



United States Junior Chamber of Commerce CHAIRMAN'S PLANNING GUIDE

Chapter Name: Peoria
State Name: Illinois

Chapter Number: 18
State Number: 12

Project Name: <Place Project Name Here>
CPG Category/Area of Opportunity: <Place CPG Category Here>
Supervising Chapter Officer: <Place Supervising Chapter Officer Here>

Chairman's Name: <Place Chairman's Name Here>
Chairman's Mailing Address: <Place Chairman's Mailing Address Here>
Business Phone: <Place Business Phone Here> **Home Phone:** <Place Home Phone Here>

Proper Use of the Guide: Good advance 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 your Chairman's Planning Guide (CPG).

PLANNING

1. Primary purpose. (What is the one reason you want to successfully run this project?)
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.
3. What are the specific manpower assignments?
4. What specific materials, supplies, and resources will be required?
5. Describe the potential problems and the possible solutions to successfully complete this project.
6. Complete the purposed budget showing anticipated income and expense. Include donated items as income and expense and show return to chapter, if applicable.

IMPLEMENTATION AND EVALUATION

7. List the specific steps to bring this project to a successful completion showing planned dates for each step.
8. Record any revision of the original plan.
9. What changes or recommendations do you have for future chairmen?
10. Give specific and measurable results for each goal established. Describe the impact of the project on the chapter, individual members and community.

Upon completion of the project, complete the actual section of the Financial Statement.

<Place Date Here>

Date Preliminary CPG approved by Board

<Place Date Here>

Date Final CPG approved by Board

<Place Date Here>

Date Preliminary CPG approved by Chapter

<Place Date Here>

Date Final CPG approved by Chapter

Planning

1. Primary Purpose

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.

3. What are the specific manpower assignments?

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

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

6. Complete the purposed budget showing anticipated income and expense. Include donated items as income and expense and show return to chapter, if applicable.

<Use the CPG budget template.xls for this section>

Implementation and Evaluation

7. List the specific steps to bring this project to a successful completion showing planned dates for each step.

8. Record any revision of the original plan.

<N/A for Preliminary CPG>

9. What changes or recommendations do you have for future chairmen?

<N/A for Preliminary CPG>

10. Give specific and measurable results for each goal established. Describe the impact of the project on the chapter, individual members and community.

<N/A for Preliminary CPG>