



The United States Junior Chamber of Commerce®

Chairman's Planning Guide (CPG)

Chapter Name Grand Rapids Chapter # 15 State Name Michigan State # 21
Project Name 2010 Special Olympics Michigan State Basketball Tournament
CPG Category Community Service Supervising Chapter Officer Emma Baranowski
Chairperson's Name Rebecca Cajka and Eric Engelbarts
Address 1455 Hidden Valley Dr. SE, Apt. 2 / 171 Monroe Ave. NW, Suite 700
City Kentwood/ Grand Rapids State MI ZIP 49508 / 49503
Home phone (616) 780-1220 / (616) 826-4385 Business phone _____
Fax _____ E-mail address rcgrjc@yahoo.com/ eengelbarts@westmisports.com

PROPER USE 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. The form should be used as a cover sheet to the Chairman's Planning Guide.

PLANNING

1. Primary Purpose. (What is the one reason to successfully run this project?)
2. Give a brief description of the proposed project and background information. Follow this with a listing of the specific and measurable goals to be accomplished by this project. (Example: To involve 25 Jaycees.)
3. What are the specific manpower assignments? (Show names and duties.)
4. What specific materials, supplies and resources will be required?
5. Describe the potential problems and solutions to successfully complete this project.
6. Complete a proposed budget indicating all anticipated income and expense.
7. List the specific steps to bring this project to a successful completion showing planned dates for each step.

IMPLEMENTATION and EVALUATION

8. Record any revision to the original plan.
9. List solutions or recommendations for a future chairperson.
10. Give specific and measurable results for each goal established. Describe the impact of this project on the chapter, individual members, and the community.

**Upon completion of the project, complete the actual section of the financial statement*

Date approved by board / by Chapter December 17, 2009

Date Final Report approved _____

PLANNING

1. Primary Purpose.

To primary purpose is to host the 2010 Special Olympics Michigan Senior State Basketball Tournament from Friday, March 26 until Saturday, March 27, 2010.

2. Give a brief description of the proposed project and background information.

Description:

From Friday, March 26 until Saturday, March 27, 2010, the Grand Rapids Jaycees will organize and operate the Special Olympics Michigan State Basketball Tournament for the 29th year. For the first time since 2004, the tournament will host state championships for males, females and juniors. More than 500 athletes from across the state are expected to participate in this tournament on seven different courts in four different schools (Grandville High School, Grandville Middle School, Calvin Christian High School/Middle School, and Grandville Christian School). The Jaycees have organized this tournament since 1982.

Chapter Goals: This project relates to the Community area of opportunity, Community Service Commission, which states goals of:

- To help support 10 community organizations
- To raise \$5,000 for the community
- To work with 5 officials and/or government agencies
- To involve 700 community area children
- To have a 75% or higher Jaycee involvement

Project Goals:

- A. To hold the Special Olympics Michigan State Basketball Tournament from Friday, March 26 until Saturday, March 27, 2010.
- B. To identify the 2011 SOMI Co-Chairs
- C. To involve 50 teams in the tournament.
- D. To involve 150 volunteers
- E. To involve 30 Jaycees
- F. To activate three (3) new members
- G. To involve five (5) community organizations

3. What are the specific manpower assignments?

A. CO-CHAIRPERSONS

Name: Rebecca Cajka (10/98)

Address: 1455 Hidden Valley Dr. SE, Apt. 2
Kentwood, MI 49508

C/H: (616) 780-1220

E: rcgrjc@yahoo.com

Eric Engelbarts (12/07)

171 Monroe Ave. NW, Suite 700
Grand Rapids, MI 49503

(616) 826-4385

eengelbarts@westmisports.com

Responsibilities:

1. Oversee overall project planning and organization
2. Responsible for writing and presenting CPG to Board of Directors
3. Selecting and training committee members
4. Hold Committee meetings
5. Documentation of the project
6. Coordinate tournament needs and details with Special Olympics Michigan (SOMI) staff
7. Train Committee as scorers and timekeepers
8. Coordinate selection and training of Site Coordinators
9. Help recruit tournament volunteers
10. Promote project at General Membership Meetings (GMMs)
11. Oversee tournament day of event

12. Responsible for being a member of the Coach's Rule Protest Committee
13. Send thank you notes to corporate sponsors and volunteers after the event
14. Be a member in good standing

B. COMMITTEE

Arts & Crafts

Name: Amanda Dyer (03/07)
Address: 2445 Aleda SE
Grand Rapids, MI 49507
C/H: (231) 288-0433
E: dyera@fastmail.fm

Responsibilities:

1. Plan arts & crafts projects for athletes
2. Set up Arts & Crafts room day of event
3. Oversee Arts & Crafts volunteers day of event
4. Help recruit tournament volunteers
5. Be a member in good standing

Athlete Dance

Name: Christie Elders (03/06)
Address: 1138 Dayton SW #2
Grand Rapids, MI 49504
C/H: (616) 862-7052
E: christieadove@yahoo.com

Responsibilities:

1. Plan and coordinate Athlete Dance
2. Oversee Athlete Dance day of event
3. Help recruit tournament volunteers
4. Be a member in good standing

Awards & Athlete Entertainment

Name: Angela Long (10/08) TBA
Address: 1211 California St. NW
Grand Rapids, MI 49504
C/H: (616) 706-6110
E: amlong75@comcast.net

Responsibilities:

1. Coordinate distribution of awards with SOMI staff and Site Coordinators
2. Invite celebrity guests/mascots to attend (Griff, Crash, etc.)
3. Oversee Movie Room and other athlete entertainment as planned day of event
4. Help recruit tournament volunteers
5. Be a member in good standing

Equipment & Facilities

Name: TBA
Address:
C/H:
E:

Responsibilities:

1. Secure and set up required equipment at all event sites
2. Obtain vehicles for transportation of equipment, hospitality and volunteer delivery to all locations

3. Coordinate use of facilities and equipment with schools' Facilities staff and SOMI staff
4. Coordinate transport of SOMI items from Jaycees storage to tournament site
5. Coordinate tournament-related vehicle parking at all tournament sites
6. Help recruit tournament volunteers
7. Be a member in good standing

Hospitality

Name: Christine VanBergen (12/07) TBA
Address: 4530 Buchanan Ave. SW
Wyoming, MI 49548
C/H: (616) 498-2455
E: cavanbergen@ftch.com

Responsibilities:

1. Coordinate meals and refreshments for all athletes, officials and volunteers with tournament site personnel
2. Coordinate Committee hospitality for day of event
3. Pick up and drop off coolers from Jaycees storage
4. Help recruit tournament volunteers
5. Be a member in good standing

Medical Volunteers

| | | |
|----------|--|--|
| Name: | Eric Klingensmith (07/06) | Jenny Weber (07/06) |
| Address: | 4670 Eastern Ave. SE Kentwood, MI 49508 | 1165 Atlantic St. NW Grand Rapids, MI 49504 |
| C/H: | (616) 481-6351 | (616) 901-9671 |
| E: | erickling2000@yahoo.com | jujufroots_410@yahoo.com |

Responsibilities:

1. Secure medical staff and supplies for each tournament site as directed by SOMI staff
2. Responsible for transportation of athletes' medical files between sites as needed
3. Oversee medical volunteers day of event
4. Coordinate proper stocking of medical supplies with SOMI staff
5. Ensure receipt of and return of medical supplies day of event
6. Recruit tournament volunteers
7. Be a member in good standing

Opening/Closing Ceremonies

Name: TBA
Address:
C/H:
E:

Responsibilities:

1. Plan and coordinate schedule for Opening and Closing Ceremonies
2. Secure guest speakers and performers for Opening and Closing Ceremonies
3. Oversee Opening and Closing Ceremonies day of event
4. Coordinate Dunk Demonstration portion of Opening Ceremonies with Co-Chair
5. Recruit tournament volunteers
6. Be a member in good standing

Volunteers

Name: TBA
Address:
C/H:
E:

Responsibilities:

1. Recruit and schedule all volunteers, including officials, as requisitioned by each Committee area
2. Coordinate all volunteer correspondence
3. Oversee all volunteers day of event
4. Coordinate volunteer meals with Hospitality
5. Train volunteers and committee members in volunteer positions as needed
6. Be a member in good standing

C. DIRECTORS

| | |
|---|---|
| Christie Elders (03/06) | Amanda Dyer (03/07) |
| H: (616) 862-7052 | H: (231) 288-0433 |
| E: christieadove@yahoo.com | E: dyera@fastmail.fm |

Responsibilities:

1. Oversee the project to ensure project goals are met
2. Be a member in good standing

D. PRESIDENT

Matt Sernau (___/___)
 H: (616)
 E: president@grjaycees.org

Responsibilities:

1. To oversee project to ensure Chapter goals are met
2. Sign all necessary contracts

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

SOMI

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|--|----------------------------------|---------------------------------------|----------------------------------|
| <i>Air Pressure Gauge (SOMI)</i> | <i>Air Pump (SOMI)</i> | <i>Awards (SOMI)</i> | <i>Basketballs (SOMI)</i> |
| <i>Bracket Boards (SOMI)</i> | <i>First Aid Kits (SOMI)</i> | <i>Games Schedule (SOMI)</i> | <i>Officials Shirts (SOMI)</i> |
| <i>Officials Instructions (SOMI)</i> | <i>Pinneys (SOMI)</i> | <i>Portable Scoreboards (SOMI)</i> | <i>Rule Books (SOMI)</i> |
| <i>Scoresheets (SOMI)</i> | <i>Stopwatches (SOMI)</i> | <i>Team Registration Files (SOMI)</i> | <i>Tournament Signage (SOMI)</i> |
| <i>Volunteer Sign-In Sheets (SOMI)</i> | <i>Volunteer T-Shirts (SOMI)</i> | <i>Whistles (SOMI)</i> | |

Jaycees

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|-----------------------------------|-----------------------------------|--|--|
| <i>AED Units (on site/loaned)</i> | <i>Arts & Crafts Supplies</i> | <i>CPG Form</i> | <i>Committee T-Shirts</i> |
| <i>Copy Paper</i> | <i>Digital Camera</i> | <i>Drinks and Snacks for Volunteers</i> | <i>DVDs for Movie Room</i> |
| <i>Easels (on site)</i> | <i>Ice for Medical (at sites)</i> | <i>Jaycees Project Board</i> | <i>Jaycees Signage</i> |
| <i>Markers</i> | <i>Nametags</i> | <i>Phone Contact Sheet</i> | <i>Plastic Bags (for ice)</i> |
| <i>Portable Coolers</i> | <i>Portable Copy Machine</i> | <i>Portable Fax Machine</i> | <i>Promotional Flyers</i> |
| <i>Sharpened Pencils</i> | <i>Sign-in Sheets</i> | <i>Site Coordinator Books</i> | <i>Site Maps/Directions</i> |
| <i>Stapler</i> | <i>Tape</i> | <i>Timekeeper/Scorekeeper Instructions</i> | <i>TV/DVD Player (for Movie Room – site)</i> |
| <i>Volunteer Schedules</i> | | | |

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| A. JAYCEE RESOURCES | |
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|---|---|--|
| 1 | Jaycee Office 2774 Birchcrest SE Grand Rapids, MI 49506 Phone: (616) 954-9409 | Copies Meeting Location CPG Forms Project Resources |
| 2 | Website – www.grjaycees.org Jesse Hill C: (616) 366-2249 E: techdirector@grjaycees.org | CPG Form Project Advertisement |
| 3 | General Membership Meeting John Greko C: (616) 364-3491 E: president@grjaycees.org | Project Promotion Recruitment of Volunteers |
| 4 | Grapevine – Weekly E-mail Notice Emma Baranowski C: (616) 437-3684 E: emmajejan48@att.net | Project Advertisement |
| 5 | GR Jaycees CPG Archives | Previous Project Examples |

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|-------------------------------------|---|---------------------------------------|
| B. JAYCEE APPOINTED OFFICERS | | |
| 1. | Treasurer Brian Greko C: 616-581-3210 E: brian.greko@plantemoran.com | Deposits Reimbursements Funding |

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|--------------------------------|---|---|
| C. NON-JAYCEE RESOURCES | | |
| 1 | Heather Burke, Volunteer Manager Special Olympics Michigan Central Michigan University Mt. Pleasant, MI 48859 W: (989)774-3911 E: heather.burke@cmich.edu | - Provide SOMI supplies for tournament - Provide Team Registration Information - Oversee all day of event operations - Serve as contact for coaches in regards to rules, protests and athlete issues - Coordinate athlete/volunteer meals |
| 2 | Brian Parsons, Athletic Director Grandville High School (Event HQ) 4700 Canal SW Grandville, MI 49418 W: (616) 254-6430 E: bparsons@gpsk12.net | - Use of facilities day of event - Use of equipment day of event |
| 3 | Karen Sasso, Facilities Secretary Grandville Middle School 3535 Wilson SW Grandville, MI 49418 W: (616) 254-6553 E: ksasso@gpsk12.net | - Use of facilities day of event - Use of equipment day of event |
| 4 | Mrs. Barb Egbers, Principal Calvin Christian Middle/High School 3750 Ivanrest Ave. SW Grandville, MI 49418 W: (616) 538-0990 E: bengbers@calvinchr.org | - Use of facility day of event |
| 5 | Tim Steenstra, Principal Grandville Christian Elementary School 3934 Wilson SW Grandville, MI 49418 | - Use of facility day of event |

| | | |
|---|--|------------------------|
| | W: (616) 538-9710 E: tsteenstra@grandvillechristian.org | |
| 6 | Dawnlynn Suttorp, Corporate Citizenship Alticor Inc. 7575 East Fulton Street Ada, MI 49355-0001 W: (616) 878-1000 E: dawnlynn.suttorp@alticor.com | - Corporate volunteers |
| 7 | Lorie Smith Spartan Stores 850 76 th St. SW, PO Box 8700 Grand Rapids, MI 49501-8700 W: (616) 878-2000 E: lorie_smith@spartanstores.com | - Medical volunteers |
| 8 | Conroy Zuiderveen, Basketball Chair West Michigan Officials Association H: (616) 318-1497 E: conroy.zuiderveen@kentcounty.org | - Officials |
| 9 | Aimee Davis Detroit Officials H: (313) 478-6057 E: adavis@rossprov.com | - Officials |

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

- A. Challenge: Lack of volunteers signing up to work the event.
 Solution: Promote project. Call to confirm volunteers prior to the event and contact non-Jaycee organizations.
 Responsible: Volunteer Coordinator

- B. Challenge: Communication between all sites.
 Solution: Use donated or personal cell phones to communicate. Distribute list of pertinent contact numbers to Committee members and SOMI staff
 Responsible: Project Chairperson / Headquarters Staff

- C. Challenge: Feeding and refreshing all volunteers and officials who are off-site.
 Solution: Work with Grandville Public Schools food staff to prepare and deliver lunches. Work with Equipment & Facilities committee for delivery and timeliness of snacks and meals.
 Responsible: Hospitality Committee

- D. Challenge: Officials not fully trained on how to officiate a game.
 Solution: Use high school certified officials where able. Provide rule books at each facility. Instruct the site coordinators how to use the rule books. Send officiating instructions to assigned officials before tournament day. Inform officials the rule books are available at each site.
 Responsible: Volunteer Coordinator

- E. Challenge: Navigation of the facility is challenging for some.
 Solution: Maps will be printed and available at several locations around the school. Signage will also be appropriately posted.
 Responsible: Volunteer and Equipment/Facilities Coordinators

- F. Challenge: Securing of 2010 Committee and Chairperson.

Solution: Activate new members through this event thus building a foundation of Committee members. Coordinate new members and new Committee members with senior Committee members to mentor and share leadership skills.

Responsible: Chairperson

6. Complete a proposed budget indicating all anticipated income and expense.

| | |
|---|-------------------|
| INCOME: | PROPOSED |
| Appropriation from Chapter: | \$0.00 |
| Donated Items: | |
| *Athlete Entertainment Donations | \$100.00 |
| *Copies/Phone/Jaycees Office Usage | \$150.00 |
| *DJ Services | \$300.00 |
| *Mascot Appearances | \$500.00 |
| *Volunteer Hospitality | \$300.00 |
| <i>Total Donated Items</i> | \$1,350.00 |
| Other sources of income (list): | |
| Grand Rapids Jaycees Foundation Grant | \$600.00 |
| Texas Hold'em Tournament Proceeds | \$1400.00 |
| Corporate Sponsorships | \$400.00 |
| <i>Total Other Sources of Income</i> | \$1,000.00 |
| TOTAL: | \$3,750.00 |
| EXPENSES: | PROPOSED |
| Athlete Entertainment (Dance, Movie Room, Opening Ceremonies, etc.) | \$400.00 |
| Arts & Crafts Supplies | \$100.00 |
| Volunteer Hospitality | \$300.00 |
| Committee Identification - Apparel | \$450.00 |
| Postage / Thank You Notes | \$25.00 |
| SOMI Staff Appreciation Gift | \$35.00 |
| Miscellaneous | \$25.00 |
| <i>Total Expenses</i> | \$1,335.00 |
| <i>Donated Items:</i> | |
| Athlete Entertainment Donations | \$100.00 |
| Copies/Phone/Jaycees Office Usage | \$150.00 |
| DJ Services | \$300.00 |
| Mascot Appearances | \$500.00 |
| Volunteer Hospitality | \$300.00 |
| <i>Total Donated Items</i> | \$1,350.00 |
| <i>Funding return to GR Jaycees</i> | |
| Return to Chapter Over Appropriation | \$0.00 |
| Return of Appropriation to Foundation | \$600.00 |
| <i>Subtotal Return</i> | \$600.00 |

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|---|-------------------|
| <i>Charitable Donation</i> | |
| Special Olympics Michigan Donation – State Basketball Tourn. Designated | \$465.00 |
| TOTAL | \$3,750.00 |

7. List the specific steps to bring this project to a successful completion showing planned dates for each step.

| Month/Date/Year | Description |
|-----------------|--|
| 10/01/2009 | Accept chairmanship of project |
| 12/02/2008 | Meeting with SOMI State staff to review tournament details |
| 12/17/2009 | Present Initial CPG to Board |
| 01/04/2010 | Send out request for volunteer officials |
| 01/07/2010 | Present Initial CPG to Jaycees Foundation Board |
| 01/14/2010 | Promote project at GMM |
| 01/15/2010 | E-mail volunteer open positions to past volunteers |
| 01/17/2010 | Project Information due for Grapevine |
| 01/22/2010 | Submit project information to community calendars |
| 01/26/2010 | Committee Meeting |
| 02/09/2010 | Committee Meeting |
| 02/11/2010 | Promote project at GMM |
| 02/12/2010 | Project information due for Grapevine |
| 02/21/2010 | Confirm assignments and send out officiating instructions to officials |
| 02/23/2010 | Committee Meeting |
| 03/01/2010 | Confirm general volunteers assignments |
| 03/02/2010 | Committee Meeting |
| 03/05/2010 | Distribute project press release to media |
| 03/05/2010 | Confirm all tournament details with SOMI staff and tournament sites |
| 03/09/2010 | Committee Meeting |
| 03/11/2010 | Promote project at GMM |
| 03/19/2010 | Distribute project Media Alert |
| 03/19/2010 | Send out event reminder to volunteers |
| 03/26-3/27/2010 | 2010 Special Olympics Michigan State Basketball Tournament! |
| 03/29/2010 | Send thank you notice for Grapevine |
| 03/29/2010 | Send volunteer sign-in sheets to SOMI |
| 03/29/2010 | Send out thank you notices to volunteers and sponsors |
| 04/22/2010 | Present Final CPG to Chapter Board |
| 04/22/2010 | Present Final CPG to Foundation Board |