

To FASAMi Officers and Project Chairman,

The backbone behind every FASAMi project or event is the "CAP" or the Chairman's Action Plan. This document provides a record of the project's aim and purpose, materials, manpower, expenses/income, timetable, accomplishments, successes/failures, and suggested recommendations for the next time the project or event is run.

Each planned project or events will be in a binder. The page contains an archive of past CAP'S from annual or frequently run projects or events.

Please find attached the sample format of the " CAP " .

Yours in Fasami,
Ricky Rosales
2008-2009 President

FASAMI SAMPLE GUIDE
CHAIRMAN'S ACTION PLAN - (CAP)

PROJECT NAME: CAROLING WITH SENIORS

PLANNING

1 **Primary purpose :**

The primary purpose for this project is to provide Fasami members with an evening of caroling with Seniors at Maple manor senior home.

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

The Fasami members will meet at the Maple Manor Senior home on _____ @ _____ pm. We will sing Christmas carols with the seniors for an hour and then leave @ _____ pm.

The goals for this project are as follows :

Goal # 1

To activate 5 – 10 fasami members to lead the project and prepare the song list.

Goal # 2

To involve at least 20 or more fasami members in the Caroling.

Goal # 3

To take three group practice before the actual caroling night.

Goal # 4

To offer all seniors a fun-filled night .

3. **What are the specific manpower assignments ?**

(A) Project Chairman

Name : Jun Buison

Phone : _____ Email : _____

Duties : **Ensure that the goals of the "CAP" are met.**

(B) Project Co- Chairman

Name : _____

Phone : _____ Email : _____

Duties :

Write and wrap up the "CAP". Manage the activity and advertise the event

Additional Manpower :

Eight (8) members to socialize with seniors. Needed half hour prior to the event.

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

Purchased materials and / or supplies :

Materials/Supplies	Resource/Contact Person	Estimated Purchased Price
Caroling song list		\$ 10
Information Fliers		\$ 10
Cookies and drinks		\$ 20
Total		\$40

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

Potential Problem	Lack pf Participation
Solution	Promote information drive among members
Potential Problem	
Solution	
Potential Problem	
Solution	

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

INCOME : NONE

Expenses	Cost / Value
Cookies, Sugarfree and regular	\$ 20
Cider, Drinks	20
Napkins / Cups	10
Fliers (Copies to be distributed)	
Carol songs	
TOTAL EXPENSES	

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

DATE	PROJECTED ACTIVITY TO ACCOMPLISH PLAN
	Complete CAP'S guide and submit to the Fasami assigned director
	Advertise project / Post @ the website
	Promote through word of mouth
	Call confirmed participants to coordinate time to meet
	Final meeting and Practice
	DAY OF THE EVENT
	Present final CAP'S evaluation the Fasami assigned director for file at the Fasami Archive.

Submitted by :
Project Chairman _____

Approved for Implementation:
Fasami Director _____