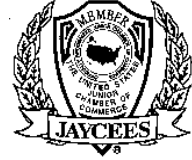


THE CHAIRMAN'S PLANNING GUIDE



_____		_____	
Chapter Name	Chapter #	Illinois Jaycees	12
_____		_____	
Chairman Name		State Name	State #
_____		_____	
Chairman's Mailing Address		Project Name	
_____		_____	
Business Phone	Home Phone	CPG Category	
_____		_____	
		Supervising Chapter Officer	

PLANNING

1. Primary Purpose.
2. Give a brief description of the proposed project and background information. Follow this with a list of the specific and measurable goals to accomplished by this project.
3. What are the specific manpower assignments? (Show names and duties.)
4. What specific Materials, Supplies, and Resources will required?
5. Describe the potential problems and solutions to successfully complete this project.
6. Complete a Proposed Budget indicating all anticipated income and expense.
7. List the specific steps to bring this project to a successful completion showing planned dates for each steps.

IMPLEMENTATION AND EVALUATION

8. Record any revisions of the original plan.
9. What changes or recommendations do you have for a future chairman?
10. Give specific and measurable results for each goal established. Describe the impact of this project on the chapter, individual members, and the community.

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

Date approved by Board / by Chapter

Date Final Report Approved