



# Chairman's Planning Guide (CPG)

Chapter Name \_\_\_\_\_ Chapter # \_\_\_\_\_ State Name \_\_\_\_\_ State # \_\_\_\_\_

Project Name \_\_\_\_\_

Area of Opportunity \_\_\_\_\_ Commission \_\_\_\_\_

Chairperson's Name \_\_\_\_\_ Supervising Chapter Officer \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Home phone \_\_\_\_\_ Business phone \_\_\_\_\_

Fax \_\_\_\_\_ E-mail address \_\_\_\_\_

Job Title \_\_\_\_\_ Employer Name \_\_\_\_\_

**PROPER USE OF THE GUIDE:** Good advanced planning and record-keeping will assure success. Use this guide in planning and conducting the project by answering each of the following questions. The form should be used as a cover sheet to the Chairman's Planning Guide.

## PLANNING

1. Primary Purpose. (What is the one reason this project should be run?)
2. Give a brief description of the proposed project and background information. Follow this with a listing of the specific and measurable goals to be accomplished by this project. (Example: To involve 25 Jaycees.)
3. What are the specific manpower assignments? (Show names and duties.)
4. What specific materials, supplies, and resources will be required?
5. Describe the potential problems and solutions to successfully complete this project.
6. Complete a proposed budget indicating all anticipated income and expense.
7. List the specific steps to bring this project to a successful completion showing planned dates for each step.

## IMPLEMENTATION and EVALUATION

8. Record any revision of the original plan.
9. List solutions or recommendations for a future chairperson.
10. Give specific and measurable results for each goal established. Describe the impact of this project on the chapter, individual members, and the community.

*\*Upon completion of the project, fill out the financial statement.*

Date approved by board/by Chapter \_\_\_\_\_

Date Final Report approved \_\_\_\_\_



# PROJECT FINANCIAL STATEMENT

	Projected	Actual
<b>INCOME:</b>		
Appropriation from chapter:		
Value of donated items:		
Other sources of income (list):		
	<hr/>	<hr/>
<b>TOTAL</b>	<hr/> <hr/>	<hr/> <hr/>
<b>EXPENSES:</b>		
Value of donated items:		
Other expenses (list):		
	<hr/>	<hr/>
Return of appropriation from chapter:		
Return to chapter (profit):		
	<hr/>	<hr/>
<b>TOTAL</b>	<hr/> <hr/>	<hr/> <hr/>