



THE UNITED STATES JUNIOR CHAMBER.

Chairman's Planning Guide (CPG)

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

**Area of Opportunity: Community
Commission: Community Fundraiser**

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: Sunglasses at Night Pub Crawl

Project Date: 9 September 2011

Project Time: 6:00pm – 11:00pm

Project Location: Avondale (West Ashley, SC)

State Name: South Carolina

State Number: 34

Chapter President Name: Tiffany Norton

Chapter Number: 0335033

Chapter: Charleston

Area of Opportunity: Community

Supervising Chapter Officer: Leslie Tannery

Chairman's Name: Tiffany Norton

Chairman's Address: P.O. Box 30446

City: Charleston State: SC Zip: 29417-0446

E-mail: President@CharlestonJaycees.org

Website: www.charlestonjaycees.org

Date Approved by Board: 25 July 2011

Date Approved by Chapter: 1 August 2011

Date Final Report Approved: 26 September 2011



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Project Name: Sunglasses at Night Pub Crawl

PLANNING

1. Primary purpose.

To raise \$200 for Joey Iler's Camp Hope tuition

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

We will plan a Pub Crawl in the Avondale block of West Ashley with a stop at three different venues. The price for attendees will be set at \$10 per person and each attendee will get 1 pair of 1980's retro wear sunglasses for the event. Attendees will get to keep the glasses as a souvenir. We will have 1980's pop culture/history trivia at each stop and prizes for 1st and 2nd place. We hope to have a total of 25 attendees at the event to cover the cost of the sunglasses and raise \$200 to help offset Joey's Camp Hope tuition for the 2012 Camp Session.

This project falls under the Community Area of Opportunity, Community Fundraiser Commission.

The goals for this project are as follows:

Goal 1: To raise \$200 for Joey Iler's Camp Hope tuition

Goal 2: To have at least 3 board members attend

Goal 3: To have at least 10 members attend

Goal 4: To activate 1 previously inactive member

Goal 5: To recruit 2 new members

3. What are the specific manpower assignments?

Jaycees:

Chapter President and Project Chairman, Tiffany Norton

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

Email: president@charlestonjaycees.org

Duties: To contact venues and make reservations with drink specials at each venue/stop on the pub crawl. To promote the event via facebook, upcoming events emails, Evite, membership meetings, the Charleston City Paper and word of mouth. To order sunglasses and provide a sign in sheet for the event.

Supervising Vice President, Leslie Tannery

Address: PO Box 30447 Charleston, SC 29417-0446

Email: ID@CharlestonJaycees.org



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Duties: To assist the chairman and help follow up with venues 1 week prior to event.

Finance VP, Dan Smith

Address: PO Box 30446 Charleston, SC 28417-0446

Email: Finance@CharlestonJaycees.org

Duties: To collect the \$10 per person attendance fee, total and deposit all currencies in the chapter's bank account and write a check to Camp Hope for a portion of Joey's camp tuition.

Committee Member, Molly McMullen

Address: PO Box 30446 Charleston, SC 28417-0446

Email: Chaplain@CharlestonJaycees.org

Duties: To prepare and oversee the 1980's trivia at each stop. To score the trivia cards and announce the winners at the final stop on the crawl route.

Non-Jaycees/Community:

Mellow Mushroom

Address: 19 Magnolia Drive Charleston, SC 29407

Phone: (843) 747- 4992

Website: www.MellowMushroom.com

Duties: Reserve seating for event attendees, provide a discounted appetizer menu and extended happy hour prices.

VooDoo Lounge

Address: 15 Magnolia Drive Charleston, SC 29407

Phone: (843) 769-0228

Website: www.VooDootikibar.com

Duties: Reserve seating for event attendees and provide drink specials.

Gene's Haufbrau

Address: 817 Savannah Highway Charleston, SC 29407

Phone: (843) 225-4363

Website: N/A

Duties: Reserve seating for attendees and provide drink specials.

Chateau Exxxperience

Address: 4343 Dorchester Rd. North Charleston, SC 29405

Phone: (843) 554-6732

Website: www.ChateauExxxperience.com

Duties: Provide prizes for 1980's trivia winners



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

Donated materials and/or supplies:

<u>Materials/Supplies</u>	<u>Resource/Contact Info</u>	<u>Date Needed By</u>
Venue's	See above	9 Sept 2011
Facebook event	Project Chairman	15 August 2011
Evite	Project Chairman	15 August 2011
Press Release	Project Chairman	15 August 2011
Sign In Sheet	Project Chairman	9 Sept 2011
Trivia	Committee Member	9 Sept 2011

Purchased materials and/or supplies:

<u>Materials/Supplies</u>	<u>Resource/Contact Info</u>	<u>Date Needed By</u>
Sunglasses	www.DollarDays.com	9 Sept 2011
Trivia prizes	Chateau Exxxperience	9 Sept 2011
CPG Judging Fee	Finance VP	TBD

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

Problem: It rains the night of the event

Solution: Plan to go to events that are within 1 block of one another to minimize the lengths of time attendees are outside.

Problem: Poor Attendance

Solution: Begin promoting event one month before the event date



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- Problem: Do not raise enough money to cover expenses
Solution: Have a local business sponsor the event and cover all expenses
- Problem: No parking at the venue
Solution: Arrange for a discounted valet price for attendees
- Problem: Event is over crowded
Solution: limit the number of attendees to 50 or less.

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

INCOME	Amount/Value
Appropriation from chapter	\$120
Value of donated items (each item listed individually):	
Mellow Mushroom Meeting Space	\$100
VooDoo Lounge Meeting Space.....	\$100
Gene's Haufbrau Meeting Space	\$100
Trivia winners gifts.....	\$65
Other sources of income (each item listed individually):	
N/A	\$0
TOTAL INCOME	\$485

EXPENSES	Cost/Value
Value of donated items (each item listed individually):	
Mellow Mushroom Meeting Space	\$100
VooDoo Lounge Meeting Space.....	\$100
Gene's Haufbrau	\$100
Trivia winners gifts.....	\$65
Other expenses (each item listed individually):	
Sunglasses.....	\$115
CPG Judging fees	5
Return of appropriation from chapter	\$115
Ways & Means Deduction.....	\$0



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TOTAL EXPENSES.....\$5

CHARITY DONATION/PROJECT PROFIT \$200

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>
25 July 2011	Board of Directors approves Project
1 Aug 2011	Chapter approves project
5 Aug 2011	Chairman secures venues and drink specials
10 Aug 2011	Chairman orders Sunglasses
15 Aug 2011	Chairman creates and releases facebook invite, Evite and Press Release for the event
5 Sept 2011	Chairman promotes event at Membership Meeting
1 Sept 2011	Chairman follows up with venues
9 Sept 2011	Night of the event
10 Sept 2011	Finance VP deposits all funds from the event
26 Sept 2011	Chairman reports the events outcome to the Board of Directors
27 Sept 2011	Chairman completes CPG

IMPLEMENTATION and EVALUATION

8. Record any revision of the original plan.

Chairman contacted venues the day of event as a curtsy reminder. Pub Crawl was extended 1 hour to allow attendees time to have dinner at the first venue. No drink specials were given at Gene's Haufbrau. Chairman collected and deposited all funds.

9. List solutions or recommendations for a future chairperson.

Get the drink specials that the venues offered in writing. Charge extra for the sunglasses. Plan to have an event in an area with better parking and that does not require the crossing of a major highway.

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.



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Primary Purpose: The primary purpose is to raise \$200 for Joey Iler's Camp Hope tuition

Result: \$160 was raised

Goal 1: To raise \$200 for Joey Iler's Camp Hope tuition

Result: Not Achieved. \$160 was raised

Goal 2: To have at least 3 board members attend

Result: Achieved. 3 Board Members attended

Goal 3: To have at least 10 members attend

Result: Not Achieved. 8 members attended

Goal 4: To activate 1 previously inactive member.

Result: Achieved. Jason Dierlein was activated

Goal 5: To recruit 2 new members

Result: Not Achieved. No new members were recruited

Impact on Chapter:

Created a fun social and interactive environment for members to catch up and get to know one another better. Promoted the chapter to the community via newspaper and radio ads promoting the event.

Impact on Individual Members:

Prior to this event Jason Dierlein was an inactive member, after attending this event he is now one of our most active members.

Impact on Community:

This event supported three locally owned venues by visiting and promoting their establishments.



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Tab 2: Financial Management- Proposed and Actual Budget



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Proposed Budget

	Amount/Value
Appropriation from chapter	\$120
Value of donated items (each item listed individually):	
Mellow Mushroom Meeting Space	\$100
VooDoo Lounge Meeting Space.....	\$100
Gene's Haufbrau Meeting Space	\$100
Trivia prizes	\$65
Other sources of income (each item listed individually):	
N/A	\$0
TOTAL INCOME	\$485
EXPENSES	Cost/Value
Value of donated items (each item listed individually):	
Mellow Mushroom Meeting Space	\$100
VooDoo Lounge Meeting Space.....	\$100
Gene's Haufbrau	\$100
Trivia winners gifts.....	\$65
Other expenses (each item listed individually):	
Sunglasses.....	\$115
CPG Judging fees	5
Return of appropriation from chapter	\$115
Ways & Means Deduction.....	\$0
TOTAL EXPENSES	\$5
CHARITY DONATION/PROJECT PROFIT	\$200



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Actual Budget	Amount/Value
Appropriation from chapter	\$98.10
Value of donated items (each item listed individually):	
Mellow Mushroom Meeting Space	\$100
VooDoo Lounge Meeting Space.....	\$100
Gene's Haufbrau Meeting Space	\$100
Trivia winners gifts.....	\$65
Other sources of income (each item listed individually):	
N/A	\$0
TOTAL INCOME	\$485
EXPENSES	Cost/Value
Value of donated items (each item listed individually):	
Mellow Mushroom Meeting Space	\$100
VooDoo Lounge Meeting Space.....	\$100
Gene's Haufbrau	\$100
Trivia winners gifts.....	\$65
Other expenses (each item listed individually):	
Sunglasses.....	\$98.10
CPG Judging fees	4
Return of appropriation from chapter	\$112.4
Ways & Means Deduction.....	\$0
TOTAL EXPENSES.....	\$4
CHARITY DONATION/PROJECT PROFIT	\$61.90



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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 raise \$200 for Joey Iler's Camp Hope tuition

Plan for carrying out the event

<u>Date</u>	<u>Projected Activity to Accomplish Planning</u>
25 July 2011	Board of Directors approves Project
1 Aug 2011	Chapter approves project
5 Aug 2011	Chairman secures venues and drink specials
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15 Aug 2011	Chairman creates and releases facebook invite, Evite and Press Release for the event
5 Sept 2011	Chairman promotes event at Membership Meeting
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10 Sept 2011	Finance VP deposits all funds from the event
26 Sept 2011	Chairman reports the events outcome to the Board of Directors
27 Sept 2011	Chairman completes CPG



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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

August Membership Meeting Agenda

- | | | |
|------|---|----------------------------------|
| I) | Call meeting to order | Tiffany Norton |
| a. | Pledge of Allegiance | Juan Garcia |
| b. | Welcome Guest & New Members | Michael Upshaw |
| c. | Ice Breaker | Tiffany Norton |
| II) | Board Reports | |
| a. | Individual Development
- Guest Speaker | Dan Smith
Jack Jackson |
| b. | 4 th Annual Bachelor Bid Bash | Molly McMullen |
| c. | Community Development | Michelle Quaranto |
| d. | Management | Roy Willey |
| e. | Membership
- Infomercial | Michael Upshaw
Bradley O'Mara |
| III) | Closing Remarks | Tiffany Norton |
| IV) | Adjourn with the Jaycee Creed | Barnett Greenberg |

Upcoming Events

- | | |
|--------|---|
| Aug 11 | Lowcountry Food Night – Bluerose Café, 6pm |
| Aug 12 | Red State Gathering - Francis Marion, 5pm |
| Aug 20 | 4 th Annual Bachelor Bid Bash - Music Farm, 7pm |
| Aug 25 | In the know about Lowcountry Real Estate -
Carolina One, Mt. Pleasant, 6pm |
| Aug 31 | End of Summer Seersucker Soiree - Suede, 6pm |
| Sep 6 | Membership Meeting - Tommy Condon's, 7pm |
| Sep 16 | Sunglasses at Night Pub Crawl – TBD |

"Serve, Learn, Enjoy"

**Making a
Difference
For
23 Years**

2011 Board of Directors



Tiffany Norton
23rd 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@

Michelle Quaranto
Community Development
cd@

Leslie Tannery
Individual
Development VP
id@

Molly McMullen
Chaplain
Chaplain@

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

September Membership Meeting Agenda

- I) Call meeting to order
 - a. President's Welcome Tiffany Norton
 - b. Pledge of Allegiance Joey Iler
 - c. Welcome Guest & New Members Molly McMullen
 - d. Ice Breaker Tiffany Norton
 - e. Guest Speaker Susan Johnson
- II) Board Reports
 - a. Individual Development
- Speak Out Stephanie Smith
Ashley Dangerfield
 - b. Community Development
- Scottish Games Michelle Quaranto
John Griesbach
 - c. Management Roy Willey
 - d. Membership Molly McMullen
- III) Closing Remarks Tiffany Norton
- IV) Adjourn with the Jaycee Creed Juan Garcia

Upcoming Events

- Sept 9 Sunglasses at Night Pub Crawl – Avondale, 6:30pm
- Sept 14 Speak Out – Hippodrome, 6pm
- Sept 15 Lowcountry Food Night – Smokey Oak Taproom, 6pm
- Sept 17 Scottish Highlander Games – Boone Hall, 7am – 4pm
- Sept 22 Party for a Purpose – Mad River, 7pm
- Sept 28 Coastal Regional Meeting – MSS Smokehouse, 6:30pm
- Nov 18-19 3rd Qtr State Convention - Holiday Inn Express, Summerville
- Dec 10 Runners For Hope – Kiawah Island Marathon

"Serve, Learn, Enjoy"



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



Sign In Sheet

Sunglasses @
night Pub Crawl
9-9-11 6:30pm

Name:

Please Indicate:

Want more info about us? We need your email:

- | <u>Name:</u> | <u>Please Indicate:</u> | <u>Want more info about us? We need your email:</u> |
|---------------------|--------------------------------|---|
| 1. Tiffany Norton | Member or Guest | _____ |
| 2. Sean Dambaugh | <u>Member</u> or Guest | _____ |
| 3. Jessica Dambaugh | <u>Member</u> or Guest | _____ |
| 4. GENE VAN | Member or <u>Guest</u> | _____ |
| 5. Jason Dierlein | <u>Member</u> or Guest | _____ |
| 6. Molly McMullen | Member or Guest | _____ |
| 7. Jason Spaulding | Member or Guest | _____ |
| 8. Leslie Tannery | Member or Guest | _____ |
| 9. Jeff Smith | Member or <u>Guest</u> | _____ |
| 10. Adam James | Member or <u>Guest</u> | _____ |
| 11. Brett Wadford | Member or Guest | _____ |
| 12. RYAN BOGGERDON | <u>Member</u> or Guest | _____ |
| 13. Juice Davidson | Member or Guest | _____ |
| 14. Russell Ken | Member <u>Guest</u> | _____ |
| 15. Melissa Muhl | Member or <u>Guest</u> | _____ |
| 16. Pat Jefferson | Member or <u>Guest</u> | _____ |
| 17. Terry | Member or <u>Guest</u> | _____ |
| 18. | Member or Guest | _____ |
| 19. | Member or Guest | _____ |
| 20. | Member or Guest | _____ |
| 21. | Member or Guest | _____ |
| 22. | Member or Guest | _____ |
| 23. | Member or Guest | _____ |
| 24. | Member or Guest | _____ |
| 25. | Member or Guest | _____ |
| 26. | Member or Guest | _____ |
| 27. | Member or Guest | _____ |
| 28. | Member or Guest | _____ |



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

Edit Event

Message Guests

Sunglasses at Night Pub Crawl

You are Attending · Share · Public Event

Time Friday, September 9 · 6:30pm - 9:30pm

Location Avondale

Created By Charleston Jaycees, Tiffany Norton

More Info



Please join us for the Sunglasses at Night Pub Crawl on Friday September 9th in Avondale. 100% of the proceeds will go to help pay Joe's Camp Hope tuition.

The participation fee is \$10 per crawler. Each crawler will receive a complimentary pair of 80's Retro Sunglasses and Mardi Gras beads.

We will start at Mellow Mushroom from 6:30pm to 8:00pm. While at Mellow, crawlers will receive extended Happy Hour prices, as well as half off all appetizers. Happy Hour includes \$4 drafts (30 beers on tap), \$4 house liquor, \$4 wine and \$4 shooters.

Our 2nd stop will be Voodoo from 8:00pm to 9:30pm, drink specials TBD

Our final stop will be Gene's Hausfrau. Crawlers will have a private section and enjoy \$1 off all domestics.

We will have trivia at each stop and the winner will receive a \$50 Chateau Experience Gift Card

Should you have any questions, please contact President Tiffany at President@CharlestonJaycees.org

Birthdays

See All



Jimi Yarborough
It's her birthday.
Say Happy Birthday



Susan Lee
It's her birthday.
Say Happy Birthday

Sponsored

Create an Ad

Dr. Dog
concerwine.com



Dr. Dog is playing Charleston's Music Farm November 14. Will you be there? Tickets are on sale now! Click here to get yours.

Civil Engineering Degree

civilengineering.norwich.edu



Earn a Master's in Civil Engineering with a Structural Concentration Online through Norwich University. Download a Free Brochure.

Fly Casting Wine Tasting

FFSCT - Fly Casting

31 Attending

See All



Jason Eric Spaulding



Jessica Hull Dambaugh



Juice Davidson



Jason Deierlein



Lauren Candies



Molly McMullen



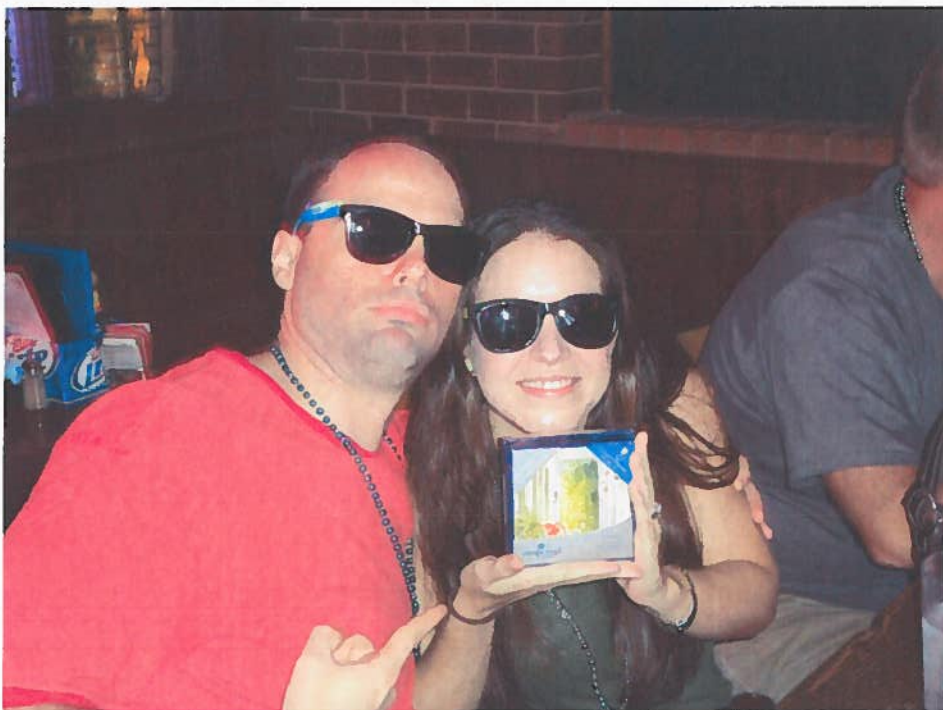
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Tab 7: Photographs of the Event





Gene Van – 80's Trivia Winner



Sean and Jessica Dambaugh – 80's Trivia Runner Ups