

Date: July 13, 2023

To: Tracey Crawford

From: Megan O'Brien

Event: ***Bridges of Poplar Creek Golf Outing***

Event History: The Bridges of Poplar Creek Golf Outing was started in May of 2022 to assist NWSRA in funding the construction and renovation of the Vogelei House to make it ADA Accessible. The Vogelei House is the 6th and final programming space in partnership with the Hoffman Estates Park District. Starting in 2023 this is an annual event with revenue going toward the overall NWSRA ask – revenue will not be restricted.

of years event held: 2 years

Event Explanation: The Bridges of Poplar Creek Golf Outing is a golf outing for a maximum of 144 golfers, per the golf course, which is held at the Bridges of Poplar Creek Golf Course. This event features:

- Breakfast sandwiches from the clubhouse
- Passports are available for purchase for \$50.00 prior to tee off. The passport enters the golfer into all course contests and 3 mulligans.
- Lunch at the Clubhouse, either hot dogs or brats
- 18 holes of golf are followed by dinner and a raffle at the golf course.
- A Bridging Cultures theme was added to the event

Event Preparation: Each year the outing is held the 2nd Wednesday of May. A facility request is sent to the Bridges of Poplar Creek Golf Club in October of the previous year. In January, SLSF contacts the banquet staff to confirm food options. Committee meetings start in March of the event year. The committee meetings are held on Tuesdays at 4:00 p.m. at Bridges of Poplar Creek Golf Course. Letters to sponsors and prize donors and event tri - folds are sent in March. At the end of April, SLSF contacts the food vendor to confirm attendee numbers.

Committee Names:

Katie Burgess

Terri Oates

Patrick Kinnane

Gimmick Hole explanation:

- Split the Pot – Passport holders are entered, all other golfers may enter for \$10.00.
 - A volunteer writes the golfer's name on a raffle ticket and places it in the golf bag (donated by MolsonCoors).
 - During the dinner after the outing, 2 tickets are drawn. 1st ticket pulled wins half of the day's pot and the 2nd ticket pulled wins the golf bag.
- Most Accurate Drive – All golfers are entered at no additional cost. Winner receives a box of balls.

- Double your Chances at the Raffle Table – Passport holders are entered, all other golfers may enter for \$20.
- Let It Fly Football Throw – Passport holders are entered, all other golfers may enter for \$10. Golfers will have the chance to throw a football through the doors of a NWSRA bus. Golfers will get raffle tickets if they make it through the doors.
- Longest Drive – All golfers entered at no additional cost. Winner receives a box of balls.
- Poker Run – Passport holders are entered, all other golfers may enter for \$20. Golfers will have 5 cards to make the best Poker Hand, additional cards can be purchased for \$/card
- Closest to the Pin – All golfers are entered at no additional cost. Winner receives a box of balls.
- Putting Contest – Passport holders are entered all other golfers may enter for \$10. Golfers have the chance to sink a 20' putt or get within 18" of the hole. Golfers will receive raffle tickets.

Actual day of explanation:

BRIDGES OF POPLAR CREEK GOLF OUTING VOLUNTEER MATRIX 2023
Updated 5/8/2023

5:50 p.m. – Get bus from bus lot - Megan

6:15 a.m. – Volunteers and SLSF

- SLSF Team and Amy arrive
- Unload the bus and pull equipment out of proshop
- Set up registration (passports, mulligans, breakfast and lunch tickets, drink tickets from course and tee gifts, etc.) – Megan
- Check – In with Megan – Amy
- Set up Volunteer equipment - Amy
- Set up Kevin’s Club (signs: small and large, upcoming golf tri-folds, Kevin’s Club envelopes, plaque)- Liz

6:30 a.m. – Set Up Volunteers Arrive – Amy to check in volunteers

- Morning Runners: Gabi Vargas and NHSPN
 - Put golf etiquette sheets and contest sheets on golf carts
 - Assemble 20 centerpieces for dinner
 - Square vase, crinkle paper, fake grass, tee, golf ball
 - Set up pop up tents on 1, 16 and 17
 - Assemble Tee Gift bags (caddy cups, calendars and hand sanitizer)
 - Set up tables on course – Course and NHSPN

7:00 a.m. – Course Set Up - Megan, Amy and Anne

- Check on ice and ensure beverage buckets are at the correct holes - Megan
- Touch base with course about breakfast, lunch and dinner - Megan
- Make sure there are tables and chairs at the volunteer and business sponsor holes – Amy/AK
- Make certain hole signs are on the course - Megan
- Set up dinner raffle tables - Megan

7:00 a.m. – Volunteer Set – Up – Anne/Amy

- Layout volunteer clipboards and backpacks
- Ask Golf pro for location of volunteer and business hole golf carts
- Make sure there is 1 hole puncher in each volunteer bag
- Put the golf bag with the split the pot equipment
- Get golf cart keys from Proshop for volunteer carts
- Put the moneybags in each of the backpacks. Do not leave the moneybags unattended

7:00 a.m. – Volunteer and Business Hole Check – In – Liz and Anne/Amy

- 7:30 a.m. – 8:30 a.m. - Check in Business Hole Sponsors (on patio near registration) - Liz
 - Show them where they can get a golf cart or a course staff member will take the business hole sponsors to their holes.
 - Get phone numbers for the day
- 7:00 a.m. - Check – In Volunteers (on patio near registration)– Anne/Amy
 - Have volunteers fill out waiver if they haven’t already
 - Registration Volunteers: send to Megan at Registration to go over tasks
 - **Jessica Vasalos, Sue Maslanka, Sandy Lorenz and Mary Larson**
 - Let them know what hole they are at
 - **Putting Green: Scott Murphy and Kris Grever (blue raffle tickets)**

- **Hole #1: Caroline Cudney, Sue Maslanka and PURSUIT**
- **Hole #7: Katelyn Grunewald, Katie Burgess, Kelvin Lu (Orange raffle tickets)**
- **Hole #10: Ritesh Shah and Liz Carsten (red raffle tickets)**
- **Hole #16: Mary Larson and Scott Murphy**
- **Hole #17: Gabi Vargas and NHSPN**
- Explain gimmick holes to each volunteer, walk them through the laminated sheet on their clipboard
- Explain what equipment they have and what's in their bag
 - **Hole Punch: punch passports**
 - **Pens, Snack, Money bag**
 - **Clipboard: foursome, contest sheet, contact numbers**
- AK/Amy will be driving around the course to check on volunteers if they need to use the bathroom and make sure they get their lunch
- Volunteers should head to their holes at 8:40 a.m.
- At the end of the outing please bring everything back and give to Amy. Meet Amy upstairs in the banquet room
- **Be back at registration area at 9:30 a.m. to check Runners in for volunteering – AK/Amy**
- **Be back at registration area at 10:45 a.m. to check PURSUIT in for volunteering – AK/Amy**

7:30 a.m. - 9:00 a.m. - Registration

- Check in golfers and sell passports– Jessica Vasalos
 - Ask golfer for last name, let them know their starting hole and ask if they want to buy a passport: \$95 value for \$50
 - Passport holders receive 5 cards for Poker
 - Let them know about TopTracer, that they can participate for free and get a small bucket of balls to participate in closest to the pin. TopTracer is to the left of registration around the building
- Check in golfers and sell passports– Sue Maslanka
 - Ask golfer for last name, let them know their starting hole and ask if they want to buy a passport: \$95 value for \$50
 - Passport holders receive 5 cards for Poker
 - Let them know about TopTracer, that they can participate for free and get a small bucket of balls to participate in closest to the pin. TopTracer is to the left of registration around the building
- Pass out gifts, drink, lunch and breakfast tickets – Sandy Lorenz
- Sell mulligans and promote silent auction– Mary Larson
- Kevin's Club Check – In and promote upcoming events – Liz
 - Bram and Thomas
- SLSF team member at Registration to help if need be, cover registration when all volunteers go to their holes at 8:40 a.m. - Megan

7:30 a.m. - 9:00 a.m. - Bag Drop – Golf Course Staff, Circle Drive

- Greet golfers, explain the registration, and cart layout.
- Direct golfers to registration and breakfast.

Beverage Stations (water and soda) – 1, 4, 8, 10, 13 and 16

- Beverage cart available for alcoholic drinks
- Tickets to be used on the course, not at dinner

7:30 a.m. – 9:00 a.m. - Putting Contest

- Scott Murphy – need to leave putting green for hole at 8:40 a.m.
- Kris Grever

7:30 a.m. – 9:00 a.m. – Top Tracer and Driving Range

- Top Tracer Range
- Driving Range – small basket of balls

8:40 a.m. – Gimmick Hole Volunteers head to holes – AK/Amy

- Hole #1: Caroline Cudney, Sue Maslanka and PURSUIT (1 cart, PURSUIT can walk to the hole)
- Hole #7: Katelyn Grunewald, Katie Burgess, Kelvin Lu (2 carts)
- Hole #10: Ritesh Shah and Liz Carsten (1 cart or they can walk to hole)
- Hole #16: Mary Larson and Scott Murphy (1 cart)
- Hole #17: Gabi Vargas and NHSPN (1 cart)
- Make sure volunteers all have keys and a cart.
- Make sure there is a ranger to show volunteers how to get to their holes.

8:50 a.m. – Announcements – Course/Brian

**9:00 a.m. - 2:00 p.m. - Wager Holes
Bathrooms on 3, 5, 6 and 16**

Hole #1: Split the Pot (Passport holders, \$10 for all other golfers) with Beverage Bucket

1. Caroline Cudney
2. Sue Maslanka
3. 4 PURSUIT Clients 11 a.m. – 1 p.m.

Hole #3 Most Accurate Drive (No volunteers needed) Business Hole

Hole #7- Double your Chances (Passport holders, \$20 for all other golfers)

1. Katelyn Grunewald
2. Katie Burgess
3. Kelvin Lu

Hole #10- Football Throw (Passport holders, \$10 for all other golfers) with Beverage Bucket and business hole

1. Ritesh Shah
2. Liz Carsten

Hole #13 Longest Drive (No volunteers needed) Business Hole

Hole #16 – Poker Run (Passport holders only, \$5 for all other golfers) with Beverage Bucket, need a tent

1. Mary Larson
2. Scott Murphy

Hole #17 Closest to the Pin

1. Gabi Vargas and NHSPN (Business Hole)

9:00 a.m. – 10:00 a.m. Clean up Registration – Liz and Megan

- Put all paperwork into registration bin

- Load bus with anything that doesn't need to be used at dinner

9:15 a.m. - 2:00 p.m. – Check on Volunteers – AK/Amy

- Check to make sure gimmick holes are being run correctly
- Check on volunteers at holes 1, 7, 10, 16 and 17
- Check on Volunteers to see if they got lunch
- Make sure volunteers get their lunch and cover if they need to use the bathroom

9:30 a.m. – Check in Runners – AK/Amy

- Lisa Slonka
- Sandy Lorenz
- Ryan Konezney
- C. Rueda

9:30 a.m. - 2:00 p.m. – Photos – Tom and Erika

- Take photos of all foursomes on course.
- Take photos of all sponsor signs – hole, business and other signs
- Tom to get photos developed of foursomes.
- Bring photos to golf course for placement in photo sleeves, need ASAP

10:00 a.m. – 2:30 p.m. – Runners, Liz, and Megan

- Check on volunteers
- Ride around the course conversing with the golfers, volunteers and business hole sponsors
- Check on beverages: 1, 4, 8, 10, 13 and 16 - Course
- Help at dinner set up at 1 p.m.
- Lisa Slonka
- Sandy Lorenz
- Ryan Konezney
- C. Rueda

10:45 a.m. – Check in PURSUIT – AK/Amy

- PURSUIT Hoffman Estates

1:00 p.m. - Dinner and Raffle Set-up, upstairs in banquet room – Liz and Megan

- Set up for the dinner, raffle, count seats, etc.
- Place photos in photo sleeves
- Finish assembling centerpieces if they weren't done in the morning, decorate tables, put centerpieces out and set up raffle tables - runners
- Set up Kevin's Club 19th Hole - Liz

1:15 p.m. – Riya Patel arriving – Amy to check in

1:30 p.m. – 2:30 p.m. - Scorecards to Pro Shop – Brian/Proshop

- Collect scorecards from golfers and Proshop will determine the winning foursome.

- Count the split the pot money to determine the winnings, create winner's envelope.

1:30 p.m. - 2:30 p.m. - Volunteer Clean-up (upstairs in the banquet room) – Amy

- Collect all volunteer equipment.
- Bring the Split the Pot golf bag to Megan
- Pick up contest hole sheets from holes, and take to dinner venue as soon as possible. - Course
- Be certain to get golf bag and raffle drum and bring to dinner
- All volunteer money bags go to Megan

2:00 p.m. - Course Clean-up – Megan

- Course will collect all hole signs and put on bus
- Dump ice from beverage buckets and dry inside of bucket.
- Take any unopened soda and water from cooler and load on bus.
- Opened soda will stay at the course i

2:30 p.m. – Dinner Volunteer Check – In (upstairs in the banquet room) – Amy

- Melanie Miller
- Riya Patel
- Give raffle baskets with tickets, pens and cash
- Tickets must have names on them
- \$20 for 6 tickets
- Attendees can put their tickets in any bucket they'd like.

3:00 p.m. – 4:00 p.m. - Dinner, Raffle and Program – Anne

- Emcee dinner program
- Kevin's Club (Drinks) - Liz
- Volunteers to sell dinner raffle tickets
 - Caroline Cudney
 - Katelyn Grunewald
 - Riya Patel
 - Melanie Miller
 - Amy Kalov
- Hand out raffle prizes
 - Liz, Megan, Tom, Amy, Jessica
 - Caroline, Katelyn, Melanie, Riya

4:30 p.m. - 6:00 p.m. – Post Event Clean – Up – Anne, Liz, Megan and Amy

- Load everything onto the bus and bring to RMCC to unload
- Check – in with Megan before leaving - Amy

9:00 a.m. – 11:00 a.m. THURSDAY Count Money – Anne, Liz and Megan

- Grab green sheets, highlighters, stapler, paper clips, pink sheets from down stair, extra foursome lists, bank deposit sheet, rubber bands and scrap paper

Evaluation responses: Sent the committee an evaluation email and awaiting their response.

Target Numbers:

Target #	2022		2023	
	Budget	Actual	Budget	Actual
Gross Revenue	\$16,425.00	\$10,846.00	\$12,485.00	\$11,445.00
Expenses	\$10,551.75	\$4,173.58	\$5,506.00	\$6,336.02
Net Revenue	\$5,873.25	\$6,672.42	\$6,979.00	\$5,108.98
Registrations	\$8,775.00	\$4,860.00	\$6,075.00	\$5,325.00
Attendees (includes sponsored golfers)	65 golfers	48 golfers	45 golfers	71 golfers
Sponsorships	\$3,000.00	\$1,800.00	\$2,000.00	\$1,800.00
Business Hole & Hole Sponsors	\$1,250.00	\$1,250.00	\$1,400.00	\$600.00
Passports	\$2,000	\$2,050	\$2,000.00	\$1,750.00
SLSF average cost/person (total expenses/attendance)	\$162.33	\$86.95	\$122.36	\$89.24

**Expenses were higher due to more golfers and volunteers in attendance

Summary:

The Bridges of Poplar Creek Golf Outing was moved from a restricted to unrestricted event in 2023 to meet the growing needs of NWSRA.

SLSF was excited to host this event for the 2nd year. Continuing to branch out within the Hoffman Estates community allowed SLSF to bring in new donors and introduce a new programming space to those new donors as well as SLSF's established donor base. It was at perfect day for golf and everyone enjoyed themselves and the new addition of a theme to the outing. The Hoffman Estates community is a very diverse community and SLSF wanted to highlight that. We themed each hole with a country and provided signs on the tee boxes with facts about golf within each of those countries.

New this year in an effort to get additional golfers to the outing SLSF donated foursome certificates to different community organizations to include in their fundraising events to foster relationships with each of those organizations. SLSF added 10 new golfers from this recruitment effort.

Dinner was held in the banquet room at Bridges of Poplar Creek where attendees enjoyed a delicious dinner. While guests enjoyed dinner a program was held in conjunction with contest hole winners, raffle prizes and a silent auction.

This event had the addition of more golfers from donated foursomes than what the SLSF team had budgeted for, thus there was an increase in food costs. The SLSF team discussed ways to improve the event for next year including discontinuing donated foursomes to other organizations and removing breakfast to cut down on expenses.

Date: July 13, 2023

To: Tracey Crawford

From: Megan O'Brien

Event: ***Palatine Hills Golf Outing***

Event History: The Palatine Hills Golf Outing was started in 1985 by Kevin Kendrigan when Special Olympics was housed and run in the NWSRA office to support Special Olympics activities. In 2011, Special Olympics made the decision to move their offices to Lincolnshire and perform their own fundraising activities. Since 2012, monies raised are restricted towards NWSRA Lightning Athletes.

of years event held: 38 years

Event Explanation: The Palatine Hills Golf Classic is a golf outing for a maximum of 128 golfers, per the golf course, which is held at the Palatine Hills Golf Course. This event features:

- Continental breakfast served in the clubhouse.
- Passports are available for purchase for \$50.00 prior to tee off. The passport enters the golfer into all course contests and 2 mulligans.
- Lunch is served on the course at 3 different holes until 1:00 p.m. Lunch consists of hotdogs and chips.
- 18 holes of golf are followed by dinner and a raffle at Tap House Grill in Palatine due to there being no large enough banquet facility at the course to accommodate all attendees.

Event Preparation: Each year the outing is held the 1st Thursday of June. A facility request is sent to the Palatine Hills Golf Course in October of the previous year. In January, SLSF contacts Tap House Grill to book the dinner venue. Committee meetings start in March of the event year. The committee meetings are held on Tuesdays at 5:30 p.m. at Tap House. Prize letters and event flyers are sent in March. Letters to request sponsorship are sent in April. In May, SLSF contacts the Palatine Hills Golf Course food vendor Relish Catering, regarding ordering the donuts and hotdogs for the day of the event.

Committee Names:

Tracy Bacher

Andy Carponelli

Jane Carponelli

Jim Houser, Jr.

Michael Sperling

Gimmick Hole explanations:

- Split the Pot – Passport holders are entered, all other golfers may enter for \$10.00.

- A volunteer writes the golfer's name on a raffle ticket and places it in the golf bag (donated by MolsonCoors).
 - During the dinner after the outing, 2 tickets are drawn. 1st ticket pulled wins half of the day's pot and the 2nd ticket pulled wins the golf bag.
- High Low – Passport holders are entered in this contest, all other golfers may enter for \$5.
 - At the hole each golfer who has a Passport or pays \$5 will get 1 card
 - The volunteer will deal themselves a card and the golfers will guess if their card is higher or lower.
 - If the golfer guesses correctly they will receive 5 raffle tickets. If they guess incorrectly they will not receive any tickets
- Roulette
 - Passport holders are entered into this contest, all other golfers may enter for \$5.
 - At the hole golfers will be given the opportunity to spin the roulette ball around the board.
 - Try your luck by guessing the number and color the ball will fall into and guess correctly to receive 5 dinner raffle tickets.
- Closest to the Cooler
 - Passport holders are entered in this contest at no additional charge.
 - A marker has been placed on the green.
 - If your tee shot lands closer to the cooler than the marker, cross out the last name written and write your name.
 - Move the stake to the location where your ball landed.
 - The person whose name is last on the list will win the cooler of booze
- Poker Run – Passport holders are entered in this contest, all other golfers may enter for \$5.
 - At Registration, Passport holders will receive five cards.
 - Passport holders may trade two cards to the volunteer at no charge to get a better hand.
 - Those without a Passport may pay \$5 to get five cards and trade in two cards at no charge.
 - Golfers may trade for new cards by paying \$1 for each additional card traded.
 - At the end of the outing, golfers will turn in their cards to an SLSF Team member and the best hand will win a foursome at Schaumburg Golf Club and Academy
- Blackjack - Passport holders are entered in this contest, all other golfers may enter for \$5.
 - At the hole each golfer who has a passport or pays \$5 will receive 2 cards face up.
 - The volunteer will deal themselves one card face up and one card faced down.
 - Each golfer will either hit (ask for another card) or stand (stay with their current cards) depending on their card score.
 - If the golfers score is under 21 and the dealer goes over 21 the golfers win and receive 5 raffle tickets.

- If the golfers score is over 21 and the dealer goes under 21 the dealer wins and the golfers receive nothing.
- Dice Game
 - Passport holders are entered into this contest, all other golfers may enter for \$5.
 - Each golfer rolls 2 dice to see if they can get the highest score.
 - If golfers tie, each golfer will roll one dice to get the highest score
 - The golfer with the highest score will receive an additional dinner raffle ticket
- Closest to the Pin – All golfers are entered at no additional cost. Winner receives a box of balls.
- Most Accurate Drive – All golfers are entered at no additional cost. Winner receives a box of balls.
- Longest Putt – Passport holders only. Winner receives a foursome at Old Orchard Country Club.
- Longest Drive – All golfers entered at no additional cost. Winner receives a box of balls.
- Double your Chances at the Raffle Table – Passport holders are entered, all other golfers may enter for \$20.
- Closest to the Pin – Passport holders only. Winner receives a box of balls.

Actual day of explanation:

PALATINE HILLS GOLF CLASSIC VOLUNTEER MATRIX 2023

6:00 a.m. – Grab Bus – Megan

6:30 a.m. Set Up

- Arrive at course – Anne, Liz, Amy, Tom and Megan
- Set up registration: Passports, mulligans, drink tickets, tee gifts, etc. – Anne
- Check – In with Megan - Amy
- Pull equipment out of storage in clubhouse
- Volunteers park in lot near bus
- Hang Banners - Anne

7:00 a.m. – Volunteers and SLSF

- Set up Kevin’s Club on a high top table (signs: small and large, upcoming golf tri-folds, Kevin’s Club envelopes, plaque)- Liz
- Morning Runners: Scott Murphy, Terri Oates, Bridget Bond and Tom Draper
 - Put numbered cart signs on golf course, golf etiquette sheets, silent auction sheets and contest sheets on golf carts
 - Set up pop up tents: Holes 3, 4, 5, 10, 12, 15, 17
 - Assemble tee gift bags (UPS coolers, hand sanitizer, coasters, playing cards, magnet calendars)
- Talk to Dan to find location of volunteer golf carts – Megan
 - Holes that get carts – 5, 7, 12 and 15
 - PHGA gets a cart for holes 4 and 13

7:00 a.m. – Course Set Up – Megan/Liz

- Everything is ready with the grills and the Palatine Hills Golf Association volunteers - Megan
- Check on ice and ensure beverage buckets are at the correct holes - Liz
- Touch base with Matt about breakfast and lunch - Megan
- Make sure there are tables and chairs at the volunteer and business sponsor holes - Liz

7:00 a.m. – Volunteer Set – Up – Megan/Amy

- Layout volunteer clipboards and backpacks
- Place fruit snacks and crackers in volunteer bags
- Place 1 hole puncher in the longest putt and closest to the pin bags
- Put the golf bag with the split the pot equipment
- Put the moneybags in each of the backpacks. Do not leave the moneybags unattended
- Make sure volunteer golf carts have keys
- Make sure a ranger is there to take volunteers out

8:00 a.m. – Volunteer and Business Hole Check – In – Megan, Amy and Liz

- Check in Business Hole Sponsors – Liz
 - Show them where they can get a golf cart or a course staff member will take the business hole sponsors to their holes.
 - **Phone Number:**

- **Contact/Company: Bear Construction**
- **Phone Number:**
- **Contact/Company: ChiroOne**
- Check – In Volunteers – Megan/Amy
 - Have volunteers fill out waiver if they haven't already
 - Registration Volunteers: send to Anne at Registration to go over tasks
 - Michele Paradise, Tracy Syslo, Kris Grever, Adriane DiMeo
 - Let them know what hole they are at
 - Hole #1: Terri Oates and Pam McVoy
 - Hole #3: Katie Sowa and James Flood
 - Hole #4: Sue Maslanka
 - Hole #5: Matthew Kinker and Noah Capistran
 - Hole #7: Geovanny Andino and Spencer MacDonald
 - The turn: PURSUIT
 - Hole #10: Michele Paradise and Katelyn Grunewald
 - Hole #12: Patrick Opalacz and Kimbralyn Johnson
 - Hole #13: Scott Murphy and Mary Larson
 - Hole #15: Rick Green and Tracy Syslo
 - Hole #17: Jose Gonzalez and Jeff Medina
 - Explain gimmick holes to each volunteer, walk them through the laminated sheet on their clipboard
 - **All dinner raffle ticket should go back to the golfer and they should put their names on the tickets and bring to dinner**
 - Explain what equipment they have and what's in their bag
 - **Hole Punch: punch passports**
 - **Pens, Snack, Money bag**
 - **Clipboard: foursome, contest sheet, contact numbers**
 - Amy/Megan will be driving around the course to bring them lunch and/or cover their hole so they can get lunch, take them to the bathroom throughout the day.
 - Volunteers should head to their holes at 9:10 a.m.
 - At the end of the outing please bring everything back and give to Amy at the Clubhouse
 - **Be back at registration at 10:45 a.m. to check in PURSUIT – Amy/Megan**

8:30 a.m. - 9:30 a.m. - Registration

- Check in golfers, sell passports, sell mulligans– Michele Paradise
 - Ask golfer for last name, let them know their starting hole and ask if they want to buy a passport: \$105 value for \$50. Complete passport and bring to dinner for a chance to win a Trader Joe's Gourmet Snack basket
 - Passport holders receive 5 cards for Poker
 - Breakfast is inside
 - Stop by the Putting Green for the Putting Contest and to see Elvis
- Check in golfers, sell passports, sell mulligans– Bridget Bond

- Ask golfer for last name, let them know their starting hole and ask if they want to buy a passport: \$105 value for \$50. Complete passport and bring to dinner for a chance to win a Trader Joe's Gourmet Snack basket
- Passport holders receive 5 cards for Poker
- Breakfast is inside
- Stop by the Putting Green for the Putting Contest and to see Elvis
- Check in golfers, sell passports, sell mulligans– Kris Grever
 - Ask golfer for last name, let them know their starting hole and ask if they want to buy a passport: \$105 value for \$50. Complete passport and bring to dinner for a chance to win a Trader Joe's Gourmet Snack basket
 - Passport holders receive 5 cards for Poker
 - Breakfast is inside
 - Stop by the Putting Green for the Putting Contest and to see Elvis
- Pass out gifts and Tap House maps - Tracy Syslo
- Pass out 2 lunch tickets and 3 beer tickets, tickets to be used only on the course for alcohol – Adriane DiMeo
- SLSF team member at Registration to help if need be – Anne
- Kevin's Club Check – In – Liz
 - Bram, Michael, Todd, and Thomas

8:30 a.m. - 9:15 a.m. - Bag Drop – Scott Murphy, Terri Oates, Rick Green and Tom Draper

- Greet golfers, explain the registration, and cart layout.
- Direct golfers to registration and breakfast.
- Volunteers will take clubs to the golfers' carts

8:45 a.m. – Drive the Course to make sure it's all set up correctly - Liz

9:00 a.m. – Volunteers to shuttle golfers to clubhouse

9:10 a.m. – Volunteers Leave for Holes

Grilling Stations – 4, the turn/10 and 13

Beverage Stations – 1, 4, 7, the turn/10, 13, 15

- Tickets can be used only on the course, not at dinner

Men: tee off from white tees

Women: tee off from the gold tees

8:30 a.m. – 9:30 a.m. - Putting Contest and Elvis– Putting Green (Passport holders, all other golfers pay \$5)

1. Kathy Nowicki
2. Mary Houser

9:30 a.m. - 3:30 p.m. - Wager Holes

Bathrooms: 3, 6, 12 and 15

Hole #1: Split the Pot and High Low (Passport holders, \$10 for all other golfers) No Cart

1. Terri Oates
2. Pam McVoy

Hole #3: Roulette (Passport holders, all other golfers pay \$5) No Cart

1. Katie Sowa
2. James Flood

Hole #4 – Closest to the Cooler – (Passport holders only) PHGA will have a cart

1. Sue Maslanka
2. PHGA
3. PHGA

Hole #5 – Most Accurate Drive, all golfers can participate – Golf Cart

1. Matthew Kinker
2. Noah Capistran

Hole #7 Longest Putt (Passport holders, all other golfers pay \$5) – Golf Cart

1. Geovanny Andino
2. Spencer MacDonald

The Turn: Lunch Station with Beverage Buckets – No Cart

1. PURSUIT
2. PHGA
3. PHGA

Hole #10: Poker Run (Passport holders, \$5 for all other golfers) – No cart

1. Michele Paradise
2. Katelyn Grunewald

Hole #12 - Longest Drive (Men and Women), all golfers – Golf Cart

1. Patrick Opalacz
2. Kimbralyn Johnson

Hole #13- Double your Chances (Passport holders, \$20 for all other golfers) with Beverage Bucket and Grilling Station - PHGA will have a cart

1. Scott Murphy
2. Mary Larson
3. PHGA
4. PHGA

Hole #15 – Blackjack - (Passport holders, \$5 for all other golfers) – Golf Cart

1. Rick Green

2. Tracy Syslo

Hole #17 – Dice Game (Passport holders, \$5 for all other golfers) – No cart

1. Jose Gonzalez
2. Jeff Medina

9:30 a.m. – 10:00 a.m. Clean up Registration – Anne and Liz

- Put all paperwork into registration banker box
 - Separate things that need to go to the office vs. storeroom
- Load bus with anything that doesn't need to be used for dinner
- Equipment for Dinner, needs to be put in Anne's car
- Ride around the course conversing with the golfers

9:45 a.m. - 3:00 p.m. – Check on Volunteers – Megan/Amy

- Check to make sure gimmick holes are being run correctly
- Check on volunteers at holes 1, 3, 4, 5, 7, the turn, 10, 12, 13, 15, 17
- Check on Volunteers to see if they got lunch
- Make sure volunteers get their lunch and cover if they need to use the bathroom

9:45 a.m. - 2:00 p.m. – Photos – Tom and Erika

- Take photos of all foursomes on course.
- Follow photo list for additional photos needed
- Get Kevin's Club videos
- Take photos of all sponsor signs – hole, business and other signs
- Tom to get photos developed of foursomes.
- Bring photos to Tap House for placement in photo sleeves.

10:00 a.m. - 3:30 p.m. – Runner – SLSF

SLSF Team and Mary Houser

- Check on volunteers - bathroom breaks, lunches, etc.
- Check on beverages and refill when necessary: **1, 4, 7, the turn/10, 13, 15**
- Talk with golfers

10:45 a.m. – Check in PURSUIT - Amy

10:30 – Sharon Beyda arriving, Liz to meet her at Clubhouse

1:00 p.m. – Leave for Tap House – Liz and Anne

1:30 p.m. - Dinner Raffle Set-up – Anne and Liz

- Set up for the dinner, raffle, count seats, etc.
- Place prize sheets on tables

- Set up centerpieces
- Set up Red “SLSF” light up letters on windows by the Kitchen
- Place 3 “reserved for presenting sponsor” table tents on tables in the front
- Please dinner sponsor table tents on tables
- Set up Silent auction items with QR code sign
- Set up Kevin’s Club area at Tap House
- Riya – check in with Anne at 1:30

3:30 p.m. – Check – In Dinner Volunteers – Anne

- Michele – coming from course
- Melanie Miller
- Terri Oates – coming from course
- Katelyn Grunewald – coming from course
- \$20 for 6 tickets
- Tickets must have names on them
- Attendees can put their tickets in any bucket they’d like
- Give raffle baskets with tickets, pens and cash

3:30 p.m. - 4:00 p.m. - Scorecards to Pro Shop or SLSF at Dinner – Megan

- Collect scorecards from golfers and/or Proshop and determine the winning foursome.
- Count the split the pot money to determine the winnings, create winner’s envelope.
 - Count tickets in bag
 - Tickets X 10 = total pot
 - Total Pot/2 = Winnings

3:30 p.m. – 4:00 p.m. - Volunteer Clean-up – Megan/Amy

- Collect all volunteer equipment.
- Pick up golf scorecards, contest hole sheets from holes
- Send photos of contest sheet winners to Anne for script
- Be certain to get golf bag and raffle drum

3:30 p.m. – 4:30 p.m. - Course Clean-up – Megan, Amy and Scott

- Course/Volunteers will collect all hole signs and SLSF to put on bus
- Take down banners
- Wipe down grills
- Dump ice from beverage buckets and dry inside of bucket.
- Take any unopened soda/beer from cooler and load on bus.
- Opened soda/beer will stay at the course.
- Megan will drive bus to Tap House and park at BMO Harris

4:00 p.m. – 6:00 p.m. - Dinner, Raffle and Program – Anne

- Emcee dinner program: Anne

- NWSRA Participants:
 - Photo's: Erika
 - Collect Passports – Anne
 - As golfers arrive at Tap House give them a dinner ticket. They will turn it in to their server when they order dinner - Tom
 - Greet Kevin's Club members at Tap House and buy drinks: Liz
 - Michael Grunewald
 - Bram Hornstein
 - Thomas Hilgardner
 - Todd Majewski
 - Volunteers to sell dinner raffle tickets
 - Michele
 - Melanie Miller
 - Terri Oates & Riya Patel
 - Katelyn Grunewald & Liz Thomas
 - Hand out raffle prizes
 - Megan, Tom, Liz, Michele, Tracey
 - Katelyn, Melanie, Riya, Terri

6:00 p.m. - 7:30 p.m. – Post Event Clean – Up – Anne, Amy, Tom, Erika and Megan

- Load everything onto the bus and bring to RMCC to unload
- Check – in with Megan before leaving - Amy

9:00 a.m. – 11:00 a.m. FRIDAY Count Money – Anne and Megan

- Grab green sheets, highlighters, stapler, paper clips, pink sheets from down stair, extra foursome lists, bank deposit sheet, rubber bands and scrap paper
- Pick up signs, pin flags and buckets at course - Megan

Evaluation responses: The committee has been sent an evaluation email and we are awaiting their response.

Target Numbers:

	2021		2022		2023	
	Budget	Actual	Budget	Actual	Budget	Actual
Gross Revenue	\$16,650	\$33,275.58	\$27,870	\$25,010.32	\$24,830.00	\$30,328.39
Expenses	\$3,550	\$7,874.32*	\$7,450	\$7,558.19	\$8,650.00	\$9,702.61*
Net Revenue	\$13,100	\$25,401.26	\$20,420	\$17,452.13	\$16,180.00	\$20,265.78
Registrations (includes sponsored golfers)	55	126	92	93	88	127
Sponsorships	\$3,500	\$8,250	\$8,250	\$7,500	\$7,650.00	\$9,096.00
Passports	\$3,000	\$4,750	\$3,000	\$3,300	\$3,000.00	\$3,734.85
SLSF average cost/person (total expenses/attendance)	\$64.55	\$62.49	\$80.98	\$81.27	\$98.30	\$76.40

* Expenses were higher than anticipated due to an increase in the number of golfers and food cost.

Summary:

The Palatine Hills Golf Classic is a restricted event that benefits NWSRA Lightning Athletes. Many of the annual golfers are families and friends of the athletes, as well as the athletes themselves. It acts not simply as a fundraising event, but also as a public relations opportunity that highlights the ability of typically developing individuals and those who have special needs to participate in an outing together.

JMM CPA returned as the presenting sponsor for \$5,000 this year. Prior to 2021, the outing has not had a presenting sponsor since 2012. Pin Flags were placed out on the course and a tray was gifted to JMM CPA for their continued support.

SLSF was back out on the course with a shotgun start, shared golf carts, hot dogs grilled on the course and dinner at Tap House Grill. The weather was perfect with sunshine and blue skies! Registration and bag drop were seamless. All golfers received a deck of cards, cooler, calendar and coaster. In the morning, golfers were treated to a continental breakfast in the clubhouse. This year the outing had 127 golfers. SLSF had many new attendees and sponsors join the outing through local businesses and community members. An Elvis was rented to assist in the putting contest and Vegas gimmick holes were added all throughout the course.

Dinner at Tap House Grill was well received. JMM CPA donated goodie bags and bottle openers to each golfer. The committee and golfers commented on what a wonderful outing it was and they cannot wait until next year. The SLSF team will be looking at possibly renting a tent, tables and chairs to hold dinner at the course outside as we are starting to outgrow Tap House Grill.