



New Member Orientation 2020

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ART 1: OUR LOCAL CHAPTER

Who are the Palatine Jaycees?

Since 1957, the Palatine Jaycees has been a group of active young citizens (21 to 40) providing leadership development and community service opportunities to its members. And, best of all, we have a ton of fun doing it! Involvement in the Palatine Jaycees is a great way to meet new people, build new friendships, learn new skills and make a positive impact in Palatine.

Established over 60 years ago, we have a long history of events in Palatine. With over 130 members, we are one of the largest chapters in the region, state, and nation. We have partnerships with the Village of Palatine, the Palatine Park District, and many other organizations in the community. We are best known for Hometown Fest (4th of July festival) and the Christmas Tree Sales, and both have been running for over 50 years.

What We Do – Projects and Programs

The Palatine Jaycees offer a lot of activities for members to participate in. Some members serve on the board, others choose to run projects, serve as committee chairs, and attend most events. Some choose to attend a few favorite events and work at major projects. It is up to you to decide your level of involvement. The Jaycees are here to enhance your life, be here when you can, keep other priorities in your life set. The chapter has four areas of opportunity that break down projects and programs:

Business

This includes projects that deal with marketing, public relations, strategic planning, and financial management. Some of these projects are: St. Patrick's Day Parade, and Christmas Tree Sales.

Individual

These projects deal with personal development, professional development, membership retention, membership growth, new chapter development, and chapter activities. Examples of these projects that we have done in the past are: Beer Brewing, Painting, Running Club and CPR classes.

Community

These projects deal with community service, community fundraising, government and civic involvement, and children and youth. Examples of these projects are: Hometown Fest, Kid's Holiday Party, and STEM Fair.

International

These projects deal with State, National, and International Junior Chamber involvement and International involvement. Examples of these projects are: Get Out the Vote, Nothing But Nets, and TOYP.

Glossary of Jaycee Projects

In approximate order from January - December

Regifters Auction: This project is held after the January GM. Members bring in just about anything they want to get rid of such as unwanted or disliked gifts, and other members bid on them auction style. Money raised from this project benefits Camp New Hope.

Book Club: This project runs through the year, but only meets every other month. We typically choose books through the Palatine Library and the chair will have copies available for you to borrow. All members are welcome to come and socialize, even if you have not read the book!

PMG Training: An experienced project chair will cover how to properly write a PMG and answer any questions you have on the process. A good training if you have not yet run a project and want to learn how to write a PMG or if you have run a few projects and want to learn some helpful tips.

Polar Plunge: This project is held sometime in February. Individuals raise money that goes towards Special Olympics. Then as a group, those that participated plunge into Twin Lakes.

St. Patrick's Day Parade: Palatine's "Paint the Town Green" parade is held in March the Saturday before St. Patrick's day weekend or on St. Patrick's Day if it falls on a Saturday. We decorate a car and participate in the parade, handing out candy and Jaycees giveaways. We end at Durty Nellie's to celebrate the holiday!

March Madness (Nothing But Nets): This project is held during the NCAA March Madness basketball tournament. Fill out a bracket predicting who you think will win the tournament. Each entry is \$10, 70% of total money collected is paid out to first, second, and third places. The remaining 30% goes towards Nothing But Nets, an organization that provides mosquito nets to children in Africa to prevent malaria. Share the event with your friends so we get as many bracket entries as possible, more entries mean more money donated towards Nothing But Nets! Additionally, we usually meet at Gatzby's the second day of the tournament start and enjoy the games.

Easter Egg Hunt: This project is held around Easter. The first part is a get together to stuff prizes into over 3,000 eggs! Then we host an Easter Egg hHunt in a Palatine Park, where we hide the stuffed eggs for kids of all ages to find! The Easter Bunny is also there for pictures!

Easter Egg Baskets: This project is also held around Easter. We collect baskets, small toys, coloring materials, puzzle books, and candy. We then assemble the baskets and they are given out to underprivileged kids through the Palatine Township.

Softball: The Palatine Jaycees get a team together and play in the Palatine Park District's summer smushball co-ed league! You do not need to have any experience to play, it is just for fun! If you are not interested in playing, come sit in the bleachers and cheer us on! The Palatine Jaycees were the 2016 champions, and we couldn't have done it without our fans!

Run/Walk Club: The past few years we have been running over the spring and summer months to train for a 5K. We get together then to run at the Palatine Park District Feet Fest during StreetFest at the end of August.

Community Donations: The Palatine Jaycees raise a lot of money for the community over the year, particularly at Hometown Fest. We take in requests from other organizations in the community. Different monetary amounts are distributed depending on need and availability.

Scholarships: Similar to community donations, we take applications from high school students who live in Palatine and award monetary scholarships for college.

Hometown Fest (HTF): This is the biggest project we run all year! Hometown Fest is Palatine's annual 4th of July festival. Depending on what day of the week 4th of July falls, it is typically a 4 to 6-day festival over 4th of July weekend. Hometown Fest involves entertainment, food and beverages, a carnival, local vendor expo, Family Day, a carnival, a bags tournament, fireworks and much more!

3rd of July Party: This is a party we throw (usually in May) as a kick off for Hometown fest. This is typically a family friendly day with food, drinks, yard games, and a bouncy house for the kids!

5th of July Party: Usually in July or August, this is our celebration of a successful fest and thank you party for the volunteers. This is normally a night out at the bars.

Street Fest: This is an event run at the end of August and hosted by the Village of Palatine. This event offers food and beverages, entertainment, and a Kids Zone. The Jaycees run one of the games in the Kid's Zone and set up a membership table there.

Fit Family Field Day: This event is typically run in September. We organize a Field Day for local families with kids by having local sports teams and organizations run a station involving exercise and staying active. We also provide healthy snacks and hold a raffle with sports related prizes.

STEM Fair: In January we host a STEM fair at a local school to promote math and science learning to it's students. We partner with NIU STEM Outreach who brings in over 20 interactive stations and local companies donate raffle prizes as an incentive for students to attend.

Thanksgiving Baskets: Similar to our Easter Baskets, we collect canned goods and non-perishable food items as well as household necessities. They are arranged into baskets and distributed to underprivileged families in our community through the Village of Palatine.

Holiday Shopping Spree: In December we get the names of about 10 underprivileged families from a local agency who could use a shopping spree. We take them to Walmart and they each get a set amount of money to buy anything they want from food to Christmas gifts for their kids.

Kid's Holiday Party: In December we co-host a holiday party with the Kiwanis for local children from underprivileged families. We get a list of about 150 kids from local organizations, including what they want from Santa. Each kid is 'adopted' by a Village employee, Kiwanis, or Jaycee member who buys a gift for them. At the party, they get their present from Santa and take a picture with him. We also serve dinner and provide music, games, and crafts.

Christmas Tree Sales: In November and December we host our annual Christmas Tree sale! We order about 500 trees and some wreaths and set up the lot in the parking lot of the Palatine Aquatic center. There are some area families that have been buying their Christmas trees from us for over 50 years! Don't worry if you don't know a lot about trees, we usually have a small Trees 101 class at the beginning of a GM to go over the types of trees that we sell!

Santa's Mailbox: We set up a mailbox to the North Pole at the Christmas tree lot. Kids can write letters to Santa and drop them in the box. After all of the letters have been collected, we write back to the kids as Santa.

Holiday Potluck: This project takes place before the December GM. Everyone brings their favorite appetizer, dip, side dish, or dessert. Awards are given out for the best in each category.

How Do We Get Things Done? The PMG

We complete most activities in the chapter in the form of a project. This offers a person a chance to develop leadership and project management skills. With each project, we use a Project Management Guide (PMG for short). This is a business plan that covers every aspect of running a project. It includes goal setting, manpower or committee assignments, budgeting, schedule development, and project evaluation to make it better next time. In order to run an event or project, a member must complete a PMG and present it to the Board at the monthly meeting. *See Appendix 1 and 2 for details on writing a PMG.*

Leadership Team – 2020 Board of Directors

The Palatine Jaycees have a Board of Directors elected by the members. These members guide the organization.



PRESIDENT
Sarah Mckillop
president@palatinejaycees.org



**ADMINISTRATIVE
VICE PRESIDENT**
Zach Kulig
kulig.zach@gmail.com



**CHAPTER MANAGEMENT
VICE PRESIDENT**
Hannah Meadow
hmeadow26@gmail.com



**COMMUNITY DEVELOPMENT
VICE PRESIDENT**
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**INDIVIDUAL DEVELOPMENT
VICE PRESIDENT**
Margie Musary
margiebodrogi6@gmail.com



**MEMBERSHIP DEVELOPMENT
VICE PRESIDENT**
Kristen Schwartz
cronerkm@gmail.com



SECRETARY
Megan McGaughey
hildebmn@gmail.com



TREASURER
Lindsay Schubel Nagle
lindsay.schubel@gmail.com



STATE DIRECTOR
John Healey
healeyje21@yahoo.com

LOCAL DIRECTORS

Audrey Harwood

Kimberly King

Natasha Thomas

Ryan Lew

Weston Emerson

Jay Nagel

Jeffrey Padesky

Jenny Levin

Ryan McGaughey

Roles of the Board of Directors

The board members are elected in October and take office in January. Each position is held for 1 year.

Chairman of the Board

The past president of the chapter. She/he continues on the board to advise and mentor the president.

President

The chief officer of the chapter who supervises the chapter's affairs and activities. She/he presides at the board meetings and general membership meetings.

Administrative Vice President

She/he oversees affairs such as public relations, chapter property, elections, meetings, training, chapter fundraising, and communications. She/he is responsible for associate rosters.

Chapter Management Vice President

She/he oversees the paperwork and state submissions of the chapter. She/he oversees affairs such as socials, and Civic Leadership Certification with Parade of Chapters (POC), Project Management Guides (PMG), and Single Project Entries (SPE).

Community Development Vice President

She/he oversees community improvement and fundraising, governmental involvement, and human services.

Individual Development Vice President

She/he oversees affairs for leadership development, business opportunities and personal skills.

Membership Development Vice President

She/he oversees recruiting, orientation, retaining members, and local directors. She/he is responsible for collecting membership dues and Passport to Civic Leadership advancement. She/he is responsible for membership rosters.

Secretary

She/he takes minutes and attendance for board meetings and general membership meetings. She/he checks the voicemail, info@palatinejaycees.org email, and collects and disburses mail from the PO Box. She/he keeps official records of chapter and files Secretary of State papers. She/he is responsible for the calendar of events.

Treasurer

She/he presents a monthly income/expense financial report for chapter approval each month and disburses funds through check requests. She/he provides project chairmen with financial status of each project. She/he provides the chapter's proposed and actual annual budget. She/he is responsible for filing tax returns or other financial documents.

State Director

She/he informs the membership of region, state, and national projects and activities. She/he organizes visitations to the other chapters as well as facilitates communications with other chapters. She/he shall attend all regional and state meetings as an official chapter delegate. She/he oversees projects of the state and national boards.

Local Director

She/he serves as the communication liaison about upcoming events for an assigned team of members. She/he contacts her/his team on a monthly basis.

Chapter Meetings

There are two meetings every month, a board meeting and a general meeting. An agenda is provided at each so you can follow along at the meeting

Board Meeting

Held the first Tuesday of the month at 7pm at JL's Bar in Palatine in the back room. Members attend these meetings if they want to present a new project to the chapter, it must be approved by the board first. Otherwise attendance is only required for board members. Let the president know if you want to attend.

General Meetings

Held the third Thursday of the month, starting at 7:30pm at Arlington Lanes, 3435 N Kennicott Ave, Arlington Heights, IL 60004. All members should try to attend these meetings to receive information about upcoming events, sign up to volunteer, and socialize with the chapter. If you are unable to attend a meeting, your local director will email you with a summary of events coming up and how you can get involved.

How Do We Run Meetings? Parliamentary Procedure

The Palatine Jaycees, as do most chapters, uses Robert's Rules of Order, also known as Parliamentary Procedure, to run meetings. These "rules" are in place to help keep order in a meeting, and guide the meeting along.

Thirteen Ranking Motions

Name of Motion	Is it in order when another has the floor?	Does it require a second?	Is it debatable?	Is it amendable?	What vote is required for adoption?	May it be reconsidered?
Fix the Time to Which to Adjourn*	No	Yes	No	Yes	M	Yes
Adjourn**	No	Yes	No	No	M	No
Recess*	No	Yes	No	Yes	M	No
Raise a Question of Privilege	Yes	No	No	No	(1)	No
Call for the Orders of the Day	Yes	No	No	No	(2)	No
Lay on the Table	No	Yes	No	No	M	No
Previous Question	No	Yes	No	No	2/3	Yes
Limit or Extend Limits of Debate	No	Yes	No	Yes	2/3	(3)
Postpone to a Certain Time (Definitely)	No	Yes	Yes	Yes	M(4)	Yes
Commit (Refer to a Committee)	No	Yes	Yes	Yes	M	(5)
Amend	No	Yes	(6)	Yes	M	Yes
Postpone Indefinitely	No	Yes	Yes	No	M	(7)
Main Motion	No	Yes	Yes	Yes	M	Yes

PRIVILEGED

SUBSIDIARY

Based on *Robert's Rules of Order Newly Revised (RONR)*

* A main motion if made when no business pending

** Check RONR for specific rules

- (1) Chair grants
- (2) No vote: demand
- (3) Yes, the unexecuted part may be reconsidered
- (4) 2/3 vote required if made a special order
- (5) Yes, if the committee has not started work
- (6) Yes, if applied to a debatable motion
- (7) Only an affirmative vote may be reconsidered

How do I use Parliamentary Procedure?

TO DO THIS

YOU SAY THIS:

ADJOURN MEETING

"I move that we adjourn:

CALL AN INTERMISSION

"I move that we recess for . . ."

COMPLAIN ABOUT HEAT, NOISE, ETC.

"I rise to a question of privilege"

SUSPEND FURTHER CONSIDERATION OF AN ISSUE

"I move to table the motion"

END DEBATE AND AMENDMENTS

"I move the previous question"

POSTPONE DISCUSSION FOR A CERTAIN TIME

"I move to postpone the discussion until . . ."

GIVE CLOSER STUDY OF SOMETHING

"I move to refer the matter to committee"

AMEND A MOTION

"I move to amend the motion . . . by"

INTRODUCE BUSINESS

"I move that . . ."

The Motions Listed Above Are in Order of Precedence . . . Below There Is No Order . . .

PROTECT BREACH OF RULES OR CONDUCT

"I rise to a point of order"

VOTE ON A RULING OF THE CHAIRMAN

"I appeal the chair's decision"

SUSPEND RULES TEMPORARILY

"I move to suspend the rules so that . . ."

AVOID CONSIDERING AN IMPROPER MATTER

"I object to consideration of this motion"

VERIFY A VOICE VOTE

"I call for a division" or "Division!"

REQUEST INFORMATION

"Point of information"

PREVIOUSLY TABLED

"I move to take from the table . . ."

RETRACT YOUR MOTION TAKE UP A MATTER

"I wish to withdraw my motion"

RECONSIDER A HASTY ACTION

"I move to reconsider the vote on . . ."

Constitution, General Policies & Financial Policies

We are governed by a chapter Constitution. We also have General Policies that are generated and updated by membership yearly with a vote. We have established Financial Policies to guide the chapter. These documents are available to all of our members and copies can be provided by the president or any member of the board when asked.

Chapter Dues

Because the Jaycees is affiliated with region, state, national, and international organizations, the chapter must pay membership dues. The expense of these is passed onto the members.

Annual membership dues are \$60.50 and are paid based on the quarter that you joined. So, if you joined in February, you would be up for renewal at the beginning of the first quarter (January). You will be asked to pay next year's dues in January. By paying in the first month of the quarter, we are able to pass on a discount and dues are only \$60.50. If you renew in the third month of the quarter, dues are the full \$65.50.

You can pay dues in several ways:

Pay the Treasurer or Membership VP by cash or check payable to "Palatine Jaycees"

Mail a check to the "Palatine Jaycees", PO Box 1517, Palatine, IL 60078

Pay through PayPal on the website <http://www.palatinejaycees.org/donate>

Your membership is priceless. If at any time you experience financial hardship which impacts your ability to pay membership dues, please talk to the president. There are scholarships, sponsorships, and payment plans available for members.

How Do I Stay Informed?

We have a large chapter with many activities happening each week. We want to make sure you know when events are happening and how to sign up. There are a variety of ways to find out what is happening.

The Insight

This is a chapter newsletter that is emailed out once a month. Board members write articles to give updates on projects that are coming up in their area. It can also be used to advertise or recruit volunteers for your project! Articles must be submitted to insight@palatinejaycees.org by the Sunday before the General Meeting for that month's newsletter.

Facebook Page

Like the public Facebook page (@PalatineJaycees). This page focuses on sharing our upcoming events with the public, but you can use it to find out information as well.

Facebook Group

Join the Palatine Jaycees private group to learn about project updates, volunteer opportunities, and see photos of events. The Membership VP should add you to this group, if you do not think you have been added ask her/him to check. As a member, you are welcome to post any information you want to share as well, Jaycee related or not. We do not generally allow members to promote their business ventures.

Twitter

Follow us on Twitter (@jayceespalatine) and share your thoughts and photos at Jaycee projects.

Instagram

Follow us on Instagram (PalatineJaycees) and tag us in your photos at Jaycee projects. Don't forget to use the hashtag #PalatineJaycees.

Emails

The chapter sends information through an email database called Constant Contact. We recommend adding info@palatinejaycees.org to your contacts to prevent our emails (including The Insight) from going to your spam.

Website

The chapter website www.palatinejaycees.org is updated with project information and includes a link to the PayPal account. When you run a project, share the information with the chapter webmaster.

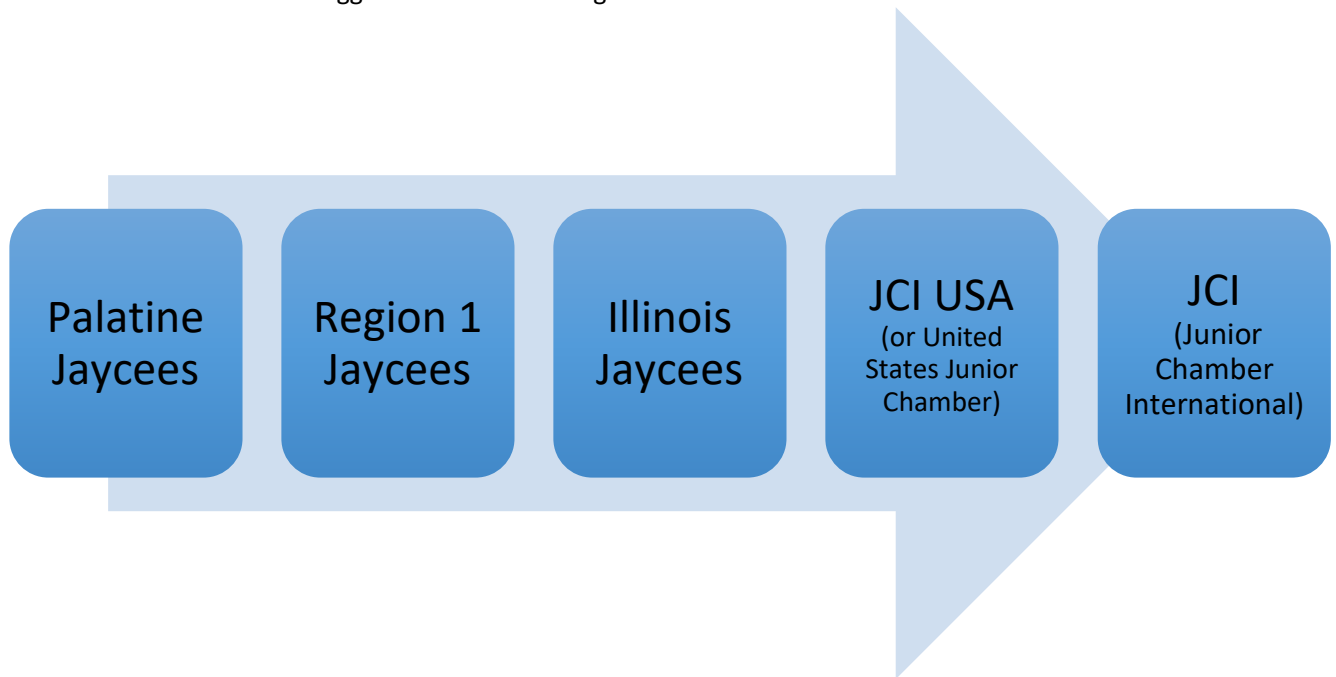
Dashboard

Log into www.jayceemember.com to see your personal profile and chapter information such as meeting information and the member roster. You can update things such as your name, email address, mailing address, and phone number here. It is also where you can track your progress for the Passport to Civic Leadership program. See Appendix 4 for instructions on how to get on www.jayceemember.com.

PART 2: BEYOND PALATINE

Part of a Bigger Organization

While local, we feed into a bigger, global organization called Junior Chamber International, JCI. This chart shows how we feed into the bigger network of the organization:



What Do We as an Organization Stand for?

Jaycee Vision

To be the leading global network of active young citizens.

Jaycee Mission

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

Jaycee Creed

We Believe:

That faith in God gives meaning and purpose to human life;
That the brotherhood of men transcends the sovereignty of nations;
That economic justice can best be won by free men through free enterprise;
That government should be of laws rather than of men;
That earth's great treasure lies in human personality;
And that service to humanity is the best work of life. Palatine Jaycees.

Across the country, Jaycee meetings and conventions are concluded with reciting the Jaycee creed. Some people hold up their finger as they recite it, some hold hands, and some simply recite it raising their voices louder for the last line. The Palatine Jaycees stand and hold up one finger as they recite it at the end of the general membership meetings.

Getting Involved Beyond Palatine

Opportunities to grow in the Jaycees are endless – from running local projects to leading the international organization. Opportunities to serve are available on the local, region, state, national and international levels of the organization. One way to start moving on that path is with the Passport to Civic Leadership program.

Passport to Civic Leadership Program

The Passport to Civic Leadership is a membership activation tool, designed for members wanting to achieve maximum value from their Jaycee membership. Many of the skills obtained through participating in the Passport to Civic Leadership program, such as public speaking, business writing, or project management will benefit members professionally.

If you are interested in participating, you can start by signing into **www.jayceemember.com** and under Passport to Civic Leadership, click 'View Passport'. Here you can see the list of all 10 degrees and the bullet points that are needed to complete each degree.

The purpose of many of these bullet points is to get members involved in projects and active in the Jaycees at the regional, state, and national level by attending training, state and national level meetings. It also encourages members to participate in community events and engage community members and leaders.

Your chapter president will sign off as you complete each bullet point and report your progress to the National Passport to Civic Leadership program manager. The bullet points can be completed in any order, however you will remain at the lowest degree until each bullet point is completed under that degree. See *Appendix 5 for a list of tasks to complete your Passport to Civic Leadership.*

History of the Jaycees

1915

Founded as Young Men's Progressive Civic Association (YMPCA) in St. Louis by Henry Giessenbier who had a dream that through community involvement young people could become better citizens

1916

Name was changed from YMPCA to Junior Citizens, which marked the first time the term "Jaycee" (which was used in the form "J.C.") was employed

1920

The United States Junior Chamber of Commerce (US Junior Chamber) was formed

1944

Junior Chamber International founded on the vision of the establishment of a permanent and everlasting world peace

1947

Official approval of Jaycee as synonym or organization; adoption of the Jaycee Creed

1966

Name of organization officially changed to U.S. Jaycees

1984

Women admitted into US Junior Chamber as full and regular members

1990

Name of organization changed back to The U.S. Junior Chamber of Commerce

2001

Name of organization changes to The United States Junior Chamber

2004

Bylaws changed to establish membership age as 18 - 40 (had been 21 - 39)

Fun Jaycee Facts

- U.S. Junior Chamber and JCI headquarters are based out of St. Louis
- Jaycees worked with Charles Lindbergh to develop the U.S. Air Mail Service in 1927
- Jaycees helped establish the National Wildlife Federation in 1936
- The Jaycees were influential in establishing statehood for Alaska and Hawaii
- There are nearly 200,000 members worldwide in over 100 countries

The Jargon – Glossary of Jaycee Terms

AMBASSADOR

The highest honor conferred by the U. S. Jaycees. This most distinguished form of recognition signifies an individual's exceptional contribution to the Jaycee movement and can be bestowed on the state or chapter level.

CHAIRPERSON

The individual charged with the responsibility for the completion of a project. The chairperson heads a committee and provides motivation and leadership for its members.

COMMUNITY DEVELOPMENT PROGRAMS

The programs of a chapter through which an individual member is given the opportunity of applying learned leadership and management skills in fulfilling chosen social responsibility.

DISTRICT

Each of the five regions in Illinois is further divided into districts. Each district has its own Director to assist its local chapters at the region and state level through communication and guidance.

BOARD OF DIRECTORS

The governing body of The U.S. Junior Chamber, made up of the presidents of each state organization and all voting members of the executive committee plus the executive vice president, charged with the conduct of the organization's business in accordance with its constitution and bylaws.

GM

General Membership Meeting. The Palatine Jaycees hold these on the third Thursday of the month at Arlington Lanes, 3435 N Kennicott Ave, Arlington Heights, IL 60004. They start at 7:30pm.

GA

General Assembly. This is the term used for the state meetings and awards ceremony held each trimester: Jan, May, September. The locations vary around the state. Members from chapters all over Illinois attend these weekend events.

INDIVIDUAL DEVELOPMENT PROGRAMS

The self-improvement programs of a chapter, aimed at teaching, developing, and increasing the individual member's personal and leadership skills.

JAYCEE CREED

A statement of philosophy and beliefs adopted by The U.S. Junior Chamber and JCI. The Creed was written by the late C. William Brownfield of Columbus, Ohio, in 1946. Brownfield later served as national vice president.

JCI

Junior Chamber International. The worldwide Jaycees organization now operating in more than 100 countries.

JCI SENATOR

The highest honor bestowed by Junior Chamber International, upon an individual member for their contributions to the Jaycees. A JCI Senator is a life member of JCI.

M-NIGHT

Membership Night. A social gathering to allow prospective Jaycees to meet a chapter's members.

PARADE OF CHAPTERS (POC)

Competition among the chapters within the state in which points are earned and a ranking is established on a quarterly and annual basis.

PMG

Project Management Guide. A series of 10 questions used to properly plan, execute and evaluate all Jaycee programs and projects.

REGION

The state is divided into geographic regions to provide local leadership and guidance to the chapters in that area. We are a member of Region 1.

REGIONAL

This is a region meeting, social, and awards ceremony held every trimester (Jan, May, Sep) to celebrate the success of the region. Members from chapters in Region 1 attend these events.

ROBERT'S RULES OF ORDER (Revised)

A guidebook of parliamentary procedure written by General Henry A. Robert (U.S. Army) in 1874. These rules provide for the protection of the rights of the majority, the rights of the minority, the rights of individuals and the rights of those absent, in conduct of meetings.

PASSPORT TO CIVIC LEADERSHIP

A U.S. Jaycee program designed to help individual members receive the benefits of their membership; a Junior Chamber career path outline. The program consists of 10 degrees, you can check off completed tasks and keep track of your status online.

TOYP

Top Outstanding Young Persons. Each year during the May GA, the Illinois Jaycee Senators honors 10 dynamic young people of Illinois.

Appendix 1: Blank PMG



Project Management Guide (PMG)

Chapter Name: [Click here to enter text.](#)

State Name: [Click here to enter text.](#)

Project Name: [Click here to enter text.](#)

Area of Opportunity: [Choose an item.](#)

Category: [Choose an item.](#)

Project Manager: [Click here to enter text.](#)

Primary Phone: [Click here to enter text.](#)

Email Address: [Click here to enter text.](#)

Supervising Chapter Officer: [Click here to enter text.](#)

Primary Phone: [Click here to enter text.](#)

Email Address: [Click here to enter text.](#)

PURPOSE OF THE GUIDE:

Good advanced planning and record-keeping will assure success. Use this guide in planning and conducting the project by answering each of the following questions and updating information as the project progresses. Evaluate the impact of your project and provide recommendations for future Project Managers.

PLANNING

1. Primary Purpose (*How does this project align with the Jaycee Mission Statement, which is to provide development opportunities for young people to create positive change?*)

2. Project Overview

a. Give a brief description of the proposed project and background information.
(*Who, what, when, where and why?*)

b. How will this project benefit the individual member, the chapter, and the community?

c. List specific and measurable goals to be accomplished by this project.
(*Example: Involve 25 Jaycees. Recruit 2 new members.*)

- i. Goal 1 –**
- ii. Goal 2 –**
- iii. Goal 3 -**

impact of your project and provide recommendations for future Project Managers.

1. Steps to implementation: *List the specific steps to bring this project to a successful completion, showing the planned dates for each step, and the person or people responsible for each step.*

TASK/ ACTIVITY	START DATE	FINISH DATE	% COMPLET E	PERSON(S) RESPONSIBLE	CRITICAL TASK (Y/N)	FOR CRITICAL TASKS:	
						POTENTIAL PROBLEM	POTENTIAL SOLUTION

2. Critical Contacts

Project Manager

Name:

Email:

Phone 1:

Phone 2:

Duties:

Committee Member - Title

Name:

Email:

Phone 1:

Phone 2:

Duties:

Committee Member - Title

Name:

Email:

Phone 1:

Phone 2:

Duties:

Committee Member - Title

Name:

Email:

Phone 1:

Phone 2:

Duties:

Committee Member - Title

Name:

Email:

Phone 1:

Phone 2:

Duties:

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

Material or Supply & Quantity	Person Responsible for Obtaining	Date Needed	Donated, Owned or Purchased?	Cost/Value

4. Complete a proposed budget indicating all anticipated income and expenses
(see attached)

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

Potential Problem:
Potential Solution:

Potential Problem:
Potential Solution:

Potential Problem:
Potential Solution:

Potential Problem:
Potential Solution:

Financial Statement

INCOME:

		<u>PROPOSED</u>	<u>ACTUAL</u>
Appropriation from chapter	\$ \$		
Value of donated items (list)			
<i>List donated items and assign a value.</i>	\$ \$		
<i>List donated items and assign a value.</i>	\$ \$		
<i>List donated items and assign a value.</i>	\$ \$		
<i>List donated items and assign a value.</i>	\$ \$		
Other sources of income (list)			
<i>List potential income (raffles, fundraisers, etc.)</i>	\$ \$		
<i>List potential income (raffles, fundraisers, etc.)</i>	\$ \$		
<i>List potential income (raffles, fundraisers, etc.)</i>	\$ \$		
<i>List potential income (raffles, fundraisers, etc.)</i>	\$ \$		
<i>List potential income (raffles, fundraisers, etc.)</i>	\$ \$		
<i>List potential income (raffles, fundraisers, etc.)</i>	\$ \$		
<hr/>			
TOTAL INCOME		\$ \$	

EXPENSES:

		<u>PROPOSED</u>	<u>ACTUAL</u>
Value of donated items (list)			
<i>List donated items and assign a value.</i>	\$ \$		
<i>List donated items and assign a value.</i>	\$ \$		
<i>List donated items and assign a value.</i>	\$ \$		
<i>List donated items and assign a value.</i>	\$ \$		
Other expenses (list)			
<i>List potential expenses (i.e.: materials for the project).</i>	\$ \$		
<i>List potential expenses (i.e.: materials for the project).</i>	\$ \$		
<i>List potential expenses (i.e.: materials for the project).</i>	\$ \$		
<i>List potential expenses (i.e.: materials for the project).</i>	\$ \$		
<i>List potential expenses (i.e.: materials for the project).</i>	\$ \$		
<i>List potential expenses (i.e.: materials for the project).</i>	\$ \$		
Return of appropriation from chapter	\$ \$		
Return to chapter (profit)	\$ \$		
(OR Donation to Insert donation recipient's name)			
<hr/>			
TOTAL EXPENSES		\$ \$	

POST PROJECT EVALUATION

6. **List solutions and/or recommendations for future Project Managers.** (*List here anything that you would do differently the next time this project is run. Would you make contacts earlier? Was manpower sufficient? Could this project be broadened or should it be more focused?*)

7. Results

Primary Purpose: *Restate your primary purpose*

Results: *Concisely state the results of this project*

Goal 1: *Restate your goal*

Result: *State the result, in measurable numbers when possible (ie. You wanted 10 Jaycees to attend and 15 attended – 150% success)*

Goal 2: *Restate your goal*

Result: *State the result, in measurable numbers when possible (ie. You wanted 10 Jaycees to attend and 15 attended – 150% success)*

Goal 3: *Restate your goal*

Result: *State the result, in measurable numbers when possible (ie. You wanted 10 Jaycees to attend and 15 attended – 150% success)*

Project Summary :

This is your “wow statement”. Use this area to explain why this project should (or should not) be run again. This is your time to brag! Be positive and descriptive

Project Benefit :

Individual Impact: *Use this area to describe the benefit(s) of conducting this project for the individual chapter members or the benefit to yourself or another member.*

Chapter Impact: *Use this area to describe the benefit(s) of conducting this project for your chapter.*

Community Impact: *Use this area to describe the benefit(s) of conducting this project **creates positive change** in your community.*

8. Appendices (Attach your final financial statement and list of contacts. *Optional: Attach other documentation as appropriate)

- a.** Final Financial Statement
- b.** Contacts
- c.** Contracts and agreements *
- d.** Pictures, sign in sheets *
- e.** Press Releases, articles, and media coverage *

Appendix 2: THE 10 STEPS OF THE PMG

- 1. Primary Purpose.** A brief statement giving the one reason the chapter wants to conduct this project. The purpose should relate to the Area of Opportunity that the project is submitted under. Be as general as possible and keep it contained to one sentence. It is important that only ONE primary purpose be listed.

SAMPLE DO'S

- To recruit members through hosting an M-night.
- To raise funds for Special Olympics.
- The primary purpose is to serve food at a local soup kitchen.
- Our purpose is to promote the chapter in the local media.
- The chapter is running this project to raise \$10,000 for Big Brothers and Big Sisters.
- The purpose is to raise money for Muscular Dystrophy Association by holding a roadblock.
- Provide a social for mentally and physically challenged adults.
- The purpose of the Parish Kitchen Christmas is to serve a Christmas meal to local residents and the homeless.
- The primary purpose is to foster improvement of writing and speaking skills by participation in either the first or second trimester state competitions.
- To provide a family outing for members, Junior Jaycees, family and friends.
- The primary purpose of this project is to host an I.D. College for the Kentucky Jaycees.
- The purpose of this project is to increase member's knowledge about qualities of good leaders.
- Assist at the Area 7 Special Olympics games.
- The purpose of this project is to provide members an opportunity to learn how to swing dance.
- The primary purpose of this project is to enhance communication skills by hosting an essay and photo contest.
- Educate members on personal financial investing opportunities.
- The primary purpose of F.O.T.S. is to inform prospective board members for 2003 about the various board positions and what each job entails.
- To raise money for the chapter by hosting a Haunted House.
- To raise funds for the chapter to pay for the annual youth scholarship.
- The primary purpose of the Coke Booth is to raise \$2,500 for the chapter's general fund through operation of a Coke Booth at the county fair.
- The primary purpose is to assist the Girl Scouts in cleaning their facilities.

SAMPLE DON'TS

- We want to have fun at the social.
- The purpose is to recruit 10 new members and raise \$2000 for charity.
- We are going to hold a social for chapter members.
- Our chapter wants to help the United Way.
- The purpose of the project is to gain public relations for the chapter by participating in the city's Veteran's Day parade. The chapter will also take part in the Veteran's Day program that evening and sponsor the essay contest to be awarded that day.

- 2. Project Description.** Give a brief description of the proposed project and background information. Follow this by listing the goals of the project. Summarize the concept of the proposed project - the who, what, or how that provided the idea - and briefly describe the desired results. Explain how this proposed project relates to the chapter's objective, priorities, and goals. Use SMART goals. These are goals that are Specific, Measurable, Ambitious, Realistic and Time-Tied. There is no minimum or

maximum number of goals a project may have. Questions 3-7 are the plan of how to attain these goals.

3. **Steps to Implementation:** List the specific steps to bring this project to a successful completion showing planned dates for each step. Prepare a detailed list of what actions are planned or will need to be completed, including dates for each planned action. Propose potential problems and solutions to those problems. Identify who will be responsible for completing the task.
4. **Critical Contacts:** Document proposed involvement, both member and non-member. List each individual along with his or her specific duties and responsibilities. For manpower assignments where a specific person(s) has not yet been selected, list the specific responsibilities, talents, skills, knowledge, or abilities that person(s) will need to possess. Doing this will help you identify a member who would be particularly suited to the tasks.

Example 1: Membership Social

<p>Sam Jaycee, Chair Somewhere Co. Jaycees 601 Watson Rd. Sunshine, KY 41042 606-371-6666</p>	<ul style="list-style-type: none"> ● Chairman. ● Secure PMG materials from chapter supply. Write PMG. ● Promote project at Board meetings and General Membership meetings. ● Solicit manpower, make phone calls about project. ● Attend project. ● Prepare Sign-In Sheets for chapter members attending the event. ● Write newsletter article pertaining to event. ● Call members and ask them to invite prospects. ● Arrive early and assist with decorations and food preparation. ● Greet all in attendance and direct to gathering place. ● Introduce prospective members to current members. ● Talk to new and prospective members about chapter and upcoming projects. ● Recruit members and assist them in filling out membership applications. ● Supervise clean up. ● Take photographs.
<p>Sally Jones, Membership VP Somewhere Co. Jaycees 6901 Dixie Hwy. Somewhere, KY 987-654-3210</p>	<ul style="list-style-type: none"> ● Supervising Officer ● Assist in completion of PMG. ● Communicate with chapter members about the project. ● Make invitations to send to members and prospects publicizing event. ● Obtain postage. Mail postcards. ● Secure location for event. ● Purchase snacks and food for event. ● Obtain decoration and decorate location for event. ● Attend project. ● Greet prospective members.

Tammy Jones, President Somewhere Co. Jaycees 30-3 Rio Grande Cr. Sunshine, KY 41042 606-384-4882	<ul style="list-style-type: none"> ● Ensure project fits into chapter plan. ● Help to make phone calls to chapter members about the project. ● Provide membership applications to be used at project. ● Provide Chapter Brochures to be given to prospective members. Distribute Brochures to prospective members. ● Secure funds with treasurer. ● Attend project.
Pam Miller Newsletter Editor Somewhere Co. Jaycees 1063 Buckland Pl. Sunshine, KY 41042 606-525-7080	<ul style="list-style-type: none"> ● Publish article pertaining to project in the newsletter. ● Attend project. ● Talk to prospective members. ● Recruit members if possible.
Chapter Members Somewhere Co. Jaycees	<ul style="list-style-type: none"> ● Invite prospective members to attend project. ● Attend Project. Help chair in any way as needed. ● Recruit members.

5. What specific materials, supplies, and resources will be required? List all materials and supplies that will be needed, from both chapter and community resources, to successfully complete this project. List each resource, providing detailed contact information (address, telephone numbers, contact person, etc.). Adding a notation if materials are expected to be purchased or donated will assist in preparing a budget later.

Here is a checklist you will need to include for every project.

- PMG Materials
- Publicity-internal / external
- Camera, taking and posting
- Location
- Sign-up sheets for the volunteer book
- Sign-In Sheets
- Newsletter Article
- Recruiting Materials (Brochures, invoices, applications, etc.)

Other things to include, depending on the type of project:

- Food, Beverages for volunteers
- Chapter recruiting brochures, training materials
- Chapter sign, banner, creed
- Money Box
- Postage
- Chapter Roster
- Letterhead, Stationary
- Gifts
- Music
- Items for sale if doing concessions
- Invitations and Thank-you cards
- Poster, flyers, post cards

6. Complete a proposed budget indicating all anticipated income and expenses. Keeping project goals

in mind, refer to the list of materials, supplies, and resources, along with the proposed action steps, to determine estimated project income and expenses. Include the value of donated items (goods and services). List all anticipated income and expenses.

- 7. Problems and Solutions.** Describe the potential problems and the possible solutions to successfully complete this project. Anticipate potential problems and develop back-up plans or alternate solutions to each problem. For best results, examine problems by management technique areas of planning training, communications, personnel management, and financial management.
- 8. Recommendations for future chairman.** What solutions or recommendations do you have for a future chairman? What changes could have been made to make the project more successful? What made this project successful? Compile a detailed list of recommendations for the next chairman.
- 9. Give specific and measurable results for each goal established.** Describe the impact of the project on the chapter, individual members, and the community. List the specific results for each goal you set in question 2. Then describe the impact of the project on the chapter, individual members, and the community. Identify the impact on the committee members, the chapter, and the community as a result of the completion of the project. Only area(s) of impact need to be discussed. Use this section as an opportunity to tell the reader why this project should (should not) be run again.
- 10. Appendices (Attach final financial statement and list of contacts. *Optional: Other docs)**
 - a.** Final Financial Statement
 - b.** Contacts
 - c.** Contracts and agreements *
 - d.** Pictures, sign in sheets *
 - e.** Press Releases, articles, and media coverage *

Appendix 3: 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 25 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 25 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
- **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.** 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.

Make a Sign-In sheet and have people sign-in so you know how many people were there.

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.

Take pictures. Nothing documents your project better!

Keep track of changes to your plan and recommendations. You'll need these when you complete the "Evaluation" section of your PMG.

Save everything. On the back are things you should save and attach to your final PMG.

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!

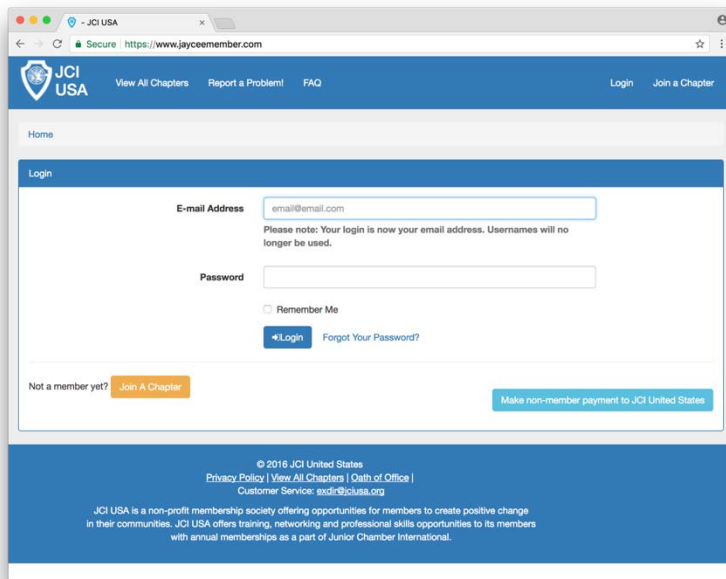
There are many member benefits to being a Jaycee, including an Office Depot discount for office supplies and printing.

ITEMS TO KEEP AND PUT WITH YOUR COMPLETED PMG:

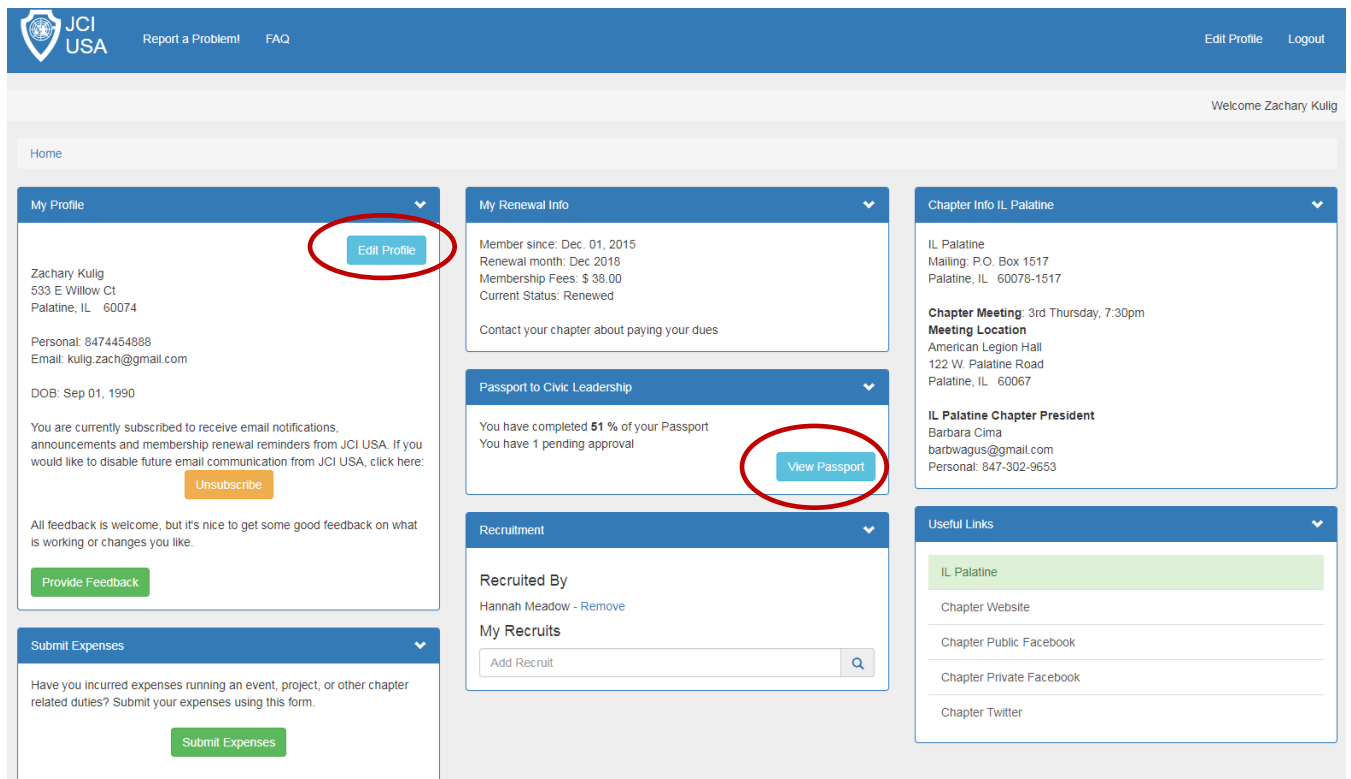
Completed PMG Form	Final Financial Statement	Meeting Agendas
All Sign-In Sheets	Photos (with Captions)	Tickets
Research Materials	Place cards	Letters Sent / Received
Treasurer's Reports	Newsletter Articles	Invoices
Receipts	Newspaper Articles	Flyers, Posters
Committee Meeting Notes	Maps, Pamphlets	Press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

GOOD LUCK AND HAVE FUN!!

Appendix 4: www.jayceemember.com



The first time you log into www.jayceemember.com, you will need to reset your password. Click “forgot Your Password” to the left of the Login button.



- You can update your email and contact information if you move.
- You can see how far you have come on your Passport to Civic Leadership and check off tasks you have completed.

Appendix 5: Passport to Civic Leadership

1st Degree

- ✓ Attend 50 percent of the chapter's meetings while attaining 1st degree
 - ✓ Attend a new member orientation
 - ✓ Participate in a Jaycee Project
 - ✓ Attend a chapter event
 - ✓ Meet with your Chapter President and recite the Jaycee Mission and Vision Statement and/or Creed.
-

2nd Degree

- ✓ Attend 50 percent of the chapter's meetings while attaining 2nd degree.
 - ✓ Learn about National & JCI trainings, programs, and initiatives such as TOYA, CPGs, the professional skills competitions, etc. Share what you learned with your Chapter President and/or chapter.
 - ✓ Be an active committee member on a chapter project.
 - ✓ Register on the National web site and explore the various tools available to you there.
 - ✓ Invite a friend of Jaycee age to a chapter meeting or function, if that friend is unable to attend you can provide their contact information to the Chapter President for follow up.
-

3rd Degree

- ✓ Attend 50 percent of the chapter's meetings while attaining 3rd degree.
 - ✓ Chair or co-chair a chapter project
 - ✓ Look around your community for like-minded young people who may be interested in the Junior Chamber and provide a list of no less than 10 names with contact information to your Chapter President
 - ✓ Understand the Active Citizen Framework. Accompany a chapter member to a meeting with a community leader to identify community needs
 - ✓ Enter a competition of your choice at either the District, Regional, State and/or National level
-

4th Degree

- ✓ Attend 50 percent of the chapter's meetings while attaining 4th degree
 - ✓ Chair a project and complete & submit the PMG to your local Chapter President
 - ✓ Attend a chapter training program
 - ✓ Conduct a new member orientation, for a group or one-on-one
 - ✓ Engage a new member by explaining the 10 Degree program and helping them enroll
-

5th Degree

- ✓ Attend JCI Impact, Healthy Chapter Initiative Training, or Active Citizenship Training either in person or via webinar
- ✓ Lead a training
- ✓ Participate in a Jaycee project
- ✓ Visit an activity of another chapter
- ✓ Attend a state/regional meeting

6th Degree

- ✓ Attend 50 percent of the chapter's meetings while attaining 6th degree
- ✓ Serve on your chapter's board of directors
- ✓ Plan a joint meeting/event with a neighboring chapter
- ✓ Hold a conversation with a National Officer of your choice
- ✓ Attend a city council meeting or a chamber of commerce meeting. Report your findings back to your chapter

7th Degree

- ✓ Lead a new member orientation
- ✓ Help a member become more involved in the chapter
- ✓ Chair a committee that follows the Active Citizen Framework to meet with community leaders, identify a community need and identify a solution your chapter will undertake. Write and submit the CPG to your chapter president
- ✓ Attend a National meeting
- ✓ Conduct a media interview that positively reflects the Jaycees or meet with a local elected official regarding the Junior Chamber movement

8th Degree

- ✓ Create a fundraising project for your chapter or recruit a sponsor
- ✓ Participate in a JCI training
- ✓ Implement the solution identified in Degree #7.
- ✓ Attend a US Jaycee webinar
- ✓ Submit an article for publication in a chapter, region, district or state publication

9th Degree

- ✓ Assist a new committee chairperson in writing a PMG
- ✓ Serve in a State role such as Program Manager/Regional Director/etc.
- ✓ Recruit one new member. Make sure he/she completes a member survey and is enrolled into the Passport program
- ✓ Serve as a judge for a chapter or state competition
- ✓ Evaluate your Active Citizen Framework solution from Degree #8. Share your evaluation at a chapter meeting

10th Degree

- ✓ Lead a State training
- ✓ Give a presentation to your chapter on the Passport Program
- ✓ Conduct an evaluation of your chapter's plan of action
- ✓ Attend an upcoming USJC annual meeting where you will be recognized as a 10th Degree Jaycee!

Appendix 6: Palatine Jaycees New Member Cheat Sheet:

Where do I find information on upcoming projects?

- Palatine Jaycees Facebook Group: We are pretty active and add our projects to the group regularly: <https://www.facebook.com/groups/palatinejaycees/>
- GMs (General Meetings): This is where we present new projects, review current projects and recap projects. We meet the 3rd Thursday of the Month at Arlington Lanes at 7:30 pm
- Insight Newsletter: We send one out every month to the members – look in your Spam/Promotions folder if you do not see it.
- Your Local Director: He/she will be in contact to help you stay informed

I have a great idea for a project, who do I contact to get it started?

- Social gatherings and fun activities – Hannah Meadow (Chapter Management VP)
- Community projects – Megan O'Brien (Community VP)
- Fundraisers for the chapter – Zach Kulig (Admin VP)
- Learning new skills – Margie Musary (Individual Development VP)

What do I need for a General Meeting (GM)?

- Cash! We have a \$3 Miller Lite beverage fee and we have a raffle every month for a good cause.
- PMGs (Project Management Guide) If you are running a project you will write a PMG to efficiently run an event. Ask any board VP to help you with this process.
- The Agenda: Grab one when you come in. It has the schedule for the evening. It also has the Creed on the back.
- Your index finger: Hold up your right index finger while we say the Jaycee Creed.

What projects are the Palatine Jaycees known for?

- Hometown Fest
- Easter Egg Hunt
- Annual Christmas Tree Sale

Who do the Palatine Jaycees partner with in the community?

- Palatine Park District
- Village of Palatine
- Palatine Township
- Palatine School District #15 and District #211
- Palatine Chamber of Commerce
- Palatine Kiwanis
- Palatine American Legion Post 690