

To chair a project in 2002, you have to have a

# ***CLUE***

## **Communicate**

Make thorough but brief announcements (usually only 2 times).  
Use resources like Bits and Bytes and Broadcast to get word out.  
Call people who signed up the day before your project.  
Solicit suggestions in person, not through Broadcast.  
Write Thank You notes.  
Keep your Director updated – they are your link to the chapter.

## **Lead**

Run project at least as well as last time.  
Delegate when appropriate.

## **Understand**

Read last year's CPG. Make improvements if suggested.  
Know your timeline and when you have to get things done.  
Solicit donations from businesses at least 1 month ahead of time.  
Keep all correspondence related to your project for putting together CPG booklet.

## **Energize**

If you're excited, others will be too.  
Stand behind your sign up sheet and encourage people to come out.

## Events of project

Remember the four Ps! – Plan, Publicize, Project, Phinish  
Obtain CPG and read it  
Meet with director  
Compose initial CPG (First seven questions)  
Present Initial CPG at Board Meeting  
Correspondence with interested parties (acquiring donations, securing sites, etc.)  
Publicize  
Announce at meetings, obtain manpower, acquire committee (if necessary)  
Conduct Project  
Wrap up at the next General Membership meeting  
Write Thank You notes  
Compose Final CPG (Questions 8-10 and final budget)  
Present Final CPG at Board Meeting  
Assemble CPG at end-of-trimester session

## People to Know

Role	Name	Phone	E-mail
Publicity Director	Meagan O'Dowd	866-1045	odowdm@yahoo.com
Jaycall Editor	Meagan O'Dowd	866-1045	odowdm@yahoo.com
Webmaster	Mike Zimmerman	468-6069	webmaster@raleighjaycees.org
Bits & Bytes	Cindy Dover	678-0616	cdover1@bellsouth.net
Jaycee Broadcast			raljcbroadcast@yahogroups.com
Legal Counsel	Tara Davidson	829-8146	tdavidson@tcdg.com
Treasurer	Robin Kjos	870-1825	rlkjos@hotmail.com
State Director	Christine Bauer	787-1950	cbauer@smartstart-nc.org
How-To-Chair-A- Project Chairmen	Sharon Serre Bobby Woolf	859-2564	saserre@yahoo.com woolf@acm.org

## Miscellaneous

Office Address	Mailing Address	Phone/Web
The Raleigh Jaycees 615 Oberlin Street Suite 10 Raleigh, NC	The Raleigh Jaycees PO Box 20244 Raleigh, NC 27619	(919) 838-0031 (voice) (919) 838-0032 (fax) www.raleighjaycees.org (website)

## Correspondence

Use Jaycee stationary - can be downloaded off website or get from Jaycee office  
Get director/VP blessing before contacting people outside of the Jaycees  
Allow plenty of time for response (Do early!)  
Sample donation and thank you letters available on website  
Send out a Broadcast announcing project – be polite and positive

## Publicity Methods

Jaycall – Monthly newsletter. Deadline for articles is the 15th of the preceding month.  
Bits and Bytes – Weekly e-mail to subscribing Raleigh Jaycees. Submit form is on the web. Make sure to update Bits and Bytes if there are any changes to the project.  
Add a link to the Web page - [www.raleighjaycees.org](http://www.raleighjaycees.org)  
Use Publicity Director for newspaper, radio, TV, etc. - has names, numbers, and “inside information” about local publicity outlets.  
Posters and flyers distributed intelligently  
Message on Jaycee answering machine

## Getting People Excited

Be enthusiastic. Talk it up!  
Prime your sign up sheet – Get a few names on there before you put it out. Nothing attracts a crowd like a crowd. Stand by your sheet.  
Be seen – go to other events. Mention to others, but don't twist arm.  
Be creative with announcements.  
Remember: Members say that they join because they want to meet people and help the community. So to make your project popular, explain how participants will meet people and/or help the community.

## Announcements

Usually only two meetings to publicize, and one to wrap up.  
Be specific. Short and simple. And don't beg!  
Project – Who, what, where, when, why, and how many people needed  
Speak slowly, and clearly, into the microphone  
Write announcements down. Don't wing it. You'll forget something  
Use the PIS sheet  
Have sign-up sheets. Ask for name and phone number. Stand behind sheet at meeting and answer questions. Pick them up at end of meeting.  
Wrap up project at the meeting following the project:  
General Thank you to all who helped  
Result of project (Did you accomplish your goals?)  
Wait for your mug. Trust us, if you made it this far, you'll get one.

## Chapter Resources

Jaycee Storage – cups, soft drinks, cash box, coolers, extension cords, etc. Each VP has a key, but go through your director to arrange pickup of items.  
Meeting Place - The Jaycee Office. Arrange a meeting time through your director  
Copier, computer, fax machine – Available at Jaycee Office

## P.I.S. Sheet

Use it, love it, keep it with project information.

## Keep Stuff

Save General Membership agendas

Keep signup sheets, date them

Keep all information together in a folder, you'll use it later to assemble the CPG

Do everything on computer (if possible) and save on disk

## About the CPG

Use CPG Template available on web or from director – why duplicate work?

Use Sample CPG on web for reference

After you've written it up, e-mail copy to your director and VP for their critique. Send a few days before Board Meeting so they have time to read through it.

Present Initial and Final to Board. They meet on the 4th Tuesday of each month. Bring only one unstapled copy for use on overhead projector.

Be brief when presenting, you don't need to read the entire document to the board.

Initial - Go over questions 1, 2 & 6 and whatever you think is important for the board to know.

Final – Go over your goal results in section 10, and the final budget.

Include everything (good and bad) in the final CPG.

E-mail electronic copy of final CPG to [webmaster@raleighjaycees.org](mailto:webmaster@raleighjaycees.org) to be put on website

CPG Booklets are assembled every 4 months. Your director will let you know via the PIS sheet.

## Budgeting

Income = Expenses

Review last year's budget – see what can get donated or spend less on

Save all receipts/bills and make copies

When spend money for project, get reimbursement form (called a Check Request) from director.

Get form signed by director and VP. Include bill/receipt. Submit to treasurer. Check will be sent to you/business

For large expenses, check with director first. If over \$1,000, need approval of Executive Board

Don't "make donations" to the Jaycees from your pocket. Get your money back!

Set firm collection deadlines for Jaycees.

Include everything (good and bad) in the final CPG.

Legal Contracts must be looked at by Jaycee Legal Council and signed by the President

## Running the project

Take pictures that are "action shots" of people doing things at project

Introductions for everybody (nametags?) and make everyone feel included

Refreshments?

Cashbox and change (if needed)?

Pen, paper, clipboard (always good to have)

Give out cell phone number (yours or make arrangements)

Send out a broadcast day before as a reminder

Call participants before project (don't just e-mail them)

Have roster handy

Suggest after-project social

**Use your director!** They are your connection between you and the chapter!