



# Your Project Checklist

## **CONGRATULATIONS! You've written the first part of your PMG and The Board has approved your project! NOW WHAT?**

- **Make up 2 sign-up sheets and bring them to the next GM**  
Put the who, what, when and where at the top and leave room for people to sign up and write their phone numbers. Make sure that if you want people to work different shifts, you have them sign up that way. Put the sign-up sheets in the sign-up books at the start of the meeting and REMEMBER to take them out at the end of the meeting.
- **Make 20 copies of your PMG and bring them to the next GM**  
Your project needs to be approved by the chapter if you are requesting more than \$300 of budgeted funds or \$200 of unbudgeted funds. If your project doesn't need to be approved by the Chapter, you don't need to bring copies of the PMG to the GM.
- **Make a flyer for your project and bring 20 copies of it to the next GM**  
Make sure you put the who, what, when, where and how on it.

## **Publicize your project:**

- **In the Insight newsletter.**  
Write an article or an advertisement for your project. The deadline for these is the Saturday after the board meeting. E-mail them to the Insight Editor and [insight@palatinejaycees.org](mailto:insight@palatinejaycees.org)
- **On the Internet.**  
Contact the Administrative VP or the Webmaster and tell them about your project.
- **In the Community.**  
Contact the Administrative VP or the PR Standing Chair for suggestions on how to publicize your project in the newspaper, cable or on the community signboard.
- **Make reminder phone calls / texts / Facebook.**  
This is where those sign-up sheets come in handy. Be sure to call everyone who signs up at least 3 days before your project. If that ends up being a lot of calls to make, you can send email reminders instead. If you have a lot of them to send, call the President for a set of mailing labels.

## **At your project:**

- **Make a Sign-In sheet** and have people sign-in so you know how many people were there.
- **Take pictures.** Nothing documents your project better!

## **During and after your project:**

- **Write thank you notes** to your guest speakers, people who donated things for your project, anyone who went over and above to help you run your successful project. You can also put a thank you note in the newsletter if you'd like. Contact the Insight Editor to get it published.
- **Keep track of changes to your plan and recommendations.** You'll need these when you complete the "Evaluation" section of your PMG.



- **Save everything.** You should add all the documentation to your PMG:

Completed PMG Form	Final Financial Statement	Meeting Agendas
All Sign-In Sheets	Photos (with Captions)	Tickets
Research Materials	Place cards	Letters Sent / Received
Treasurer's Reports	Newsletter Articles	Invoices
Receipts	Newspaper Articles	Flyers, Posters
Committee Meeting Notes	Maps, Pamphlets	Press Releases
Completed Applications for Members Recruited	Invitations	Thank You Cards

## OTHER HELPFUL HINTS

- **Do you need an email sent to the chapter or our supporters for your project?** Contact the Secretary or Administrative VP to set this up.
- **Need to get reimbursed for money you spent on the project or have an invoice that needs to be paid?** Contact the Treasurer if you aren't sure about how to do it or need information on our policies. If you think you are going to be over budget on your expenses, contact your supervising VP immediately. You may need to get additional Board or Chapter approval. Also save your receipts. You need them to get reimbursed.
- **Keep track of suggestions, problems you encountered and changes to your original plan.** You will record the changes in Step 8, and the suggestions in Step 9 in the Evaluation steps your PMG.
- **Didn't get enough people to sign up for your project?** Pick up the phone and call our members. Sometimes a personal invitation to a project is all that is needed to get people out to it.
- Need to get something out of storage for your project? **Contact Administrative VP to coordinate this.**
- **Take pictures!** Make sure you include copies of the good ones along with captions with your final PMG.
- **Finish your PMG right away.** Your final PMG (along with documentation and pictures) needs to be completed within 60 days of when the project was run to be eligible for Region and State awards. You should email it to the Chapter Management VP.
- **Any other questions?** Just ask the supervising Vice President or the President. They would be happy to answer them!

There are many member benefits to being a Jaycee, including an Office Depot discount for office supplies and printing.

***GOOD LUCK AND HAVE FUN!!***