



THE UNITED STATES JUNIOR CHAMBER.
Chairman's Planning Guide (CPG)

**Charleston Jaycees
PO Box 30446
Charleston, SC 29417**

**Area of Opportunity: Individual
Commission: Chapter Activities**

Population Division: Pop 6, South Carolina



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Tab 1: Completed Chairman's Planning Guide – Questions 1-10



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Project Name: Sippin' Saturday

Project Date: July 16, 2011

Project Time: 1:00 – 4:00pm

Project Location: Wadmalaw Island

State Name: South Carolina

State Number: 34

Chapter President Name: Tiffany Norton

Chapter Number: 0335033

Chapter: Charleston

Project Area of Opportunity: Individual

Project Commission: Chapter Activities

Supervising Chapter Officer: Leslie Tannery Individual Development VP

Chairman's Name: Molly McMullen

Chairman's Address: P.O. Box 30446

City: Charleston **State:** South Carolina **Zip:** 29417-0446

E-mail: chaplain@charlestonjaycees.org

Website: www.CharlestonJaycees.org

Date Approved by Board: June 27, 2011

Date Approved by Chapter: July 5, 2011

Date Final Report Approved: August 1, 2011



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Project Name: Sippin' Saturday

PLANNING

1. Primary purpose.

To host a social activity that can be enjoyed by all members and prospective members.

2. Give a brief description of the proposed project and background information.

To provide a relaxing atmosphere for members to socialize while learning about and tasting Lowcountry beverages.

This project falls under the Individual Area of Opportunity, Chapter activity Commission.

The goals for this project are as follows:

Goal 1: Have at least four Executive board members attend

Goal 2: Have at least ten members attend

Goal 3: Have at least one member from a visiting chapter attend.

Goal 4: Recruit one new member

Goal 5: Have at least five prospects attend

3. What are the specific manpower assignments? (Show names and duties.)

Jaycees:

Chapter President, Tiffany Norton

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

Email: president@charlestonjaycees.org

Duties: Serve as an advisor to the IDVP and Event Chairperson

Supervising Vice President, Leslie Tannery

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

Email: ID@CharlestonJaycees.org

Duties: Serve as an advisor, assist promote the event

Chairman, Molly McMullen

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

Email: chaplain@CharlestonJaycees.org

Duties: Notify venue that a large group is attending, promote event, create Evite and

The United States Junior Chamber

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Facebook event and is responsible for approving and supervising this event.

Non Jaycees:

Irvin House Vineyard, 6775 Bears Bluff Rd. Wadmalaw Island, South Carolina
843-559-6867

Firefly Distillery, 6775 Bears Bluff Rd. Wadmalaw Island, South Carolina
843-559-6867

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

Donated materials and/or supplies:

<u>Materials/Supplies (Assigned to)</u>	<u>Resource/Contact Info</u>	<u>Date Needed By</u>
Evites	Chairman	29 June 2011
Facebook Event	Chairman	29 June 2011
Sign-In Sheet	Chairman	16 July 2011
Chairman's Planning Guide	Chairman	Before and After Event

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

Problem: Poor attendance

Solution: Promote event early through Evites, newsletters and Facebook

Problem: Location too far for members to drive

Solution: Encourage people to attend because the event is free and will have live music

Problem: Inclement Weather

Solution: Venue has two large buildings for shelter

6. Complete a proposed budget indicating all anticipated income and expense.

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Proposed Budget for \$ 205

INCOME	Amount/Value
Appropriation from chapter	\$5
Value of donated items:	
Venue	\$ 200
Other sources of income (list):	
N/A	\$0
TOTAL INCOME	\$205

EXPENSES	Cost/Value
Value of donated items:	
Venue	\$200
Other expenses (list):	
CPG.....	\$5
Return of appropriation from chapter	\$0
Return to chapter (profit).....	\$0
TOTAL EXPENSES.....	\$205

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

<u>Date</u>	<u>Projected Activity to Accomplish Planning</u>
6/27/2011	Event approved by Executive Board
6/29/2011	Evite sent to members
6/29/2011	Facebook Event created
7/5/2011	Chapter approved event at Monthly Membership Meeting
7/8/2011	Chairman contacts venue to let them know we are attending
7/16/2011	Date of Project
8/1/2011	Final project report submitted



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IMPLEMENTATION and EVALUATION

8. Record any revision of the original plan.

There were no revisions.

9. List solutions or recommendations for a future chairperson.

Offer a free raffle of venue promo items for members and guests who attend to encourage attendance.

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

Primary Purpose: The primary purpose is to host a social activity that can be enjoyed by all members and prospective members.

Result: Achieved. Guest enjoyed a lovely afternoon listening to live music allowing for mingling and socializing. Guests also learned about and enjoyed Irvin-House wines and Firefly liquors.

Goal 1: Have at least four Executive Board members attend
Result: Achieved. Four Executive Board members attended.

Goal 2: Have at least ten members attend.
Result: Not Achieved. Seven members attended.

Goal 3: Have at least one member from a visiting chapter attend.
Result: Achieved. One visiting member attended.

Goal 4: Recruit one new member.
Result: Achieved. One new member was recruited.

Goal 5: Have at least five prospective members attend
Result: Achieved. Nine prospective members attended.

Impact on Chapter:

While no prospective members joined the day of the event, two of the prospective attendees joined the very next week and both are taking part in the Passport to Leadership program.



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This event continues to be one of the chapters most popular and talked about events.

Impact on Individual Members:

This project allowed attendees the opportunity to travel to and tour one of the Lowcountry's best kept secrets in tourism at a discounted group rate.

Impact on Community:

The local vineyard gained free publicity as the event was highly advertised in local newspapers and radio stations and as a result the vineyard signed on to be a silent auction sponsor at the chapters 4th Annual Bachelor Bid Bash.



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Tab 2: Financial Management- Proposed and Actual Budget



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Value of donated items:	
Venue	\$ 200
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TOTAL INCOME	\$205

EXPENSES	Cost/Value
Value of donated items:	
Venue	\$200
Other expenses (list):	
CPG.....	\$5
Return of appropriation from chapter	\$0
Return to chapter (profit).....	\$0
TOTAL EXPENSES.....	\$205



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Actual Budget for \$ 204

INCOME	Amount/Value
Appropriation from chapter	\$4
Value of donated items:	
Venue	\$ 200
Other sources of income (list):	
N/A	\$0
TOTAL INCOME	\$204

EXPENSES	Cost/Value
Value of donated items:	
Venue	\$200
Other expenses (list):	
CPG.....	\$4
Return of appropriation from chapter	\$0
Return to chapter (profit).....	\$0
TOTAL EXPENSES	\$204



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**Tab 3: Planning and Training – Committee Meeting Notes,
Reports, Correspondence, Plan and Purpose of the Event.**



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Purpose of the Event

To host a social activity that can be enjoyed by all members and prospective members.

Plan for carrying out Event

<u>Date</u>	<u>Projected Activity to Accomplish Planning</u>
6/27/2011	Event approved by Executive Board
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**Tab 4: Planning and Training – Communications – Newsletter
articles, chapter fliers, agendas and meeting minutes**

**Making a
Difference
For
23 Years**



2011 Board of Directors

Tiffany Norton
President
President@

Amber Wright
Chairman of the Board
Chairman@

Michael Upshaw
Membership VP
Membership@

Roy Willey
Management VP
Management@

Dan Smith
Finance VP
Finance@

Stephanie Smith
Administrative VP
Administrative@

Jason Jordan
Communication VP
Communications@

Michelle Quaranto
Community Development
cd@

Leslie Tannery
Individual
Development VP
Id@

Molly McMullen
Chaplain
Chaplain@

**All email addresses are @
CharlestonJaycees.org**

July Membership Meeting Agenda

- I) Call meeting to order
 - a. President's Welcome Tiffany Norton
 - b. Pledge of Allegiance Molly McMullen
 - c. Welcome Guest & New Members Michael Upshaw
 - d. Ice Breaker Tiffany Norton
 - e. Special Presentation

- II) Board Reports
 - a. Individual Development Leslie Tannery
 - b. Community Development Michelle Quaranto
 - c. Bylaw Committee Amber Wright
 - d. Membership Michael Upshaw
- Infomercial Jason Jordan

- III) Closing Remarks Tiffany Norton

- IV) Adjourn with the Jaycee Creed Molly McMullen

Upcoming Events

- July 12 Get To Know Us Happy Hour, Wild Wing Café
North Charleston, 5pm – 9pm
- July 14 Hope Lodge Dinner – 5pm
- July 16 Sippin' Saturday, Irvin-House Vineyard, 1pm-5pm
- July 19 Lowcountry Food Night – Page's Okra Grill, Mt. P, 6:30pm
- July 20 Meet and Greet with BBB Cast – Mad River, 6pm
- July 22-23 2nd Quarter State Convention – Anderson, SC
- July 24 Camp Hope Sunday – Clemson Outdoor Lab, 9:30am

“Serve, Learn, Enjoy”



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**Tab 5: Planning and Training – Personnel Management –
Participation List and New Members Recruited documentation**

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**Tab 6: Public Relations – Promotional Material, news clippings
and event promotions to the public**



Sippin' Saturday

You are Attending · Share · Public Event

Time Saturday, July 16 · 1:00pm - 4:00pm

Location Irwin-House Winery
6775 Bears Bluff Rd.
Wadmalaw Island, South Carolina

Created By Charleston Jaycees

More Info Join us on Saturday July 16th at Charleston's only winery (and the home of Firefly Vodka) for Sippin' Saturday.

Enjoy a relaxing day of live music from Bluestone Ramblers Duo and delicious food from Alchemy Coffee Shop. We will meet at 1:00pm, at Irwin-House Vineyards on Wadmalaw Island. Bring your lawn chairs & blankets to picnic under the oaks and relish in the Lowcountry beauty. The tour of the winery will begin at 2:00pm. ... See More

Share: Post Link Photo Video

Write something...



Lynn Krucke

Working this saturday, damn it I've been wanting to go out there...

Like · Comment · July 14 at 4:06pm

Edit Event

Message Guests

Birthdays

See All



Abby Mauldin
It's her birthday.
 Say Happy Birthday



Jimi Yarborough
It's her birthday.
 Say Happy Birthday

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USC offers an M.S.W. online with a curriculum focused on Community Organization, Planning and Administration.

Angels and Rascals Children's...

Like us today to see why Angels and Rascals is the Lowcountry's favorite place to shop for gently used children's clothes & much more



Like · Tamara Ackerman likes this.

Fly Casting Wine Tasting

FREE! - Fly casting



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Tab 7: Photographs of the Event



Group Shot at the Firefly Distillery