



Chair/Volunteer Job Descriptions

It is up to each Chairperson to organize and meet with their volunteers. You will need to keep them informed as to what is expected of them and when & where they should be when needed.

\$\$\$ Please keep and turn in detailed expenses report and receipts. \$\$\$

Baskets – Chair

Recruit people to make baskets. Receive baskets. Keep a detailed description of all baskets including the contents and who donated the contents. Display baskets on morning of event. Coordinate with Promotion person to make tags/sheets to identify each basket. Organize drawing for basket winners and displaying of results. This will be done during game play. Designate one person whom will not golf, but will stay and display winning results.

Volunteers •••••••

Create basket to be raffled off at event.

Baskets consist of any gifts you choose. These can be bought by yourself or donated from a retailer. More than one person can be involved in creating a basket. Typically, items are literally put into a wicker basket and wrapped in clear plastic. Another idea is a “money tree” where you have actual money put onto a stand of some sort. These usually range in monetary value of \$50 - \$100.

Table Decorations

- Table decorations to theme

Volunteers •••••••

Help with the table decorations. Assist chair person setting up table, chairs and decorations for luncheon

Promotional Material:

- Create all materials to send to other clubs.
- Save the Date • Registration/info flyer
- Any Flyers needed to promote the event
- Day of Event Program
- Make tags/sheets to identify each basket/ coordinate with basket chair.
- Outdoor signs
- Make “Sponsor a Hole” signs

Registration – Chair

Assign people to be the Greeters and to Register Players. Also let your committee know **What When and Where** they should be doing something and monitor the process. Organize the list of players. Set up a registration desk on morning of event.

Volunteers •••••••

Work at “registration desk” on morning of event. Greet guests and distribute welcome packages. After event, clean desk area of any trash and replace chairs and tables to normal positions.

Raffle/Ticket Sales – Chair

Recruit people to run the ticket sales desk during the morning of the event. Create an organized, easily monitored way to sell tickets in a timely manner. Assign someone to make the small names (peel and stick) for everyone attending so the names can easily be put on the back of each ticket.

Volunteers •••••••

Man the ticket sales desk the morning of event. Collect money for ticket sales. Walk through crowd to sell tickets.



Island Charter 3- Hour Tours

Continental Breakfast – Chair

Organize people to bring and display donated items.

Homemade food items are not allowed.

You will be required to meet a budget set by Co-Chairs.

Volunteers • • • • •

Bring in food and/or drink for the continental breakfast. Recruit people to bring wrapped/purchased food. Set up cont. breakfast prior to arrivals on day of event. Monitor breakfast area to ensure cleanliness and refill items as necessary.

Catering/Lunch – Chair

Work with Blue Star to schedule the luncheon. Stay within budget set by Co-Chairs of the event. Monitor kitchen staff during event to ensure luncheon is supplied as ordered. Items for luncheon will be determined by yourself and Co-Chairs. Food will be “theme oriented”.

Volunteers

Assist chairperson any way possible. May include attending meetings with Blue Star or monitoring food/wait staff during event.

Clean-Up – Chair

Recruit people to help clean clubhouse after event.

Volunteers • • • • •

Remove trash after event. Sweep floor, if necessary, and return tables and chairs to normal positions. No actual cleaning is required.

Course Workers – Chair

Recruit people to arrive before event and place placards and/or signs on designated places on golf course. Go out on course after event and collect all materials.

Volunteers • • • • •

Arrive prior to event and place placards and/or signs out on golf course. Go out on course after event and collect all materials.

Logistics – Chair

Recruit people to assist with logistics involved. Determine who is working in which area and coordinate all jobs assigned.

Volunteers • • • • •

Arrive prior to event and place signs in parking lot and clubhouse to direct players to designated areas. Receive golf bags and place them in correct carts for game play.

Direct guests where to park carts not being used in event. Organize all carts to be used in game and stock with any additional items (ice-water). Greet guests and take them to the correct area to be registered for play.



Event Co-chairs contact information

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** If you need to be reimbursed you must have receipts*