



**ST. VINCENT'S 16TH ANNUAL GOLF CLASSIC  
MONDAY, AUGUST 21, 2017 ~ LA CUMBRE COUNTRY CLUB**

**VOLUNTEER ASSIGNMENTS**

Yes, I would like to volunteer for the following assignment(s), and will attend the mandatory meeting on Monday, August 7, at 2:00 pm, in the Founders Room at St. Vincent's Administration Building. Please mark each task with a preference level of 1 or 2, with 1 being your first choice. Job descriptions are on the next page. ***Please submit this form to Susan Murray by Monday, August 1.***

- Staff arrives for Set-up (8:00 am – 10:00 am) - 5 needed
- Tee Sign Set-up (8:30 am – 10:30 am) - 2 needed
- Golf Course Beverage Station and Signage Set-up (8:00 am – 8:30 am) - 2 needed
- Parking Lot Greeter & Bag Runners (9:00 am – 11:30) – 5-6 needed
- Registration Table set up (8:00 am - 9:00 am) - 2 needed
- Registration Table (9:00 am – 11:30) - 6 needed
- Gift Bag Table (9:00 am - noon) - 1 needed
- Volunteer Table (8:00 am – 11:00) - 1 needed
- Raffle Table (9:30 am – noon) - 3 needed
- Silent Auction Table (9:30 am – noon) - 1 needed
- Golf Cart Set-up (9:30 am – 10:30 am) - 2 needed
- Golf Marshall (8:00 am – 5:00 pm) - 3 needed
- Floater (8:00 am – 5:00 pm) - 1 needed
- Beverage Station Captain (11:30 pm – 2:00 pm) and (2:00 – 4:30)- 4 needed

\_\_\_\_\_ **Contest Hole Captain (11:30 am – 2:00 pm)** - 3 needed

\_\_\_\_\_ **Contest Hole Captain (2:00 pm – 4:30 pm)** - 3 needed

\_\_\_\_\_ **Contest Hole Captain (11:30 am – 2:00 pm)** - 3 needed

\_\_\_\_\_ **Contest Hole Captain (2:00 pm – 4:30 pm)** - 3 needed

\_\_\_\_\_ **Score Card Collector (3:45 pm – 5:00 pm)** - 1 needed

\_\_\_\_\_ **Raffle Prize Distribution (4:30 pm – 5:30 pm)** – 2 needed

\_\_\_\_\_ **Clean Up (5:30 pm – 6:30 pm)** – 6 needed

**NAME** \_\_\_\_\_ **PHONE** \_\_\_\_\_ **EMAIL** \_\_\_\_\_

### **Staff Set Up**

Make sure all tables are set up properly. Move items from LCCC room to tables. Deliver registration boxes to registration tables. Set up volunteer table. Set up silent auction, raffle, registration, and player gift tables. Put prize baskets in order in reception area.

### **Tee Sign Set Up**

Gather tee signs and set up on course.

### **Parking Lot Greeter & Golf Bag Check-In, 9:00-11:30 am**

Stand beside the parking lot and greet the players. **SALLY VALPREDO HAS A DESIGNATED SPOT and designated sign!** Bag runners will take golfers' bags to their designated carts, if so desired. Add name to the designated bag check form and put on the bag with a rubber band. Deliver to golf carts by clubhouse. Direct golfers to the Registration Table.

### **Registration Table, 9:00 am – 11:30**

Sit at the Registration Table which is outside and assist golfers with their registration packets. Collect payments if necessary. Some players receive a GRAND SLAM/player pack and some do not. The players that receive the grand slam/pak are designated on the sheets. Player paks are \$75 and include:

- 2 - Mulligan Tickets
- 2 - Raffle Tickets (CAN PURCHASE EXTRA at raffle table)
- 1 - Beat-The-Ringer Ticket
- 1 - Island Green Challenge Ticket
- 1 - Knock-It-On-The-Green Ticket

Point out that the Program booklet includes the course map and the Contest Rules.

Call their attention to the list of Silent Auction & Raffle items and let them know that their drink tickets and putting ticket is enclosed.

Have them sign the LCCC waiver if they have not already done so. **Names are designated on registration list.**

Tell them that refreshments (water, soda, beer, energy bars, fruit, and jerky) are available at Holes #9, and the open area between Hole #4 and #14, and this information is marked on the course map inside of the Program.

Direct golfers to the Gift station. **Remind golfers who purchased a player pak to put their two raffle tickets from their pak in the drawing box at the raffle table.**

**Gift Table (9:00 am - noon)** - 1 needed

Give one gift bag to each player

**Volunteer Table, 8:00 am – noon**

Sit at the volunteer table and guide volunteers to their stations and remind them of their job duties.

**Have them sign the sign in sheet that they understand their times, duties, and that they are responsible for arriving at their stations promptly.**

**Raffle/Silent Auction Table, 9:30 am – noon**

Sit at and staff the Raffle/Silent Auction Table which is will be placed on the edge of the Putting Green outside of the Club House.

All golfers will receive a list of Raffle and Silent Auction items for their reference.

Raffle tickets are \$20 for five, we do not sell separate tickets.

There are 8 silent auction items.

The Raffle will take place offline at 3:00 pm, and winning names will be posted on the white board at the Awards Reception. **WE WILL NOT NOTIFY PLAYERS IF THEY HAVE WON AN AUTION ITEM UNTIL THE RECEPTION.**

The Silent Auction winners will be announced during the Awards Reception.

**Golf Cart Set-up, 9:30-10:30 am**

Place sponsor signage and additional items in all of the golf carts, which are located in the area outside of the Pro Shop.

**Golf Marshall, 8:00 am – 5:00 pm**

Golf Marshalls help keep the pace of play and answer golfer questions while circulating the course.

Hand out water to players.

**Floater, 8:00 am – 5:00**

Relive golf course volunteers for bathroom breaks and other duties as directed by Development

**Refreshment Station Captain at Holes #9, and between hole #4 and 14**

Volunteer shifts are 11:30 to 2 and 2 to 4:30 pm. Sit at and staff the refreshment station which is outside. Assist the golfers as needed.

**Contest Hole Captain at Holes #5, #7, #11, #13, and #17**

Volunteer shifts are 11:30 to 2 and 2 to 4:30 pm.

Sit at and staff an assigned hole outside monitoring closest to the pin and any holes in one. The golf marshals will explain the rules. No ticket or payment needed for these contests.

**Putting Contest Captain:** Drew Wakefield.

**Beat the Ringer & Knock It on the Green #5**

11:30 am – 4:30 pm

Sit at and staff the assigned hole outside.

Give a sleeve of golf balls to the golfers who beat the ringer and to golfers who knock it on the green.

**Island Green Challenge, Hole #13**

11:30 am – 4:30 pm

Sit at and staff the assigned hole outside.

Each volunteer has a walkie talkie to communicate with the other.

The other volunteer measures the distance from the pin and keeps track of it on a sheet of paper to be given to Evan Colavincenzo at the end of the tournament. The closest to the pin wins a prize.

**Hole in One, Holes 5, 7, 11, 13, and 17**

11:30 am – 4:30 pm

Two volunteers are needed at each hole. One volunteer is at the tee off and one person is at the green to witness if there is a hole in one.

**Score Card Collector, 3:45 pm - 5:00 pm**

As golfers leave the course at the end of the tournament, stand outside near the path that leads up to the Club House collecting the score cards which are to be given to LCC golf pro, Evan Colavincenzo in the clubhouse or by the board at the reception area.

**Raffle Prize Distribution, 4:30 pm - 6:30 pm**

Assist with the distribution of raffle prizes after the tournament during the Awards Reception.

**Clean Up, 5:30 pm – 7:00 pm**

Assist with any loading of supplies, beverages, leftover items to take back to St. Vincent's.