTION: Manager of Club Paragon has stated a group of his regulars already showing interest.

PROBLEM: In climatic weather

SOLUTION: Most of the haunted houses have covered waiting areas

PROBLEM: Bus getting lost either prior to event or during event

SOLUTION: Provide maps and directions to charter company in advance. Also, have committee choose route ahead of time.

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

<u>Income:</u>	<u>PROPOSED</u>	<u>ACTUAL</u>
Appropriation from Chapter	\$100.00	\$189.00
Donated Items	\$150.00	\$150.00
Dues for Membership	\$140.00	\$000.00
Fee for tour 50 @ \$15.00	\$750.00	\$510.00
Total Income:	\$1,140.00	\$849.00

Expense:

Return Appropriation from the Chapter	\$100.00	\$189.00
Value of Donations	\$150.00	\$173.00
Charter Bus Rental	\$300.00	\$189.00
Wisconsin Jaycees (Membership Dues)	\$200.00	\$000.00
Beverage and Snacks	\$100.00	\$027.50
Jaycee Raffle Prize	\$000.00	\$025.00
Non-Jaycee Raffle Prize	\$000.00	\$025.00
Admission Fee One Haunted House 39 @ \$5.00	\$000.00	\$195.00
Return to Chapter (Profit)	\$290.00	\$025.50
Total Expense:	\$1,140.00	\$849.00

**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>
09/26/01	Recruitment Drive Meeting
09/28/01	Co-Chairpersons decide to run project
09/28/01	Meeting with Club Paragon to pitch project
09/29/01	Complete the first seven questions of the CPG
10/04/01	Approval from the Board of Directors
10/06/01	Promote program at Regional Meeting
10/07/01	Promote program at Club Paragon
10/12/01	Promote program at Club Paragon
10/18/01	Finalize reservation list
10/18/01	Confirm Charter Bus Reservation
10/20/01	Haunted Bus Tour
10/28/01	Complete the CPG
11/01/01	Final report to the Board of Directors

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

<u>DATE</u>	<u>STEPS TAKEN</u>
10/12/01	Didn't promote program at Club Paragon
10/18/01	Offer a raffle for both Jaycee's and Non-Jaycees; it helped in age verification.
10/20/01	Only went to 3 out of the four Haunted Houses because of time.
10/20/01	Co-Chairs decided to pay for an admission to a Haunted House for all participants
10/20/01	Purchased \$25.00 Gift Certificate from Club Paragon
11/01/01	Completed the CPG

**9. What changes and recommendations you have for a future chairman?**

Would recommend that possibly the selection process of the Haunted Houses is better, maybe visit them ahead of time. Do a better job of promotion, definitely get hooked up with a radio station. Finally promote earlier to other Jaycee chapters.

**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 45% of the membership to participate in this project

Only 22% of the membership participated. The possible reason was that a flyer should have been mailed to each member and earlier. However, we did have 6 Jaycees from other chapters participate.

**GOAL B:** To have 20 to 30 non-Jaycees participate in this project

The goal was met we had 23 non-Jaycees participate. At the time of registration of the non-Jaycees seven (7) or 30% indicated an interest in discovering more about the Jaycees. Eight (8) or 35% did not answer, and eight (8) or 35% expressed that they were not interested in learning more about the Jaycees.

**GOAL C:** To recruit at least four new members from this project

At the current time no one has been recruited as a result of this project. However, a plan is being put together to pursue the individuals that expressed an interest.

It is the opinion of the co-chairs that this project impacted the chapter and individual members in many ways. The use of the CPG process demonstrates that by using this tool it provides future chairpeople a solid guideline to use for planning future bus toures. Also, that chairing project can be a lot of fun while learning very useful business skills to apply to their current jobs.

The impact that this project had on the community, provided along with other projects shows that the Jaycee can both work hard and have fun while members of this great organization.