

Project Data Sheet

Project Name Here

Project Date Here

Primary Purpose

The primary purpose of this project is to...

Goals

Goal A: This goal should relate directly to the primary purpose.

Goal B: Involve ## Jaycee members.

Goal C: Involve ## new members.

Goal D: Involve ## guests in the project.

MANPOWER	Name	Daytime Phone	Evening Phone	Email
VP		###-####	###-####	
Chair		###-####	###-####	
		###-####	###-####	

Materials (List all materials that are necessary to conduct this project)

Item	Source of Donation or amount spent
Ex. Fliers to advertise	Ex. Jaycee Office
Ex. Signup sheet	Ex. Chair

Contact Info (List contact info for any individuals who helped with this project)

Name	Email	Phone number	Role in project
		###-####	
		###-####	
		###-####	

Time Line (check when these tasks have been scheduled/include date):

	<u>Scheduled</u>	<u>Actual</u>
<input type="checkbox"/> Date of project established.		
<input type="checkbox"/> Schedule presenter		
<input type="checkbox"/> Reserve location		
<input type="checkbox"/> Initial abbreviated PDS approved by the VP in charge.		
<input type="checkbox"/> Project put on website calendar.		
<input type="checkbox"/> Announce at General Membership Meeting.		
<input type="checkbox"/> Information sent out on email lists (e-newsletter & Yahoo Group).		
<input type="checkbox"/> Announce at General Membership Meeting		
<input type="checkbox"/> Final abbreviated PDS approved by the board.		
<input type="checkbox"/> Wrap-up at General Membership Meeting		

Evaluation of Goals

Result A: Result of goal A.

Result B: ## members attended, % of the goal.

Result C: ## new members attended, % of the goal.

Result D: ## guests participated in the project, % of the goal.

Helpful Information for future chairs

What worked or didn't work with the project?