

# ***Anytown Jaycees***

## **Chapter Plan of Action**

EXAMPLE

Mission: To provide development opportunities that empower young people to create positive change.

Vision: To be the leading global network of active young citizens.

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EXAMPLE

## Board of Directors

<b>President</b>	John Smith	123-456-7891	john.smith@email.com
<b>Management VP</b>	Jane Doe	123-456-1234	jane.doe@email.com
<b>Membership VP</b>	Mary Jones	123-456-1100	mary.jones@email.com
<b>Community VP</b>	Joe Johnson	123-456-9999	joe.johnson@email.com
<b>Individual</b>			
<b>Development VP</b>	Rob Roberts	123-456-9876	rob.roberts@email.com
<b>Secretary-</b>			
<b>Treasurer</b>	Ashley Adams	123-456-4444	ashley.adams@email.com
<b>Chairman of the</b>			
<b>Board</b>	Aaron Adams	123-456-4445	aaron.adams@email.com

## Goals and Objectives

The objective of the Anytown Jaycees is to offer programs to our members to develop themselves and better our community.

Overall objectives for the year are:

- Increase membership.
- End the year with enough funds to be properly prepared for the next year.
- Keep members activated and engaged.
- Increase awareness of the Anytown Jaycees in our community.
- Enhance the Anytown community through positive change.

The following procedures were used to determine the needs of the chapter and the community we serve:

- Results from Membership surveys
  - Planning Board session on XX/XX/20XX
- a. Specific member needs (i.e. social opportunities, recognition of the efforts, leadership programs, family projects, baby-sitting service, etc.):
- More social activities
  - Training
- b. Specific chapter needs (i.e. activation, training, communication, public awareness, etc.):
- More public awareness
  - Getting new members engaged and activated

- c. Specific community needs (i.e. community center, activities for teenagers, elderly assistance, etc.):
  - Sustainable solutions to community problems
  - Make current projects more sustainable

### **Specific Goals by Area:**

#### **Management**

- Have \$XXX.00 in funds at the end of year (see attached budget).
- Utilize our Facebook pages (both personal and chapter) and all media outlets to spread the word of our events.
- Keep website up-to-date with correct contact info and event calendar.

#### **Membership**

- Increase membership to XX members, for a total growth of X members (see attached Membership Plan).
- Hold new member orientation quarterly.
- Implement Targeted Recruitment Plan.
- Hold a minimum of one event per month to keep members engaged. This would exclude our community service project which already occur each month.
- Hold one social-only event quarterly.

#### **Community**

- Continue and improve on partnership with local Chamber of Commerce.
- Implement one new project mid-year for families in need.
- Determine community needs with a community survey.
- Partner with other community organizations.

#### **Individual Development**

- Hold a speaker or training quarterly.
- Create better awareness and knowledge of Roberts Rules of Order.
- Increase members' knowledge of the community and all it offers.

## Membership Plan

	Starting Members	Members Due	Members Renewing	New Members	Ending Members
1 <sup>st</sup> Quarter	80	17	15	3	79
2 <sup>nd</sup> Quarter	81	8	5	4	82
3 <sup>rd</sup> Quarter	87	0	0	3	90
4 <sup>th</sup> Quarter	96	1	1	3	99
<b>Totals</b>		<b>26</b>	<b>21</b>	<b>13</b>	<b>+8</b>

**Goal Retention = 81%**

EXAMPLE

## Budget

Beginning Balance:	\$ 6,130.00	
Total Income:	\$ 15,720.00	
Total Expenses:	\$ (19,817.00)	
Ending Balance:	\$ 2,033.00	
<b>INCOME</b>		
	<b>BUDGETED</b>	<b>ACTUAL</b>
<b><u>Management</u></b>		
Fun Run Fundraiser	\$ 5,000.00	
Other		
<b><u>Individual</u></b>		
Convention hosting	\$ 1,000.00	
Other		
<b><u>Community</u></b>		
Casino Nite	\$ 1,000.00	
Flamingo Flocking Project	\$ 200.00	
Halloween Parade	\$ 100.00	
Christmas Shopping Tour	\$ 7,800.00	
Big Horn Mtn Trail Run	\$ 250.00	
Other		
<b><u>Membership</u></b>		
<b><u>New Member Items</u></b>		
Sheridan Jaycee shirts (est. 10 members)	\$ 200.00	
<b><u>Dues</u></b>		
Renewals (est. 21 members)	\$ 105.00	
New (est. 10 members)	\$ 65.00	
Other		
<b>Total Income</b>	<b>\$ 15,720.00</b>	<b>\$ -</b>

EXPENSES		
	BUDGETED	ACTUAL
<b>Management</b>		
Fun Run Fundraiser	\$ 3,500.00	
Insurance	\$ 750.00	
PO Box Fee and other postage	\$ 100.00	
Chapter Newsletter (Constant Contact)	\$ 200.00	
Chapter Website (Hosting fee)	\$ 40.00	
Taxes	\$ 27.00	
Chamber of Commerce Dues	\$ 110.00	
Banking Expenses	\$ 50.00	
Other		
<b>Individual</b>		
Convention hosting	\$ 1,000.00	
Member training (conventions)	\$ 400.00	
<u>M-Nights</u>		
Volleyball Team	\$ 140.00	
Other	\$ 200.00	
Member Awards	\$ 100.00	
Year-End Banquet	\$ 150.00	
Other		
<b>Community</b>		
Casino Nite	\$ 970.00	
Flamingo Flocking Project	\$ 50.00	
Halloween Parade	\$ 150.00	
Christmas Shopping Tour	\$ 8,500.00	
Easter Egg Stuffing	\$ 50.00	
Earth Day	\$ 50.00	
Relay For Life	\$ 300.00	
Other community donations	\$ 2,300.00	
<b>Membership</b>		
<u>New Member Items</u>		
Sheridan Jaycee shirts (est. 10 members)	\$ 80.00	
Packets	\$ 50.00	
Pins/Nametags	\$ 100.00	
<u>Membership Recruitment</u>		
Dinner for prospective new members	\$ 200.00	
Info Social	\$ 150.00	
Other	\$ 100.00	
<b>Total Expenses</b>	<b>\$ 19,817.00</b>	<b>\$ -</b>

# Membership Profile

**\* 1. What is your first and last name?**

**2. Who recruited you to the Jaycees?**

**\* 3. What is the best way to communicate with you?**

- Email
- Text
- Phone

Comments:

**4. Of the four areas of opportunities listed below, rank them in order of importance to you, as a Jaycee (1 = Most important). Think about why you are in the Jaycees and what keeps you here (or what you wish we did more of)**

Community service

Membership (social)

Individual Development (personal skills)

Management (business skills)

**5. What projects or types of projects do you like and dislike? Answer generally or refer to specific projects.**

Like

Dislike



6. We are always looking for new ideas to keep our organization fresh and inviting.

Please list one or more ideas for the following:

- 1) Projects (i.e. event, service project) you would like to see the Jaycees run
- 2) Membership (social) projects you would like to see the Jaycees hold
- 3) Trainings or speakers you would like to see at Jaycees meetings
- 4) Recruitment methods the Jaycees could do to recruit more members

7. Are there any specific projects (or a type of project) that you are interested in participating in? Being on a committee for? Chairing?

Participating in?

Being on the committee?

Chairing?

8. If you have any suggestions as to how I can best help you get what you want out of this organization, please list them here.

Done

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Check out our [sample surveys](#) and create your own now!

EXAMPLE

# Membership Survey

1. What is the most important thing you want out of the Jaycees? Do you feel that you are getting it?

2. What is one (or more!) change/s you would make to the Jaycees?

3. Do you think our current projects are relevant and impactful?

4. What do you expect from me, as the leader of this organization?

5. Where do you see the Jaycees in 5 years?

Done

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## Calendar of Events

<b>January 6</b>	Year-End Banquet
<b>January 20</b>	General Membership Meeting
<b>January 30-Feb 1</b>	State Jaycees Year-End Convention
<b>January 25</b>	Board Kick-off Meeting
<b>January 27</b>	Relay For Life Kick-off
<b>February 1</b>	Super Bowl Party
<b>February 3</b>	General Membership Meeting
<b>February 10</b>	Board Meeting
<b>February 17</b>	General Membership Meeting
<b>February 20</b>	Casino Nite
<b>March 3</b>	General Membership Meeting
<b>March 10</b>	Board Meeting
<b>March 14</b>	Run 'Til You're Green Fun Run
<b>March 17</b>	General Membership Meeting
<b>April 7</b>	General Membership Meeting
<b>April 14</b>	Board Meeting
<b>April 15</b>	Open House Social
<b>April 21</b>	General Membership Meeting
<b>April 24-26</b>	State Jaycees Spring Convention
<b>May 5</b>	General Membership Meeting
<b>May 12</b>	Board Meeting
<b>May 19</b>	General Membership Meeting
<b>May 26</b>	Miss Wyoming BBQ
<b>June 2</b>	General Membership Meeting
<b>June 9</b>	Board Meeting
<b>June 16</b>	General Membership Meeting
<b>June 19-20</b>	Big Horn Mountain Trail Run
<b>June 26</b>	Relay For Life
<b>July 7</b>	General Membership Meeting
<b>July 14</b>	Board Meeting
<b>July 21</b>	General Membership Meeting
<b>August 4</b>	General Membership Meeting
<b>August 11</b>	Board Meeting
<b>August 18</b>	General Membership Meeting
<b>September 1</b>	General Membership Meeting
<b>September 8</b>	Board Meeting
<b>September 15</b>	General Membership Meeting
<b>October 2-4</b>	State Jaycees Fall Convention
<b>October 6</b>	General Membership Meeting
<b>October 13</b>	Board Meeting

<b>October 20</b>	General Membership Meeting
<b>November 3</b>	General Membership Meeting
<b>November 10</b>	Board Meeting
<b>November 17</b>	General Membership Meeting - Elections
<b>December 1</b>	General Membership Meeting
<b>December 8</b>	Board Meeting – Old and New Board
<b>December 12</b>	Christmas Shopping Tour
<b>December 15</b>	General Membership Meeting – Christmas Party

EXAMPLE