

# **Carolina Youth Development Center Breakfast Chairman's Planning Guide Saturday, November 21, 2009 / 9:30am**

## **Planning**

### **1. Primary Purpose**

To provide breakfast for the youth living at Carolina Youth Development Center.

### **2. Brief Description**

The Charleston Jaycees have had a relationship with the Carolina Youth Development Center in the past. This is a project that has been executed in years past and was successful. As an organization that prides itself on community development and improvement, it is important to continue to give back. The residents at Carolina Youth Development Center are youth that need positive influences in their lives as well as training and support to live more independent lives. The Charleston Jaycees will provide a healthy breakfast for the residents of the Ledford House at Carolina Youth Development Center. During this time, the members and residents will interact together and work together to have a delicious breakfast.

### **This project relates to the US Jaycees Areas of Opportunity/Commissions:**

- *Area of Opportunity:* Community
- *Commission:* Children and Youth

### **Specific and measurable goals:**

Goal A: To provide breakfast for and interact with the residents of Ledford House at Carolina Development Center.

Goal B: To have 10 current Jaycee members attend event.

Goal C: To have 2 guests attend event.

### **3. Manpower Assignments**

#### **Chapter President**

Jennifer Davidson  
P.O. Box 30446  
Charleston, SC 29417-0446  
843-343-7578  
president@charlestonjaycees.org

*Duties:* To ensure that the chapter's overall goals are met and to serve as an advisor.

**Chapter Community Development Vice President/Event Chairperson**

P.O. Box 30446  
Charleston, SC 29417-0446

cd@charlestonjaycees.org

**Duties:** To ensure that the project goals are met and to provide project coordination including releasing the project Evite invitation to chapter membership. To oversee all aspects of the project and to make sure that the project goals are met and creation of a complete Chairperson Planning Guide.

**Chapter Communications Vice President**

P.O. Box 30446  
Charleston, SC 29417-0446

communications@charlestonjaycees.org

**Duties:** To ensure that the project is promoted to the chapter via chapter publications, chapter calendar on the Charleston Jaycees Yahoo Group event calendar and website.

**4. Materials, Supplies, and Resources**

<b>Quantity</b>	<b>Description</b>	<b>Person Responsible</b>	<b>Date Needed</b>	<b>Purchase/Donate</b>
1	Location for breakfast	Chairperson	11/21/09	Donate
12	Food for residents	Chairperson	11/21/09	Donate

**Community Contact**

Christi Page  
christisol@yahoo.com

**Assistance:** Monetary donation for food supplies.

**5. Potential Problems and Solutions**

**Problem:** Monetary donation is not fulfilled.

**Solution:** Use money from community development budget.

**Problem:** Lack of participation from members.

**Solution:** Raffle prize for attending members.

## 7. Specific Steps

<b>Date</b>	<b>Action</b>
9/22/2009	Colleen Delaney - tour of CYDC and suggestion of breakfast project.
9/28/2009	Present project to Chapter Board of Directors, C. Delaney accepts event chairperson position.
10/05/2009	Announce/promote project at Monthly Membership Meeting.
10/05/2009	Collect names and emails of members interested in participating.
10/20/2009	Send email to interested members concerning dates.
10/30/2009	Set definite date with CYDC.
11/06/2009	Release Evite invitation to chapter membership.
11/13/2009	Submit promotional material to chapter Communications.
11/20/2009	Grocery shop for food items.

## Implementation and Evaluation

### 8. Revisions to the Original Plan

Date	New Action
11/30/2009	Received reimbursement check from Community Development budget.

### 9. Changes and Recommendations

1. Ask residents of CYDC for suggestions on breakfast items they would like to eat.
2. See if corporation or individual would be willing to donate money or gift card for food.
3. Bring cups to CYDC.

### 10. Results and Impact

Goal A: To provide breakfast for and interact with the residents of Ledford House at Carolina Youth Development Center.

Result: Breakfast was provided and interaction took place, 100% of goal.

Goal B: To have 10 current Jaycee members attend event.

Result: 10 members, or 71% of those attending, were members, **100% of goal.**

Goal C: To have 2 attendees, be guests.

Result: 4 members, or 29% of those attending, were guests, **100% of goal.**

**Impact on Chapter:** The impact this project had on the chapter was members and guests enjoyed themselves. Positive feedback was given to chairperson by almost all attendees. The chapter gained increased recognition for community development efforts.

**Impact on Individual Members:** The impact this project had on the individual members was an increased sense of a job well done. The members were able to give a short amount of their time to give back to the community. Some of the members learned new skills and played games with residents.

**Impact on Community:** The impact this project had on the community was residents of Ledford House of Carolina Youth Development Center were provided with breakfast. The residents enjoyed interacting with Jaycees. They were excited to have visitors and liked spending time with others outside the residence.

**6. Proposed Budget  
Income**

<b>Item</b>	<b>Proposed</b>
<b>Cash Income</b>	
Appropriation from Chapter	\$0
<b>Total Cash Income</b>	<b>\$0</b>
<b>Donated Items</b>	
Breakfast food	\$50.00
<b>Total Donated Items</b>	<b>\$50.00</b>
<b>Total Income</b>	<b>\$50.00</b>

**Expenses**

<b>Item</b>	<b>Proposed</b>
<b>Cash Expenses</b>	
<b>Total Cash Expenses</b>	<b>\$0</b>
<b>Donated Items</b>	
Breakfast food	\$50.00
<b>Total Donated Items</b>	<b>\$50.00</b>
<b>Return of Appropriation</b>	<b>\$0</b>
<b>Total Expenses</b>	<b>\$50.00</b>
<b>Total Chapter Profit</b>	<b>\$0</b>

**Final Budget**

**Income**

<b>Item</b>	<b>Proposed</b>	<b>Actual</b>
<b>Cash Income</b>		
<b>Total Cash Income</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Donated Items</b>		
Breakfast food	\$50.00	\$0.00
<b>Total Donated Items</b>	<b>\$50.00</b>	<b>\$0.00</b>
<b>Total Income</b>	<b>\$50.00</b>	<b>\$0.00</b>

**Expenses**

<b>Item</b>	<b>Proposed</b>	<b>Actual</b>
<b>Cash Expenses</b>		
<b>Total Cash Expenses</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Donated Items</b>		
Breakfast food	\$50.00	\$38.96
<b>Total Donated Items</b>	<b>\$50.00</b>	<b>\$38.96</b>
<b>Return of Appropriation</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Total Expenses</b>	<b>\$50.00</b>	<b>\$38.96</b>