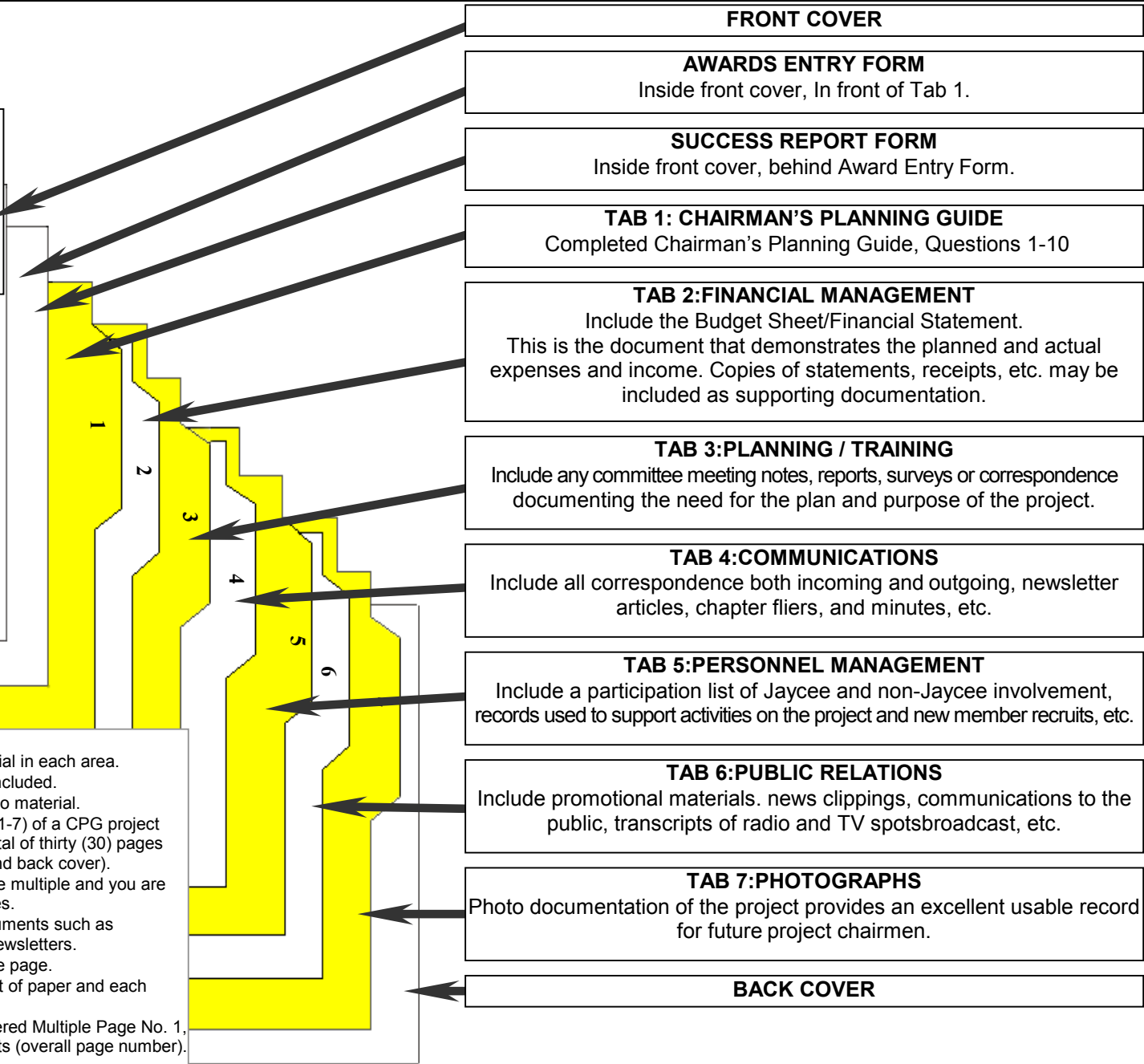


The United States Junior Chamber of Commerce

CPG Project Notebook Entry Guidelines

Chapter Name
Chapter Mailing Address
Town, State, Zip Code
USJCC Project Category
USJCC Population Div.
State

Chapter Name
 Chapter Mailing Address
 Town, State, Zip Code
 USJCC Project Category
 USJCC Population Division
 State



FRONT COVER

AWARDS ENTRY FORM
 Inside front cover, In front of Tab 1.

SUCCESS REPORT FORM
 Inside front cover, behind Award Entry Form.

TAB 1: CHAIRMAN'S PLANNING GUIDE
 Completed Chairman's Planning Guide, Questions 1-10

TAB 2: FINANCIAL MANAGEMENT
 Include the Budget Sheet/Financial Statement.
 This is the document that demonstrates the planned and actual expenses and income. Copies of statements, receipts, etc. may be included as supporting documentation.

TAB 3: PLANNING / TRAINING
 Include any committee meeting notes, reports, surveys or correspondence documenting the need for the plan and purpose of the project.

TAB 4: COMMUNICATIONS
 Include all correspondence both incoming and outgoing, newsletter articles, chapter fliers, and minutes, etc.

TAB 5: PERSONNEL MANAGEMENT
 Include a participation list of Jaycee and non-Jaycee involvement, records used to support activities on the project and new member recruits, etc.

TAB 6: PUBLIC RELATIONS
 Include promotional materials, news clippings, communications to the public, transcripts of radio and TV spots/broadcast, etc.

TAB 7: PHOTOGRAPHS
 Photo documentation of the project provides an excellent usable record for future project chairmen.

BACK COVER

- Note:
- Many projects may not have material in each area.
 - Only valuable material should be included.
 - Tabs are NOT required if there is no material.
 - The substantiation sections (Tabs 1-7) of a CPG project notebook entry shall be limited to a total of thirty (30) pages (not including tab dividers and front and back cover).
 - The CPG (Tab 1) is counted as one multiple and you are allowed up to six additional multi-pages.
 - Multiple pages are multi-page documents such as magazines, bulletins, manuals, and newsletters.
 - Each of the above will count as one page.
 - A page shall be one side of a sheet of paper and each page shall be numbered.
 - Each multiple page shall be numbered Multiple Page No. 1, Multiple Page No. 2, etc. of total sheets (overall page number).