



Project Management Guide (PMG)

Chapter Name: Roxboro Jaycees

State Name: North Carolina

Project Name: Roxboro Jaycee Benefit Golf Classic

Area of Opportunity: International

Category: International Involvement and State, National and International Junior Chamber Involvement

Project Manager: Craig Reid

Primary Phone: (336) 504-0229

Email Address: CraigReid0229@gmail.com

Supervising Chapter Officer: Lindsay Wagstaff

Primary Phone: (336) 598-2531

Email Address: PirateLTW@gmail.com

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

The purpose of this year's golf tournament is to raise \$1,000 for NC Jaycee Burn Center.

2. Project Overview

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

The Roxboro Benefit Golf Classic has been an annual fundraising (NC Jaycee Burn Center) event for the past 12 years. The last 3 have been held at Caswell Pines Golf Course on Saturday of Father's Day weekend. It's a tournament style team format drawing a wide range of participants.

For 2020, it was important to the chapter to continue this longtime event and help restore a sense of normalcy to our community shaken by a national public health crisis. The Jaycees felt this was an excellent development opportunity; not to follow a wave of postponements but to demonstrate an ability to function in an extremely difficult environment.

Those interested in playing in the tournament will sign up as a 4-some team by: contacting previous players and pre-pay via Venmo. Those that didn't use Venmo will pay when they arrived.

The event will be held on June 20, 2020 with Tee Times starting at 1pm.

Because this event is a fundraiser for one of the NC Jaycee Priority Projects, this project falls under the International Area of Opportunity and the International Involvement and State, National and International Junior Chamber Involvement Commission.

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

Individual Members - Fundraising (50/50 raffle & tournament) will be used pay and offset member dues for 2nd quarter. We have had zero meetings or normal functions in this timeframe.

Chapter - Helps maintain membership in a time of limited activity by providing a tangible event where members can actually participate. Fundraising (sponsorship) will be donated to the NC Jaycee Burn Center.

Community - The event provides casual competition for local golfers. It provides business for the golf course and a local restaurant. It creates a brief sense of normalcy in our community.

c. List specific and measurable goals to be accomplished by this project.

- i. **Goal 1** – Hold the tournament. Not cancel.
- ii. **Goal 2** – Generate a profit of \$1K
- iii. **Goal 3** – Full golf participation (extremely limited by COVID)

3. 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	% COMPLETE	PERSON(S) RESPONSIBLE	CRITICAL TASK (Y/N)	FOR CRITICAL TASKS:	
						POTENTIAL PROBLEM	POTENTIAL SOLUTION
Reserve Golf Course	1/1	2/1	100%	Lindsay	Y	Course Booked	Reschedule
Hole Sponsorship	5/15	6/15	50%	Craig	Y	Low Sponsorship	Lower Sponsorship Amount
Register Players	5/15	6/15	100%	Craig	Y	Lack of Participation & Interest	None
Request Prize Donations	5/15	6/20	100%	Craig	Y	Less Prize Donations	Reduce Prize Giveaways
Place Food Orders	6/15	6/16	100%	Lindsay	Y	Exceeds Budgeted Expense	Modify/Reduce Order
Purchase Beverages	6/15	6/20	100%	Lindsay	Y	Incorrect Quantity	Adjust Day Of
Secure Other Supplies	6/15	6/20	100%	Craig	N	Forget	Do Without

4. Critical Contacts

Project Manager

Name: Craig Reid

Email: CraigReid0229@gmail.com

Phone 1: (336) 504-0229

Phone 2:

Duties: Organize and Officiate Tournament

Chapter President

Name: Lindsay Wagstaff

Email: PirateLTW@gmail.com

Phone 1: (336) 598 -2531

Phone 2:

Duties: Assist the Project Manager

Golf Course Contact

Caswell Pines Golf Club

Phone1: (336) 694-2255

Address: 2380 County Home Rd, Blanch, NC 27212

Duties: Provide golf carts. Provide golf course

5. 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
Contest Prizes	Craig	6/19	Donated & Purchased	≈\$500
Snacks/Soda/Water	Lindsay	6/19	Purchased	≈\$200
Beer	Jason	6/19	Donated & Purchased	≈\$300
Sandwiches	Lindsay	6/19	Purchased	≈\$150
Other Supplies (Coolers, Tents, Tickets)	Craig	6/19	Donated	N/A

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

Proposed Budget

Projected Revenue

	<u>Number</u>	<u>Amount</u>	
Hole Sponsorship	9	\$100.00	\$900.00
<u>Golfers</u>	40	\$20.00	\$800.00
\$50 entry - \$30 Green/Cart			
Tee Buster/Mulligans	30	\$10.00	\$300.00
50/50 Raffle	30	\$5.00	\$75.00

TOTAL REVENUE

\$2,075.00

Projected Expenses

Hole Sponsor Signs	10	\$2.50	\$25.00
Trophy	1		\$25.00
Sandwiches Boxes	40		\$150.00
Water /Soda/Snacks	40		\$100.00
Beer/Seltzer	40		\$300.00
Miscellaneous			\$100.00
Burn Center Donation			\$1,000.00
Expenses			\$1,700.00
Chapter Donation			\$375.00

TOTAL EXPENSES

\$2,075.00

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

Potential Problem: NC COVID restrictions, Golf Course COVID rules, General COVID social distancing and sanitation practices

Potential Solution:

- Reduce number of participants (60% decrease)
- Golfers ride individual carts
- Eliminate pre and post tournament gatherings
- Staggered afternoon tee times
- Preregister and prepaid
- No guests allowed (Only golfers and chapter Jaycees)

Potential Problem: Lack of interest due to health concerns

Potential Solution: Postpone event

Potential Problem: Bad weather

Potential Solution: Delay or postpone event

EVALUATION

8. List solutions and/or recommendations for future Project Managers.

It's difficult to say what could be done different from the 2020 version because of the unique circumstances. In the future we hope not to deal with these restrictions. The tournament in the past has been fine tuned to run very efficiently at full strength. A simple improvement going forward would be photography of the event and more social media posts.

9. Results

Primary Purpose: The purpose of this year's golf tournament is to raise \$1,000 for NC Jaycee Burn Center.

Results: *We held the tournament and raised money as mentioned in the goals below.*

Goal 1: Hold the tournament. Not cancel.

Result: Completed Tournament. 100% success

Goal 2: Generate a profit of \$1K

Result: Donated \$1,000. 100% success

Goal 3: Full golf participation (extremely limited by COVID)

Result: *40 of 40. 100% success.*

Project Summary :

This year's Jaycee Benefit Golf Classic seemed impossible. Every other local event had been canceled or moved to the fall. It took an immense amount of creativity and adaptation to make this work. The golf course originally told us to cancel because there was no way we could conform to the NC phase restrictions and the rules implement by the course. However, we decided we would host the event not worrying about the size or money raised this year, but focusing solely on having the tournament in some shape or form. This required a lot of ingenuity, cell phone communication, and hard work. All participants were informed in advance of the unique new format and showed great patience and understanding. Our Jaycee volunteers did an excellent job in managing the tournament while implementing social distance. Overall everyone was very appreciative that we held the tournament and satisfied with the outcome.

President Lindsay has played in every single tournament that the Jaycees has hosted over the years and this one was favorite. The circumstances surrounding the event made the completion of the tournament feel like an important accomplishment in itself.

By the way...it rained! Like HORRIBLY! Teams huddled under nearby shelters and waited it out so they could finish the tournament!

Project Benefit

Individual Members - Fundraising (50/50 raffle & tournament) will be used pay and offset member dues for 2nd quarter. We have had zero meetings or normal functions in this timeframe.

Chapter – This event helped chapter membership's morale in a time of limited activity by providing a tangible event where members can actually participate. Fundraising (sponsorship) will be donated to the NC Jaycee Burn Center. It also helped promote the chapter within the community and the golf course showing that the chapter continues to impact the community even during a Pandemic. A key to an effective leader and chapter is the ability to adjust our goals & objectives when faced with adversity. When were faced with huge obstacles and push-back but we adapted the project and came out successful!

Community - The event provides casual competition for local golfers. It provides business for the golf course and a local restaurant. It creates a brief sense of normalcy in our community. However, the biggest impact was that we were able to raise money for the NC Jaycee Burn Center where they can continue offering state of the art services for burn victims. Whether they are NC residents are from surrounding states along the east-coast.

10. Appendices

Final Financial Statement

Revenue

	<u>Number</u>	<u>Amount</u>	
Hole Sponsorship (1 \$50)	8	\$100.00	\$750.00
<u>Golfers</u>	40	\$20.00	\$800.00
\$50 entry - \$30 Green/Cart			
Tee Buster/Mulligans	40	\$10.00	\$400.00
50/50 Raffle	80	\$5.00	\$200.00
<u>TOTAL REVENUE</u>			\$2,150.00

Expenses

Hole Sponsor Signs	1	\$2.50	\$2.50
Trophy	1		\$20.00
Sandwiches Boxes	40		\$96.37
Water /Soda/Snacks	40		\$85.22
Beer/Seltzer	40		\$104.38
50/50 Raffle	1		\$200.00
Burn Center Donation			\$1,000.00
Chapter Donation			\$641.53
<u>TOTAL EXPENSES</u>			\$2,150.00

FINANCIAL MANAGEMENT

Final Financial Statement

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Chapter Donation			\$641.53
<u>TOTAL EXPENSES</u>			\$2,150.00

PLANNING AND TRAINING

CORRESPONDANCE

NC Jaycees EBrief Email:

Sent on June 15, 2020

Sender: NC Jaycees <ebrief@ncjaycees.org>

Subject: NC Jaycees eBrief



Service to Humanity is the Best Work of Life!

Upcoming Chapter Events

Check out the upcoming events NC Jaycees Chapters have coming up!

Get involved. Empower One Another. Raise Your Hand.



6/22 | Roxboro

12th Annual Golf
Tournament at Caswell
Pines Golf Course to benefit
the North Carolina Jaycees
Burn Center.

6/25 | Raleigh

Jaycee Quarantine Pageant.
Best outfit, Best talent -
Show us what you go! The
winner receives a gift card
or donation to charity of
choice. Check out their FB
page for details.

8/8 | Roxboro

Don't miss out on the Annual
Flem Whitt Beach Music
Festival!

PERSONAL MANAGEMENT

PUBLIC RELATIONS

Facebook Event page and postings visible to the public

Events

Events

Calendar 3

Roxboro Jaycees Benefit Golf Classic

Birthdays


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North Carolina Jaycees



JUN 20

Roxboro Jaycees Benefit Golf Classic

Public · Hosted by Roxboro Jaycees

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Your response is visible to the hosts and Friends

Saturday, June 20, 2020 at 1 PM – 6 PM

about 1 month ago

Caswell Pines Golf Club

2380 County Home Rd, Yanceyville, NC 27379

Show Map



Roxboro Jaycees

@roxborojaycees

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June 17

We still have room for another team. If you are interested in getting a team together for this Saturday afternoon. Contact Craig Reid (336) 504-0229. Maybe the weather can let up and we can get this one in. This is still scheduled to happen. We have made several significant changes in format to comply with current NC restrictions, golf course requirements, and maintain social distance.



SAT, JUN 20

Roxboro Jaycees Benefit Golf Classic

Caswell Pines Golf Club · Yanceyville

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Calendar 3

Roxboro Jaycees Benefit Golf Classic

Birthdays

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North Carolina Jaycees

About

Discussion

Details

The Roxboro Jaycees will hold our 12th Annual Golf Tournament to benefit the North Carolina Jaycee Burn Center at UNC Hospital in Chapel Hill on June 20, 2020 at Caswell Pines Golf Course.

Sports

Hosted by

 Roxboro Jaycees

PHOTOGRAPHS



Winners (4 team tiebreak at -12) of the 2020 Roxboro Jaycee Benefit Tournament. Dylan Wallace, David Weinberger, Joseph Weinberger, and Lindsay Wagstaff. Unfortunately, due to format no team picture this year.

The Roxboro Jaycees want to thank all the golfers that played in this year's Jaycee Benefit Tournament. We really appreciate your patience and participation. Social distancing, different format, less teams, and a weather delay made for a unique experience.



50/50 drawing from the Jaycee Benefit Tournament.

