

**2024 Chapter Plan Template**

Welcome to your Chapter plan… a guide to help you plan for the year. It is flexible, please add things that are needed for your chapter. If your chapter uses a different plan template, that is fine! Use what will help your chapter thrive. Please submit your chapter plans for both CLC and POC bonus points.

* *There is no formatting requirement for a Chapter Plan to be submitted for Civic Leadership Certification* (CLC). You can set up your Chapter Plan any way that you wish that works for you and your chapter. The template is provided to give you a starting point and a tool to assist you in clearly planning your Jaycee year.
* If you choose to use the Table of Contents, it does not update automatically.
* The provided Chapter Budget does not have to be used. We suggest that you input or cut/paste the form your chapter uses into this document. There are several different programs that can create chapter budgets. This is just a suggestion of how your budget may look. Do not forget, income and expenses should be equal.
* Always review your Plan prior to submission in its entirety. You should spend several different sessions putting a document like this together.. we recommend not working straight through it. It should be a group effort, based on feedback from your chapter and/or community.
* Ask your Admin VP, or any of the State Team for assistance.
* This page should be deleted when complete.
* How to use the Membership Table/Spreadsheet:
* Input your January 1 Member number in the box under the “No. Members” for January
* Input the number of members due each month in the “Number Due” column. (This information can be found by reaching out to the Membership VP).
* Subtract members due from number of members, to get Beginning Month
* Input the number of members (that are up for renewal) that you expect to retain, in the “Number Retained” column.
* Input the number of new members you expect to gain each month.
* Insert the “Month End” number as the “No. Members” for the next month. (ie: If Month End = 20 for January, insert 20 for “No. Member” for February)
* The “Month End” number for December is the quantity of members you plan to have in the Chapter at the end of the year.
* **NEW 2023**- GET POC BONUS POINTS (1T) FOR TURNING THIS INTO YOUR ADMIN VP!

\*\*Space for Chapter Logo\*\*

**Anytown Jaycees**

**P.O. Box xxxx**

**Anytown, IL 60000**

##### Chapter Plan of Action

**2024**

**Table of Contents**

***Organizational Structure X***

**Organizational Chart X**

**Board of Directors X**

**Chapter Directors / Chairmen X**

***Chapter Planning X***

**Chapter Planning X**

**Chapter & Community Needs Assessment X**

**Strengths and Weaknesses X**

**Membership** X

**Chapter** X

**Community** X

**Potential Problems and Possible Solutions X**

***Planning By Areas of Opportunity X***

**1) Business / Economic Area of Opportunity X**

**Objective:** X

**2) Individual Area of Opportunity X**

**Objective:** X

**3) Community Area of Opportunity X**

**Objective:** X

**4) International Area of Opportunity X**

**Objective:** X

***Areas of Opportunity SWOT* X**

***Membership Plan X***

***Chapter Budget X***

***Evaluation X***

***Attachments: X***

***Additional Resources: X***

**ANYTOWN JAYCEES**

**ORGANIZATIONAL CHART**

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# Organizational Structure

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## Board of Directors

| **President:**  Name:  Address:  City:  Zip:  Phone:  Email: |  |
| --- | --- |
|  | |
| **Community Development VP**  Name:  Address:  City:  Zip:  Phone:  Email: | **Membership Development VP**  Name:  Address:  City:  Zip:  Phone:  Email: |
|  | |
| **Management VP**  Name:  Address:  City:  Zip:  Phone:  Email: | **Individual Development VP**  Name:  Address:  City:  Zip:  Phone:  Email: |
| **State Director:**  Name:  Address:  City:  Zip:  Phone:  Email: | **Secretary:**  Name:  Address:  City:  Zip:  Phone:  Email: |
| **Treasurer:**  Name:  Address:  City:  Zip:  Phone:  Email: |  |

## 



## Chapter Directors / Chairmen

| **Local Director:**  Name:  Address:  City:  Zip:  Phone:  Email: | **Local Director:**  Name:  Address:  City:  Zip:  Phone:  Email: |
| --- | --- |
| **Local Director:**  Name:  Address:  City:  Zip:  Phone:  Email: | **Local Director:**  Name:  Address:  City:  Zip:  Phone:  Email: |
| **Legal Council:**  Name:  Address:  City:  Zip:  Phone:  Email: | **Insurance Advisor:**  Name:  Address:  City:  Zip:  Phone:  Email: |
| **Newsletter Editor:**  Name:  Address:  City:  Zip:  Phone:  Email: | **Webmaster:**  Name:  Address:  City:  Zip:  Phone:  Email: |

# 

## 

## Chapter Planning

Describe your planning process

## 

## Chapter & Community Needs Assessment

Describe how needs were determined (Example: Community Survey, Membership Survey, Planning Board Session, etc.)

## Strengths and Weaknesses

### **Membership**

| **Strengths** | **Weaknesses** |
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### **Chapter**

| **Chapter Strengths** | **Chapter Weaknesses** |
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### **Community**

| **Strengths** | **Weaknesses** |
| --- | --- |
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## Potential Problems and Possible Solutions

Using the above planning process, the following potential chapter problems and their possible solutions were discussed:

Problem: Low activation

Solution: Better communication, utilize theme meetings to increase attendance, offer incentives, etc.

Problem: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Solution: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Problem: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Solution: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Problem: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Solution: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Problem: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Solution: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Problem: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Solution: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Planning By Areas of Opportunity



There are 4 Areas of Opportunity set forth by the United States Junior Chamber. Within the 4 Areas of Opportunity there are 14 areas of concentration. The Areas of Opportunity are structured in the following manner:

1.) Business Area of Opportunity

Marketing and Public Relations

Strategic Planning

Financial Management

Business Opportunities

2.) Individual Area of Opportunity

Personal Development

Professional Development

Membership Retention, Growth and New Chapters

Chapter Activities

3.) Community Area of Opportunity

Community Service

Community Fundraising

Government and Civic Involvement

Children and Youth

4.) International Area of Opportunity

State, National, and International Junior Chamber Involvement

International Involvement

## 1) Business / Economic Area of Opportunity

Embodying the line of the Jaycee Creed that states, "Economic justice can best be won by free men through free enterprise," this area provides an opportunity for individual members to contribute to the development and enhancement of the economic infrastructure, prosperity, and well being for all nations.

Almost all members of the Junior Chamber are involved in some business activity - working on their own, for another company, or preparing to open their own business. The Junior Chamber was established in 1920 to give young people an active voice in the business community. This same purpose is now found in the Business / Economic Area of Opportunity and is divided into four areas:

**• Marketing and Public Relations.** Projects in this Commission are conducted to promote the image of your chapter and the Junior Chamber movement in the community. Some examples are brochures, business cards, television appearances, chapter marketing via local print media, radio PR efforts, press releases, external awards programs such as Distinguished Service Awards or Business Sponsor Awards, parades, pageants, newsletters, ongoing public relations work and training in marketing and public relations.

**• Strategic Planning.** This includes all projects involving record keeping, reporting, planning, needs analysis and evaluation. Examples include developing Project Management Guides, creating, reviewing and revising a chapter business plan and any other short-term or long-term planning and evaluation. Training in the above activities would also be included here.

**• Financial Management.** This Commission ensures that the chapter's finances are handled in a proper way and looks for ways to enhance the financial stability of the chapter. Any project run with the primary purpose of raising funds for the chapter would go here. This Commission also includes anything related to completing a chapter audit, procuring insurance, and filing incorporation papers and taxes.

**• Business Opportunities.** Projects in this Commission give chapters the chance to enhance the economics of the community by conducting projects to increase business productivity. Economic progress can be achieved by partnering with the local Chamber of Commerce, organizing small investment clubs, visiting successful companies to learn how they conduct their business, and by inviting successful entrepreneurs to speak at monthly meetings. Junior Chambers can also conduct training sessions on how to enhance company operations and promote free enterprise as the best way to achieve economic justice.

### **Objective:**

(State what your chapter would like to achieve in this Area)

### 

***2) Individual Area of Opportunity***

Embodying the line of the Jaycee Creed that states, "Earth's great treasure lies in human personality," this area provides an opportunity for individual members to realize their personal potential through training programs.

While there is an Area of Opportunity for individual development, every single activity in the Junior Chamber organization is oriented to develop the potential and skills of the individual member. Active participation in activities in any of the Areas will give the member the opportunity to enhance his or her potential. Training opportunities dedicated to the enhancement of a Jaycee member's personal

skill set (not related to official Jaycee responsibilities) and not specifically covered by another Area would be included here.

The Individual Area of Opportunity, through its four areas, ensures that new members are brought into the organization and are provided with training to fully develop their personal and professional potential:

**• Personal Development.** This Commission includes projects that improve the quality of life of the membership. Such projects provide education that benefits members in both their personal and professional lives. Examples include training in the areas of family values, spiritual development, hobbies, retirement planning, time management, public speaking, communication skills, and the U.S. Jaycees Competitions program.

**• Professional Development.** Projects aimed at developing members as leaders in their chapters and professions are the focus of this Commission. Examples include leadership training, officer training, team building, "How to motivate others" courses, and other managerial training.

**• Membership Retention, Growth and New Chapters.** This Commission ensures that new members join the chapter regularly, receive proper orientation and are included in the chapter's activities immediately after joining. Project examples include M-Nights, membership booths, recruiting incentives, corporate sponsorships, assisting another chapter with membership recruitment, new member orientations, establishing a new chapter and activation programs like Passport to Civic Leadership.

**• Chapter Activities.** This Commission ensures that members have the opportunity to participate in a wide variety of social activities, and that chapter meetings are well planned and members have the opportunity to participate in meeting procedures. Some examples include socials, chapter awards programs, chapter meetings, sports, visitations, hosting region meetings, attendance at region meetings, etc.

### **Objective:**

(State what your chapter would like to achieve in this Area)

### 

## 3) Community Area of Opportunity

Embodying the line of the Jaycee Creed that states, "Service to humanity is the best work of life," this area develops the sensitivity of individual members to societal problems, and knowledge of community dynamics in solving these problems, through actual experience. Like all citizens, Junior Chamber members have a stake in the betterment of their communities.

The Community Area of Opportunity is built around four areas. Below are some basic concepts under these four classifications:

**• Community Service.** This Commission involves projects that are designed to promote or improve the quality of life for people in the community by working directly with people and through improvement of resources or facilities in the community. This includes projects that deal directly with community needs such as elderly assistance, mental health and retardation, and health and safety (i.e. Community Care Day, senior citizens’ program, community food pantry). Projects dealing with properties, economic development, energy and the environment would also be included here. Note: Youth projects would be listed under the Children and Youth Commission (Community) and state, national and international Junior Chamber priority projects would be under the State, National and International Junior Chamber Involvement Commission (International).

**• Community Fundraising.** Projects in this Commission deal with the direct raising of funds for a specific non-Jaycee program. This includes fundraising for local disaster or emergency assistance, health-related organizations, foundations and any organized community charities (i.e., Oktoberfest, Easter Seals, March of Dimes).

**• Government and Civic Involvement.** Another aspect of this area would be the chapter's involvement with the local, state, and national governmental process. These are projects that deal with all areas of involvement with the local, state and national governmental process. Projects include town forums, debates, "Get Out The Vote," advocacy issues, criminal justice projects, etc., as well as providing assistance to other civic organizations in the community (i.e., voters registration, City Council meetings, Police/Fireman Appreciation Picnic, coffee with town officials).

**• Children and Youth.** This Commission's responsibility is to promote and coordinate projects related to children and youth. As the future of our community lies in the hands of today's young people, many projects should be conducted to ensure that young people are well prepared to take the community leadership roles in the years to come. Examples include youth sporting events, fingerprinting, building a playground, holiday egg hunts, reading and other educational programs, etc. Note: Projects involving children of non-Jaycees fall under this Commission. Family-related projects, where children of Jaycees are involved with their Jaycee parents, may fall under the Personal Development Commission or Chapter Activities Commission (Individual).

### **Objective:**

(State what your chapter would like to achieve in this Area)

### **4) International Area of Opportunity**

Embodying the line of the Jaycee Creed that states, "The brotherhood of man transcends the sovereignty of nations," this area provides an opportunity for individual members to contribute to the development of goodwill, understanding, and cooperation among all people.

Programming in this area would encompass all projects and programs that enhance a member's knowledge of different cultures and countries around the world. This includes the following two areas:

**• State, National and International Junior Chamber Involvement.** This Commission includes all state, U.S. Jaycees, and JCI emphasis programs. Consult your state organization for a list of state programs (Camp New Hope). Current nationwide chapter projects include: Ten Outstanding Young Americans (TOYA), and Government Involvement. Examples of JCI programs include JCI Training Courses (JCI Presenter, JCI Networking, JCI CSR), and JCI Business Academy. Note: Chapter Twinning would be included under the International Involvement Commission.

**• International Involvement.** Projects in this Commission include those that provide assistance or promote understanding and communications between the chapter and people outside the United States. Junior Chamber members recognize the fact that the present world problems can often be solved through international collaboration, tolerance and friendship. Members put this belief into practice by collaborating in joint worldwide projects. Examples include: United to Beat Malaria, food drives for other countries, chapter Twinning, international guest speakers, etc.

### **Objective:**

(State what your chapter would like to achieve in this Area)

### 

### **Areas of Opportunity SWOT Analysis**

### Strengths and Weaknesses

| Things We'd Like To Keep - they work well (Strengths): |
| --- |
| 1. |
| 2. |
| 3. |
| 4. |

| Things We'd Like To Change (Weaknesses): |
| --- |
| 1. |
| 2. |
| 3. |
| 4. |

### Goals / Projects

| Goals |
| --- |
| 1. |
| 2. |
| 3. |
| 4. |
| 5. |
| 6. |

| Planned Projects and Activities | Area of Opportunity | Month/Date of Project |
| --- | --- | --- |
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**Projected**

| **Month** | **No.**  **Members** | **-** | **Number**  **Due** | **=** | **Beginning**  **Month** | **+** | **Number**  **Retained** | **+** | **Number**  **New** | **=** | **Month**  **End** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **January** |  | **-** |  | **=** |  | **+** |  | **+** |  | **=** |  |
| **February** |  | **-** |  | **=** |  | **+** |  | **+** |  | **=** |  |
| **March** |  | **-** |  | **=** |  | **+** |  | **+** |  | **=** |  |
| **April** |  | **-** |  | **=** |  | **+** |  | **+** |  | **=** |  |
| **May** |  | **-** |  | **=** |  | **+** |  | **+** |  | **=** |  |
| **June** |  | **-** |  | **=** |  | **+** |  | **+** |  | **=** |  |
| **July** |  | **-** |  | **=** |  | **+** |  | **+** |  | **=** |  |
| **August** |  | **-** |  | **=** |  | **+** |  | **+** |  | **=** |  |
| **September** |  | **-** |  | **=** |  | **+** |  | **+** |  | **=** |  |
| **October** |  | **-** |  | **=** |  | **+** |  | **+** |  | **=** |  |
| **November** |  | **-** |  | **=** |  | **+** |  | **+** |  | **=** |  |
| **December** |  | **-** |  | **=** |  | **+** |  | **+** |  | **=** |  |

Year End

**Actual**

| **Month** | **No.**  **Members** | **-** | **Number**  **Due** | **=** | **Beginning**  **Month** | **+** | **Number**  **Retained** | **+** | **Number**  **New** | **=** | **Month**  **End** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **January** |  | **-** |  | **=** |  | **+** |  | **+** |  | **=** |  |
| **February** |  | **-** |  | **=** |  | **+** |  | **+** |  | **=** |  |
| **March** |  | **-** |  | **=** |  | **+** |  | **+** |  | **=** |  |
| **April** |  | **-** |  | **=** |  | **+** |  | **+** |  | **=** |  |
| **May** |  | **-** |  | **=** |  | **+** |  | **+** |  | **=** |  |
| **June** |  | **-** |  | **=** |  | **+** |  | **+** |  | **=** |  |
| **July** |  | **-** |  | **=** |  | **+** |  | **+** |  | **=** |  |
| **August** |  | **-** |  | **=** |  | **+** |  | **+** |  | **=** |  |
| **September** |  | **-** |  | **=** |  | **+** |  | **+** |  | **=** |  |
| **October** |  | **-** |  | **=** |  | **+** |  | **+** |  | **=** |  |
| **November** |  | **-** |  | **=** |  | **+** |  | **+** |  | **=** |  |
| **December** |  | **-** |  | **=** |  | **+** |  | **+** |  | **=** |  |

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# Chapter Budget

|  | **INCOME** | **EXPENSE** |
| --- | --- | --- |
| **BUSINESS AREA OF OPPORTUNITY** |  |  |
| Business-related Projects |  |  |
| Leadership Projects |  |  |
| Member Dues |  |  |
| Corporate Sponsorships |  |  |
| Insurance, Incorporation, Taxes, Audit |  |  |
| Public Relations |  |  |
| Chapter Newsletter & Brochure |  |  |
| Chapter Website & Hosting |  |  |
| Chamber of Commerce Membership Dues |  |  |
| Surveys |  |  |
| Miscellaneous Operations |  |  |
| **TOTAL** |  |  |
| **INDIVIDUAL AREA OF OPPORTUNITY** |  |  |
| Financial Planning Projects |  |  |
| Personal Skills Projects |  |  |
| Chapter Socials |  |  |
| Chapter Awards |  |  |
| Membership Recruitment |  |  |
| New Member Orientations |  |  |
| New Member Packets |  |  |
| Recruiting Incentives |  |  |
| Membership Training |  |  |
| Officer Training |  |  |
| Printing for Meetings |  |  |
| Miscellaneous Operations |  |  |
| **TOTAL** |  |  |
| **COMMUNITYAREA OF OPPORTUNITY** |  |  |
| Community Service Projects |  |  |
| Community Fundraising Projects |  |  |
| Governmental Involvement Projects |  |  |
| Children & Youth Projects |  |  |
| Miscellaneous Operations |  |  |
| **TOTAL** |  |  |
| **INTERNATIONAL AREA OF OPPORTUNITY** |  |  |
| State & National Involvement Projects |  |  |
| International Involvement Projects |  |  |
| Miscellaneous Operations |  |  |
| **TOTAL** |  |  |
| **GRAND TOTAL** |  |  |

# **Evaluation:**

(To be completed on a quarterly basis. Please include revised strengths and weaknesses, results of listed goals, and project completion dates. – Replace text with aforementioned criteria – you may want to color code your quarters for easier reference)

**1st Quarter Evaluation**

**2nd Quarter Evaluation**

**3rd Quarter Evaluation**

**4th Quarter Evaluation**

**Year End/Final Evaluation**

# Suggested Attachments:

* ***Chapter Constitution & Bylaws***
* ***Chapter Incorporation*** (A copy of your chapter’s incorporation papers)
* ***Liability Insurance*** (A copy of your Insurance Policy Notice)
* *Member Survey or Survey Results*
* *A screen shot or copy of tax form 990 completed*
* *Copies of General Meeting Minutes/Agendas*
* *Copies of Monthly communications (Newsletters, Electronic communications, etc.)*
* *Screen shots of Chapter website updates (monthly)*
* *Screen shots of Chapter Facebook page*
* *Provide sign in sheets or copies of PMGs for proof of any projects required by the CLC Program*
* *Sign in sheets for Region Events provided by your Region for proof of attendance*
* *Any other documents you use to plan your year*
* *Year-End Reporting which includes:*
  + *Summary and evaluation letter from the President*
  + *Final Budget*

# Additional Resources:

Here is a list of goals to help you in your planning process. Cut and paste these under each Area of Opportunity if you use them. Otherwise, delete these pages. These lists are not comprehensive. You may add or delete goals as you see fit.

**Business Area of Opportunity**

• To conduct \_\_\_\_ public relations projects

• To participate in \_\_\_\_ parades

• To run \_\_\_\_ PSAs on television/cable access/radio

• To appear in the local newspaper at least \_\_\_\_\_\_\_ a month

• To create/update the chapter’s brochure

• To create/update the chapter’s website (update at least once a month)

• To produce a chapter newsletter once a month

• To meet all submission deadlines for the USJC CLC program

• To conduct evaluations of the chapter plan within 30 days of the end of each quarter

• To submit \_\_\_\_ Mid-Year Evaluation

• To submit \_\_\_\_ Annual Report

• To conduct \_\_\_\_ Project Management Guide (PMG) trainings

• To conduct \_\_\_\_ Single Project Entry (SPE) trainings

• To get completed community surveys from \_\_\_\_ members of our community

• To review and renew chapter insurance policy

• To file incorporation papers

• To file taxes

• To provide monthly breakdown of cash and accounts receivable

• To provide \_\_\_\_ written financial reports to the general membership

• To conduct \_\_\_\_ ways and means projects with a total net profit of $\_\_\_\_\_\_\_\_\_\_

• To end the year with $\_\_\_\_\_\_\_\_ in the bank

• To become a member/renew membership with local Chamber of Commerce

• To have \_\_\_\_ local business members speak at General Membership meetings

• To conduct \_\_\_\_ Entrepreneurs Program modules

• To conduct \_\_\_\_ Value Investing seminars

• To conduct \_\_\_\_ Career Advancement trainings

• To conduct \_\_\_\_ other business opportunities projects

**Individual Area of Opportunity**

• To conduct \_\_\_\_ financial planning projects

• To conduct \_\_\_\_ personal skills projects

• To conduct \_\_\_\_ family life projects

• To conduct \_\_\_\_ spiritual development projects

• To have \_\_\_\_ members compete in Local/Regional/State Speak-Up Competition

• To have \_\_\_\_ members compete in Local/Regional/State Write-Up Competition

• To have \_\_\_\_ members compete in Armbruster/Brownfield Competition

• To have \_\_\_\_ members compete in Jaycee Debate Competition

• To conduct \_\_\_\_ Chairperson trainings

• To have \_\_\_\_% of officers attend state/region-sponsored training (i.e.: LOTS, ROTS)

• To conduct \_\_\_\_ Parliamentary Procedure trainings

• To conduct \_\_\_\_ member surveys

• To get completed membership surveys from \_\_\_\_% of our members

• To conduct \_\_\_\_ new member orientations

• To advance \_\_\_\_% of the membership one or more Degrees in the Passport to Civic Leadership program

• To retain \_\_\_\_\_\_% of the membership

• To provide incentives to members for recruiting

• To conduct quarterly recruitment drives

• To set up \_\_\_\_ membership booths at various community functions

• To conduct \_\_\_\_ corporate sponsorship meetings/projects

• To create a membership packet

• To create a letter welcoming new members to chapter

• To complete \_\_\_\_\_ internal extensions

• To complete \_\_\_\_\_ new chapter extensions

• To hold \_\_\_\_ socials

• To conduct a chapter awards program

• To conduct \_\_\_\_\_\_\_ chapter visitations

• To participate in \_\_\_\_ Region events

• To participate in \_\_\_\_ State events

• To conduct a once-a-month Board of Directors meeting

• To conduct a once-a-month General Membership meeting

• To provide agendas for \_\_\_\_\_\_\_\_\_\_ Board of Directors meetings (minimum of twelve)

• To provide agendas for \_\_\_\_\_\_\_\_\_\_ General Membership meetings (minimum of twelve)

• To record and distribute minutes for \_\_\_\_\_\_\_ Board of Directors meetings (minimum of twelve)

• To record and distribute minutes for \_\_\_\_\_\_\_ General Membership meetings (minimum of twelve)

**Community Area of Opportunity**

• To conduct \_\_\_\_ youth projects

• To conduct \_\_\_\_ underprivileged projects

• To conduct \_\_\_\_ elderly projects

• To conduct \_\_\_\_ community improvement projects

• To conduct \_\_\_\_ community fundraising projects raising $\_\_\_\_\_\_\_\_\_\_\_\_

• To conduct \_\_\_\_ governmental involvement project(s) during the year

• To conduct \_\_\_\_ visitations to City Council meetings

**International Area of Opportunity**

• To conduct \_\_\_\_ state involvement projects

• To conduct \_\_\_\_ national involvement projects

• To conduct \_\_\_\_ international involvement projects