



THE UNITED STATES JUNIOR CHAMBER®  
Chairman's Planning Guide (CPG)  
**JUDGING FORM**

Revised 11/03

Chapter name \_\_\_\_\_ Pop. Div. \_\_\_\_\_ State \_\_\_\_\_

Area of Opportunity \_\_\_\_\_

*The process of judging a Chairman's Planning Guide (CPG) is subjective. Judging is based on the IMPACT the project has on members, the community, and the chapter.*

**1. Primary purpose. What is the one reason this project should be successfully run?**

1. As a result of reading the primary purpose, is there a clear understanding of what the project is all about?
2. Is there a single purpose and is it stated clearly and simply?
3. Does the primary purpose fit the CPG category?

**2. Give a brief description of the proposed project and background information. Follow this with specific and measurable goals to be accomplished by this project.**

1. Does the summary of the project include the concept and origin of the project idea?
2. Are the goals specific and measurable?
3. Will achieving the goals also achieve the primary purpose?

**3. Give specific and measurable results for each goal established. Describe the impact of this project on the chapter, individual members, and the community.**

1. Is each goal evaluated?
2. Is the primary purpose achieved?
3. Is the impact of the project on the chapter, individual members, and the community identified?

**The Chairman's Planning Guide can best be improved by:**

- Have only ONE primary purpose.
- State the primary purpose more clearly and simply.
- Include a brief description of the project.
- Relate the project to a specific priority and goal in the Chapter Plan.
- Make goals more specific and measurable.
- Better identify manpower. (Job title, address, phone, and job description.)
- Better identify materials, supplies, and resources, person or sub-committee responsible, source, and date needed.
- Better identify possible problems and solutions.
- All materials and supplies needed are not listed on the proposed budget.
- Better presentation of specific steps to meet goals and primary purpose.
- List dates of revisions and changes.
- Need more complete description of problems and how they were handled.
- Need more complete explanation of recommended changes for next year.
- Give specific results for each goal established.
- State project's impact on the chapter.
- State project's impact on members.
- State project's impact on the community.

**Miscellaneous:**

- Substantiating material should back up CPG answers and illustrate the use of the CPG as an ongoing management tool.
- Committee could benefit from more training.
- Financial statement needs to be included.
- More effective documentation needed: planning/training, financial management, communication, public relations, and recruitment during the project.
- Don't forget photographs.

**Judge's initials:** \_\_\_\_\_ **Verified:** \_\_\_\_\_