

# Unlocking the mystery of CPG's



## Chairman's Planning Guides

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Everyone has ideas. The key to impacting your members and your community is by putting those ideas into practice. The Jaycees use a **Chairman's Planning Guide (CPG)** to turn our member's ideas into reality. A CPG is a business plan. It covers every aspect of running a project. This includes goal setting, manpower assignments, budgeting, devising a time line and careful evaluation of the project's success.

The CPG is the one tool that we have that other organizations do not. It was devised By Jaycees, For Jaycees. This planning guide is your resource for running a successful project.

Being a Jaycee, we are lucky enough to have review procedures in place to recognize chair people for their hard work. This is accomplished through our CPG judging and awards program. Keep in mind that a CPG should not just be written to submit to the state or national organization to be recognized. The CPG is written to aid the project chairperson in planning a successful project. When done correctly, the CPG process will develop the leadership skills of your chapter members. If the CPG demonstrates that the project has impacted the chapter, its members and the community, then it may be considered as a potential award winner.



## Tab 1: The CPG: Chairman's Planning Guide

### Question 1: What is the primary purpose of running this project?

A brief statement giving the one reason the chapter wants to conduct this project.

The purpose should relate to the Area of Opportunity that the project is submitted under. Be as general as possible and keep it contained to one sentence. It is important that only ONE primary purpose be listed.

#### DON'TS

- We want to have fun at the social.
- The purpose is to recruit 10 new members and raise \$2000 for charity.
- We are going to hold a social for chapter members.
- Our chapter wants to help the United Way.
- The purpose of the project is to gain public relations for the chapter by participating in the city's Veteran's Day parade. The chapter will also take part in the Veteran's Day program that evening and sponsor the essay contest to be awarded that day.

#### DO's

- To recruit members through hosting an M-night.
- To raise funds for Special Olympics.
- The primary purpose is to serve food at a local soup kitchen.
- Our purpose is to promote the chapter in the local media.
- The chapter wants to run this project for the purpose of raising \$10,000 for Big Brothers and Big Sisters.
- The primary purpose is to raise money for Muscular Dystrophy Association by holding a roadblock.
- Provide a social for mentally and physically challenged adults.
- The purpose of the Parish Kitchen Christmas is to serve a Christmas meal to local inner city residents and the homeless.
- The primary purpose is to foster improvement of writing and speaking skills by participation in either the first or second trimester state competitions.
- To provide a family outing for members, Junior Jaycees, family & friends.
- The primary purpose of this project is to host an I.D. College for the Kentucky Jaycees.
- The purpose of this project is to increase member's knowledge about qualities of good leaders.
- Assist at the Area 7 Special Olympics games.
- The purpose of this project is to provide members an opportunity to learn how to swing dance.
- The primary purpose of this project is to enhance communication skills by hosting an essay and photo contest.
- Educate members on personal financial investing opportunities.
- The primary purpose of F.O.T.S. is to inform prospective board members for 2003 about the various board positions and what each job entails.
- The primary purpose of this project is to raise money for the chapter by hosting a Haunted House.
- To raise funds for the chapter to pay for the annual youth scholarship.
- The primary purpose of the Coke Booth is to raise \$2,500 for the chapter's general fund through operation of a Coke Booth at the county fair.
- The primary purpose is to assist the Girl Scouts in cleaning their facilities.

## **Question 2. Give a Brief Description of the proposed project and Background information.**

Summarize the concept of the proposed project — the who, what, when, where or how that provided the idea — and briefly describe the desired results.

List how the project fits into the overall “big picture” of your chapter’s activities. Explain how this proposed project relates to the chapter’s objective, priorities, and goals as listed in your chapter plan.

Follow this with a listing of the specific and measurable goals to be accomplished by this project. Project goals must be **SPECIFIC, MEASURABLE, and ATTAINABLE**. There is no minimum or maximum number of goals a project may have. Questions three through seven are the plan of how to attain these goals. Remember that successful achievement of project goals will have a positive influence on achievement of the primary purpose. The first goal should match the primary purpose.

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### **Example 1: Chapter Plan CPG: DO**

This project encompasses the activities involved in creating the Chapter Plan of Action for the year, including developing the following:

Mission and Vision      Membership Plan      Organizational Chart      Community Survey  
Prioritizing each of Area of Opportunities      Member Survey

All of these activities support the development of the Chapter Plan through programming in each area of opportunity.

Two planning sessions will be held. The first session will be Jan. 13 where the above activities will be introduced and explained. The strengths and weaknesses of each area of Opportunity will be reviewed by the entire board and led by the applicable VP for input from the Board. The VP’s will then complete the draft plan and budget, and present to the entire board on Jan. 28. The secretary will then compile the reports from each VP and submit for approval at the Feb. General Membership Meeting. The secretary will note any revisions by the general membership and the final plan printed.

The United States Junior Chamber of Commerce established the need for chapter planning. Also, these sessions and activities arise from the need to have a written, cohesive plan of action for the chapter so as to meet our mission, vision, and goals.

This project relates to Priority 2, Management Area of Opportunity; Goal 3 “Submit the Chapter Plan for Chapter’s Approval by 2/4/03”; project 1: Chapter Planning.

Goal 1: Have 85% of the Board in attendance at both planning sessions.

Goal 2: Complete the Member Survey by Jan. 13.

Goal 3: Complete the Community Survey by Jan. 13.

Goal 4: Successfully complete the Membership plan by Jan. 28.

Goal 5: General Membership approval of the Chapter Plan by Feb. 4.

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### **Example 2: Needy Child’s Christmas: DO**

The Needy Family Christmas Project is meant to help less fortunate people in Somewhere County have a better Christmas. On Christmas morning, underprivileged children will have a Merry Christmas that they otherwise may not have had a chance to experience. Also, their parents will have peace of mind knowing their children will have a few more toys, clothes, and enough food to eat this holiday season.

The Needy Family Christmas Project has been run by the Somewhere County Jaycees for over 20 years. It was once again voted upon by the membership and included in the chapter plan. The project has evolved over these 20 years to now include providing food for the families and gifts for the children. This year, the chair will contact the Somewhere County Community Action Center (CAC) office for a list of 20 families. We will request first names, age, shirt/pant/shoe sizes, and suggested toy list for each child. Shopping for the children will take place in early December.

Solicitation letters will be sent to local businesses in Somewhere County as this project is funded by both our chapter and business donations. Sponsorship letters will be sent to local businesses before Nov. 1<sup>st</sup>. Food Collection Barrels will be set out at 4 local grocery stores. This project includes shopping, wrapping, and delivering the gifts to CAC for final distribution to the families. Additional toys will be collected at local businesses. These toys will also be collected and delivered to the CAC office.

This project under Priority #1- "Community Area of Opportunity ", Goal #2 - "Provide assistance to needy families at Christmas." Project 2 - "Needy Family Christmas".

- Goal 1: To provide Christmas to 20 of the most needy families in Somewhere County.
- Goal 2: Involve 20 Jaycees in the project.
- Goal 3: Involve 2 Junior Jaycees in the project.
- Goal 4: Raise \$2000 from the community in donations or business sponsorships.
- Goal 5: Collect 300 canned goods from 4 local grocery stores.
- Goal 6: Recruit 1 new member.

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### **Example 3: Competitors & Judges Program**

#### **Version 1: DO**

The Jaycees have included the state competitors program in their chapter plan in the last several years. The competitions program is geared at improving member's writing, speaking and communications skills. There are several competitions including: Write-Up, Speak-Up, Becker, Brownfield, Armbruster, Family, Jeopardy and Debate. Write-up competitors are given 30 minutes to write a creative essay. Speak-up competitors must give an impromptu and prepared speech. Becker, Brownfield, Armbruster and Family competitions involve both a resume and interview portion. The resume must detail their Jaycee experience and include substantiating material. The interview will consist of asking them 5 questions about their Jaycee experience. The Debate competition involves teams of 3 members who debate a current affairs topic. Jeopardy is a Jaycee trivia contest.

Chapter members have been successful in the past and want to share their experience with new members. This program will be conducted to orient chapter members on the various competition programs that are available on the state level.

The program is devised to stimulate interest in judging and competing. Facets of the program include helping resume competitors by providing them with a checklist of projects, dates, percentage of chapter involved, members recruited, money raised and other results of each trimesters projects. Competitors Training will involve three sessions. The first will be an orientation, the second will be aimed and resume writing, and the final will provide role-playing and interviewing experience. Finally, potential Judges are invited to attend competitors training sessions and assist in role-playing activities. Judging sheets for each competition will be given to each interested judge.

This project fits in the Chapter Plan under Priority 3: Individual Area of Opportunity, Goal 4: Hold a competitions and judges training session once a trimester, Project 3: Competitors and Judges Program.

Goal 1: Have 10 members involved in the third trimester or year-end Judges and Competitors program.

Goal 2: Activate at least one new member who has never competed before.

Goal 3: Have the chapter represented in 4 of the statewide competitions for the third trimester.

Goal 4: Competitors to attend at least one training session prior to competing in the All State convention.

Goal 5: Host 3 training sessions prior to the third trimester All State convention.

Goal 6: Receive positive public relations from at least one media source.

**Version 2: Don't: (Not enough information for next year's chairman)**

The Jaycees have competed in several state competitions in the last several years. We want more competitors. The program is devised to stimulate interest in judging and competing. Competitors will be trained about each competition. The chapter will register competitors at the state convention each trimester.

This project fits in the Chapter Plan under Priority 3: Individual Area of Opportunity, Competitors and Judges Program.

Goal 1: Have 2 members involved in the Competitors program.

Goal 2: Competitors to attend at least one training session prior to competing in the All State convention.

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**Example 4: Membership Social**

**Version 1: DO**

Each month the Anywhere Co. Jaycees host a social. The socials are geared at having fun while getting to know the other members of the chapter. We use these socials to call new members and invite them to attend. The board members decided to host the event at Jillian's for the month of April. Jillian's hosts a variety of activities including restaurants, pool tables, air hockey, video games and three dance clubs. The board members approved the social at the Membership Meeting.

The chairman for the project will designate the time and meeting place for the chapter. Postcards will be sent to each member reminding them about the project. The project will be promoted at the April membership meeting. The chairman will develop a list of new and potential members and make sure that they receive phone calls about the project.

This project was added to the chapter plan at the February meeting as follows: Priority 2: Management Area of Opportunity, Goal 3: "Conduct monthly membership social events", Project 7: "Jillian's Outing".

Goal 1: Have 10 members involved in this project.

Goal 2: Activate at least two new members.

Goal 3: Have at least 5 prospective members attend.

Goal 4: To recruit one member for the chapter.

**Version 2: Don't (Not enough information for next year's chairman)**

Each month the Jaycees host a social. The board members decided to host the event at Jillian's for the month of April. The board members approved the social at the Membership Meeting. We'll have fun playing games and socializing.

Goal 1: Have 10 members involved in this project.

Goal 2: Make sure everyone has a good time playing games.

Goal 3: Invite friends to attend.

### Question 3: What are the Specific Manpower Assignments

Document proposed involvement, both member and non-member. List each individual along with his or her specific duties and responsibilities. For manpower assignments where a specific person(s) has not yet been selected, list the specific responsibilities, talents, skills, knowledge, or abilities that person(s) will need to possess.

**Designate the following activities for every project:**

- |  |  |
|--|--|
| <input type="checkbox"/> Who will write the CPG                              | <input type="checkbox"/> Who will secure location                          |
| <input type="checkbox"/> Who will secure camera and film and take photos     | <input type="checkbox"/> Who will report on project at membership meetings |
| <input type="checkbox"/> Who will report on project at board meetings        | <input type="checkbox"/> Who will make sign-in sheet                       |
| <input type="checkbox"/> Who will recruit members                            | <input type="checkbox"/> Who will ask members to work project              |
| <input type="checkbox"/> Who will write newsletter article promoting project | <input type="checkbox"/> Who will submit press releases to local media     |

**Other examples**

- |  |   |
|--|---|
| <input type="checkbox"/> Who will buy postage  | <input type="checkbox"/> Who will purchase food and beverages |
| <input type="checkbox"/> Who will create flyer or postcards                                | <input type="checkbox"/> Who will get start-up cash           |
| <input type="checkbox"/> Who will deposit funds after collected at project                 | <input type="checkbox"/> Who will buy decorations             |
| <input type="checkbox"/> Who will send thank you cards to those who assisted with projects |   |

### Example 1: Membership Social

<p>Sam Jaycee, Chair Somewhere Co. Jaycees 601 Watson Rd. Sunshine, KY 41042 606-371-6666</p>	<p>Chairman. Secure CPG materials from chapter supply. Write CPG. Promote project at Board meetings and General Membership meetings. Solicit manpower, make phone calls about project. Attend project. Prepare Sign-In Sheets for chapter members attending the event. Write newsletter article pertaining to event. Call members and ask them to invite prospects. Arrive early and assist with decorations and food preparation. Greet all in attendance and direct to gathering place. Introduce prospective members to current members. Talk to new and prospective members about the chapter and upcoming projects. Recruit members and assist them in filling out membership applications. Supervise clean up. Take photographs and have developed.</p>
<p>Sally Jones, Membership VP Somewhere Co. Jaycees 6901 Dixie Hwy. Somewhere, KY 987-654-3210</p>	<p>Supervising Officer Assist in completion of CPG. Communicate with chapter members about the project. Make postcards/invitations to send to members and prospects publicizing event. Obtain postage. Mail postcards. Secure location for event. Purchase snacks and food for event. Obtain decoration and decorate location for event. Attend project. Greet prospective members.</p>
<p>Tammy Jones, President Somewhere Co. Jaycees 30-3 Rio Grande Cr. Sunshine, KY 41042 606-384-4882</p>	<p>Ensure project fits into chapter plan. Help to make phone calls to chapter members about the project. Provide membership applications to be used at project. Provide Chapter Brochures to be given to prospective members. Distribute Brochures to prospective members. Secure funds with treasurer. Attend project.</p>
<p>Pam Miller Newsletter Editor Somewhere Co. Jaycees 1063 Buckland Pl. Sunshine, KY 41042 606-525-7080</p>	<p>Publish article pertaining to project in the newsletter. Attend project. Talk to prospective members. Recruit members if possible.</p>
<p>Chapter Members Somewhere Co. Jaycees</p>	<p>Invite prospective members to attend project. Attend Project. Help chair in any way as needed. Recruit members.</p>

## Question 4: What specific tools, materials and resources will be needed?

List all materials and supplies that will be needed, from both the chapter and the community to successfully complete this project. Listing each resource, providing detailed contact information (address, telephone numbers, contact person, etc.), and adding a notation if materials are expected to be purchased or donated will assist in preparing.

**Here is a checklist you will need to include for every project.**

- CPG Materials
- Camera, Film & Developing
- Location
- Sign-In Sheets
- Newsletter Article
- Recruiting Materials (Brochures, invoices, applications, etc.)

**Other things to include, depending on the type of project:**

- Food, Beverages
- Chapter recruiting brochures
- Chapter sign, banner, creed
- Money Box
- Postage
- Chapter Roster
- Letterhead, Stationary
- Gifts
- Music
- Items for sale if doing concessions
- Thank-you cards
- Poster, flyers, post cards
- Invitations
- Training materials

## Question 5: Describe the potential problems and the possible solutions to successfully complete this project.

Anticipate potential problems and develop back-up plans or alternate solutions to each problem. Think of problems that may arise in during planning, training, communications, personnel management, and financial management.

**Things to think about:**

- |   |   |
|---|---|
| <input type="checkbox"/> Lack of Public Relations | <input type="checkbox"/> Lack of interest     |
| <input type="checkbox"/> Poor attendance          | <input type="checkbox"/> Bad weather          |
| <input type="checkbox"/> Lack of sponsorships     | <input type="checkbox"/> Scheduling Conflicts |

**Question 6: Complete a proposed budget indicating all anticipated income and expenses.**

List all anticipated income and expenses.

Keeping project goals in mind, refer to the list of materials, supplies, and resources, along with the proposed action steps, to determine estimated project income and expenses. Include the value of donated items (goods and services).

**Example 1: Community Breakfast**

Income	Proposed	Actual
(Value of Donated items)		
Newsletter Article	5.00	
Camera	50.00	
Flags and Banners	<u>400.00</u>	
Total Donated Items	455.00	
Sponsorship	1000.00	
Registrations (150 @ 15.00)	2250.00	
Chapter appropriation	17.00	
<b>Total Income</b>	<b>3722.00</b>	
Return to chapter (Profit/Loss)	Proposed	
Value of Donated Items	455.00	
Programs	200.00	
Film and Developing	12.00	
CPG Materials	5.00	
Speakers Gifts	100.00	
Decorations and Candy	75.00	
Flowers	75.00	
Invitations and Letterhead	60.00	
Labels	190.00	
Postage	250.00	
Food (150 @ 15.15 per person) Location, microphone, podium, tables, chairs	2300.00	
<b>Total Expenses</b>	<b>3722.00</b>	

**Example 2: Casino Outing**

Income	Proposed	Actual
(Value of Donated items)		
Newsletter Article	5.00	
Camera	75.00	
Location	200.00	
Sign-In Sheet/Flyer	<u>5.00</u>	
Total Donated Items	285.00	
Admission (15 people at \$10 each)	150.00	
Chapter appropriation	15.00	
<b>Total Income</b>	<b>450.00</b>	
Expenses	Proposed	
Value of Donated Items	285.00	
Admissions	150.00	
Film and Developing	10.00	
CPG Materials	5.00	
<b>Total Expenses</b>	<b>450.00</b>	

## Question 7: List the Specific Steps to bring this project to completion

Prepare a detailed list of what actions are planned or will need to be completed, including dates for each planned action.

### Here are some examples to include for most projects

- Approve project with board
- Write first 7 questions of CPG
- Obtain CPG materials from chapter supply
- Report on project at membership meetings
- Report on project at board meetings
- Secure location
- Obtain manpower (volunteers)
- Write newsletter article and submit to newsletter editor
- Submit press release to local media
- Solicit donations for project
- Secure camera and film
- Invite state board members and other chapters to attend project
- Make phone calls to members to remind about project
- Take photos and get developed
- Recruit new members
- Complete CPG and submit to board for approval
- Submit CPG to state for judging

### Other examples of items to include for various projects:

- |   |  |
|---|--|
| <input type="checkbox"/> Buy items for sale at concession booth   | <input type="checkbox"/> Sell items for concessions          |
| <input type="checkbox"/> Obtain corporate sponsors                | <input type="checkbox"/> Print, address and mail invitations |
| <input type="checkbox"/> Buy gifts for special guests, speakers   | <input type="checkbox"/> Set up location                     |
| <input type="checkbox"/> Tear-down, clean-up location             | <input type="checkbox"/> Sell raffle tickets                 |
| <input type="checkbox"/> Pick up suitcases at drop-off locations  | <input type="checkbox"/> Develop new member kits             |
| <input type="checkbox"/> Print chapter brochures                  | <input type="checkbox"/> Swear in new members                |
| <input type="checkbox"/> Obtain Decorations and decorate location |  |



## Example 2: Casino Outing

<b>Income</b>	<b>Proposed</b>	<b>Actual</b>
<i>(Value of Donated items)</i>		
Newsletter Article (In newsletter twice due to new date)	5.00	10.00
Camera	75.00	75.00
Location	200.00	200.00
Sign-In Sheet/Flyer	5.00	5.00
Film and developing	---	<u>10.00</u>
Total Donated Items	285.00	300.00
Admission (43 people at \$10 each)	290.00	430.00
Chapter appropriation	150.00	5.00
	15.00	
<b>Total Income</b>	<b>450.00</b>	<b>735.00</b>
<b>Return to chapter (Profit/Loss)</b>	<b>Proposed</b>	<b>Actual</b>
Value of Donated Items	285.00	300.00
Admission costs	150.00	430.00
Film and Developing	10.00	donated
CPG Materials	5.00	5.00
<b>Total Expenses</b>	<b>450.00</b>	<b>735.00</b>

## Question 9: What solutions or recommendations to you have for future chairpersons?

What changes could have been made that would have made the project more successful? What things made the project successful? Compile a detailed list of recommendations for the next project chairperson.

If you were not available to help next year's chairperson, what advice would you give them?

### Things to include:

- \_\_\_ Timing of project: time of year, amount of time allotted, schedule of events
- \_\_\_ Ways to activate more members
- \_\_\_ Ideas on improving the impact of the project
- \_\_\_ Suggestions on vendors to utilize for resources

## Question 10: Give Specific and measurable results for each goal established

Describe the impact of the project on the chapter, individual members, and the community. First list each goal from question two and the results for each goal. What were the specific results of each goal? Then describe the impact of the project on the chapter, individual members, and the community. Identify the impact on the committee members, the chapter, and the community as a result of the completion of the project. Only area(s) of impact need to be discussed. Use the opportunity to reach the reader as to why this project should (should not) be run again.

If you fail to obtain a goal, does this mean that your project has failed? Absolutely not! Anytime you complete a project, it is a success.

### Recap your projects goals with measurable results. For example:

- |         |   |
|---------|---|
| Goal 1: | To provide Christmas to 20 of the most needy families in Somewhere County.    |
| Result: | Goal 100% met. The chapter served 20 families and 38 children.                |
| Goal 2: | Involve 20 Jaycees in the project.  |
| Result: | Goal 80% met. 16 Jaycees helped with either shopping or delivery of presents. |
| Goal 3: | Involve 2 Junior Jaycees in the project.                                      |
| Result: | Goal not met. No Junior Jaycees participated.                                 |
| Goal 4: | Raise \$2000 from the community in donations or business sponsorships.        |
| Result: | Goal 110% met. We raised \$2200 from area businesses.                         |

### For Impact include items such as:

Impact on the Community:

- \_\_\_ Number of organizations that benefited
- \_\_\_ Number of can goods donated, suitcases collected, toys delivered, supplies purchased, etc.
- \_\_\_ Money raised for charity
- \_\_\_ Number of members of the community that attended

### Impact on the Individual

- \_\_\_ Personal Skills that were developed by those in attendance and by the chairperson.
- \_\_\_ Computer Skills/Paperwork skills learned through writing CPG
- \_\_\_ Exposure of members to problems/issues facing the community
- \_\_\_ Networking opportunities
- \_\_\_ Training experience

### Impact on the Chapter

- \_\_\_ Number of members in attendance
- \_\_\_ Number of new members activated
- \_\_\_ Public Relations exposure gained for chapter
- \_\_\_ Number of members recruited
- \_\_\_ Number of fundraising dollars raised for the chapter

## **Example 1: Community Breakfast**

### **IMPACT OF THIS PROJECT:**

#### **ON THE COMMUNITY -**

This program provided an opportunity for the community to renew the true meaning of the holiday season. The community learned that the Jaycees care about our community by celebrating our clergy. The community benefited by having information provided to them about the Jaycees. The community benefits from being able to meet local officials at the program. One of these local officials includes the mayor of Sunshine, city council, judges, senators, a candidate for governor, and clergy. Following the program we visited Woodspoint Nursing Home to spread Christmas cheer to the residences.

#### **ON THE INDIVIDUAL-**

Being able to take part in a community event that featured well-known speakers and patriotic singing impacted the individuals that participated in the project. Project raised awareness about the anniversary of the bombing of Pearl Harbor. This project motivated many members who wanted to participate in fellowship with fellow members during the holidays. Helped individual members focus on the true meaning of Christmas. One of the speakers provided us an opportunity to give special thanks for people who have affected their lives. While he sang a song, he asked us to get up and shake hands with someone who had helped us during the year. Reacquaint with friends in the community you may only see once a year. All local and state elected officials were introduced which allowed those in attendance an opportunity to meet their government leaders. The members have the opportunity to meet with their local clergy by participating in the program. Table decorations were given as favors to those who attended. Visiting the nursing home after the project for Christmas caroling was educational into the problems the area elderly face.

#### **ON THE CHAPTER-**

This project impacted the chapter by activating 34 (over 50%) members. Further strengthened relations with the County Businessmen's Association as we worked together on this project. The members were able to get to know each other better and develop a sense of teamwork and cooperation. New member Carolyn was activated to work the registration table. Provided the community with the idea that Jaycees are a strong, established organization. Our organization and local leaders were introduced during the program and our banner was displayed. We promoted our chapter in a positive manner on television and in the newspaper by showing that we are a group of young people active in the community. Provided the public with a renewed sense of the holiday season. County and City officials were in attendance and were impressed with the event and our chapter. Over ten past presidents were in attendance. Chapter can use money raised for more community projects. We enhanced relationships with area clergy. It impacted the state by having five different chapters represented. State officers were recognized during the program. The chapter was granted the bid for this project to become the state spiritual development outing for the 2002 year. The chapter was visited by Allen County, Grayson County, Bullitt County and Covington-Kenton County Jaycees.

## **Tab 2: Financial Management**

Copy of the Final Budget/Financial Statement (must match final budget as it appears in Question 8)

Copies of financial documents (i.e. receipts, invoices, purchase orders, bank statements, etc.)

## **Tab 3: Planning & Training**

A copy of the Chapter Plan for the corresponding Area of Opportunity that details this project

A copy of training materials (i.e. committee reports, committee meeting minutes/agendas, surveys, etc.)

## **Tab 4: Communication**

At least two separate documents (i.e. fliers, newsletter articles, correspondence, notes, thank you cards, chapter mailings, etc.)

## **Tab 5: Personnel Management**

Sign In Sheet or project interest sheet

Completed membership applications for any members recruited. (If no members were recruited, a copy of a blank membership application or the statement: "No members Recruited" must be included)

## **Tab 6: Public Relations**

At least 2 separate items that document how the project was promoted (i.e. news release, news clipping, script, etc.)

## **Tab 7: Photographs**

Copies or actual photographs with a label of what activity are taking place in the photo.