

Date: August 13, 2020

To: Tracey Crawford

From: Cathy Splett

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: 35 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 club house.
- Putting Contest for Passport Holders only. Golfers can pay \$5.00 for additional putts.
- Passports are available for purchase for \$50.00 prior to tee off. The passport enters the golfer into all course contests, dinner hour raffle 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 banquet facility at the course.

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 4:00 p.m. at Park Central in March and April. Letters to sponsors and prize donors are sent in March and event flyers are sent in April. In April, SLSF contacts the Palatine Hills Golf Course food vendor Open Kitchens, regarding ordering the donuts and hotdogs for the day of the event.

Committee Names:

Dan Hotchkin	Alex Green
Jim Houser, Jr.	Zach Kulig
Brett Simonis	Tom Houser

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 MillerCoors).
 - 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.
 - Putting Contest -Winner receives a foursome at Makray Memorial Golf Club. Passport holders only, golfers are able to purchase additional putts for \$5.00. (Did not do in 2020)

- 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 Bridges of Popular Creek.
- Pick Your Favorite Pin Placement – Contest improves golfer's score, no prize awarded. (Not in 2020)
- Longest Drive – All golfers entered at no additional cost. Winner receives a box of balls.
- Wager Hole – Passport holders are entered at the \$10.00 amount. All other golfers may wager \$2-\$10. (Not in 2020)
- Double your Chances at the Prize Table – Passport holders are entered, all other golfers may enter for \$20.

Actual day of explanation:

- 7:30 a.m. Set up registration area – registration, passports, mulligans, lunch tickets, drink tickets, and tee gift – CS/JL
 Make sure hole sponsor signs, pin flags & contests are set up on course – CS
 Brief volunteers on their duties – JL
 Make sure course has iced down beer and pop - CS
 Hang banners - BS
 Touch base with food vendor regarding breakfast and lunch – CS
 Make sure grills and lunch are set up and ready for volunteers – Not needed in 2020
- 8:30 a.m. Player check in, putting contest and breakfast is served.
 Bag check – SLSF volunteers assist with bags.
- 9:00 a.m. Cart Check – Put water bottles in carts if necessary.
 Volunteers leave for contest holes/runners, etc.
- 9:20 a.m. Announcements - Course
- 9:30 a.m. Play shot gun
 Clean up registration area – CS/JL
 Brian & GC to take pictures.
- 9:45 a.m. – 3:30 p.m. After eating, check on volunteers to make certain gimmick holes are being run correctly.
 SLSF to visit with players and volunteers on course, set up for dinner, raffle table, place photos in photo sleeves.

Brian to develop photos.

1:00 p.m. Jessica leave to set up dinner at Tap House Grill with bus. (In 2020, left to meet golfers at Tap House)

1:30 p.m. Arrive with bus at Tap House Grill with all the raffle prizes. Once completed, Nanette drives back to Palatine Hills Golf Course to help with clean up and loading of equipment. (Not in 2020)

2:30 p.m. Staff leaves for Tap House Grill. (Not in 2020)

3:00- 4:00 p.m. Players off course.
Course workers pick up contest hole volunteers, hole sponsor signs and product bins. Volunteers to make sure all hole sponsor signs are accounted for and put on bus. Cathy to bring the bus to Tap House after the course is cleaned up. (Not in 2020)

3:30 – 6:00 p.m. Awards, presentation, raffle and dinner. (Not in 2020)

6:00-8:00 p.m. Clean up, load vehicles, bring back to storage and unload. (Not in 2020)

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

Target Numbers:

	2018		2019		2020	
	Budget	Actual	Budget	Actual	Budget	Actual
Gross Revenue	\$27,289	\$26,750	\$26,000	13,755	\$25,090	\$15,477
Expenses	\$6,434	\$5,359.83	\$6,250	\$2,175.75	\$6,525	\$2,213.79
Net Revenue	\$20,855	\$21,390.17	\$19,750	\$11,579.25	\$18,565	\$13,233.21
Registrations (includes sponsored golfers)	102	102	93	69	93	62
Sponsorships	\$4,000	\$4,000	\$4,000	\$2,000	\$4,000	\$3,500
Business Hole & Hole Sponsors	\$1,275	\$1,450	\$1,350	\$500	\$1,000	\$1,050
Passports	\$4,750	\$4,250	\$4,659	\$700	\$4,659	\$2,750
SLSF average cost/person (total expenses/attendance)	\$63.08	\$52.55	\$67.20	\$31.53	\$67.20	\$32.08

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.

In 2020, the outing looked different because of the COVID-19 pandemic. Due to state and course guidelines, shotgun starts were not allowed, so all foursomes received scheduled tee times. Registration was seamless, providing golfers with registration packets and tee gifts. In the morning, golfers were still treated to a continental breakfast. This outing usually has volunteers grilling hot dogs at three specific holes out on the course but due to restrictions and guidelines, the hot dogs were cooked in the club house this year. Golfers were still able to enjoy countless numbers of hot dogs.

Raffle items were placed at the Double Your Chances Hole with the volunteers. Golfers were able to choose which raffle item to put their tickets in. The staff pulled the winning tickets at the end of the outing and called the winners! Prizes were brought to Tap House Grill or the donor picked them up at the office the following day.

As soon as the golfers were finished with their golf game, they went to Tap House Grill to enjoy lunch or dinner at the restaurant. The golfers were able to eat outside, inside or take their lunch to-go. The golfers commented on what a wonderful outing it was, and they cannot wait until next year.

Date: September 10, 2020

To: Tracey Crawford

From: Megan O'Brien

Event: Arlington Classic Golf Outing

Event History: This golf outing began as a collaboration between the Rotary Club of Arlington Heights, of which Kevin Kendrigan was a member, and Special Leisure Services Foundation as a way to run an event that would benefit both agencies. SLSF would do all the organizing of the event including securing a golf course, and the Rotary Club would solicit golfers, sponsors, and raffle prizes. In 2011 the Rotary Club of Arlington Heights Sunrise merged with the Rotary Club of Mount Prospect Sunrise creating the Rotary Club of Mount Prospect/Arlington Heights and the partnership on the outing continued. In 2015, that Rotary Club dissolved due to low membership and the Rotary Club of Arlington Heights noontime was asked to become the collaborators and they accepted.

A highlight of the outing is the naming of the Duffer of the Year. The duffer was created to acknowledge a person who contributes to the Arlington Heights community in a significant way, but is not recognized publicly for their efforts. In May of the outing year, the previous duffers meet for lunch and vote for the person they think deserves to be the new duffer. That person is then taken to lunch/coffee by a duffer representative and an SLSF representative and asked to act as the year's duffer. The duffer is required to attend the outing, create a gimmick hole contest for the "Duffer Hole" and to bring in sponsors and golfers for the event. At the outing dinner, they have an opportunity to speak and are given a green "Duffer Jacket" that is embroidered with the duffer symbol and the year they were the duffer.

Duffer History:

'93 Ernie Blomquist	'01 Jack Whisler	'09 Tom Kivlahan	'17 Neil Scheufler
'94 Mike Silverman	'02 Arlene Mulder	'10 Jim Bertucci	'18 Derek Hanley
'95 Dee Bigham	'03 Mary Stitt	'11 Ron Crawford	'19 Carol Blackwood
'96 Mike Cook	'04 Bob Paddock	'12 Bob Whisler	'20 No Duffer Nominated
'97 Joseph Burlini	'05 Steve Daday	'13 John Glueckert, Jr.	
'98 Kristine Stabler	'06 Bruce Crowther	'14 Mary Cay Chisholm	
'99 Rod Kath	'07 Sue Duchek	'15 Andrew Bennett	
'00 Angelo Capulli	'08 Mike Flaherty	'16 Beth and George Drost	

of years event held: The event has been held since 1993, this was the 28th year.

Event Explanation: The event is held the second or third Thursday in September depending on the dates of the Jewish High Holidays. It is hosted at Arlington Lakes Golf Course in Arlington Heights. This year this event was an 18 hole, scramble format with tee times. This year the committee decided to offer a boxed lunch for golfers that could be taken out on the golfer course. An additional \$25 catered cocktail hour was served after golf with heavy appetizers while a short program was held. Rotary and SLSF representatives spoke about their mission and a dinner raffle was held. This year the committee decided to include the passport in the registration fee for all golfers as the cocktail hour was going to be an additional cost.

Event Preparation: In October following each outing, SLSF contacts the Rotary Club to renew the letter of agreement to collaborate on the next year's outing. Following that agreement, the golf course is

confirmed and dates are set in the SLSF calendar. In February or March an SLSF representative attends the Rotary Club meeting and talks about SLSF/NWSRA and the outing. In May, the duffers meet to vote on the year's duffer. When the duffer has accepted, flyers are made and a save the date is sent electronically to the last three years' participants. The committee consists of members of the Rotary Club of Arlington Heights. An SLSF representative begins attending their lunch meetings in May to talk about the club's responsibilities and keep the club updated on progress. Club members are asked to volunteer to gather raffle prizes, solicit sponsors and golfers. Committee members are sent a weekly update to share with the club and to keep the club active in the recruitment process. The SLSF representative meets/emails/talks to the committee and the Duffer on a weekly basis as soon as the flyers are sent in early July.

The dinner caterer is contracted in June. The SLSF representative meets with the golf course professionals to make certain all is in order.

The SLSF team prepped a little different for this year's event. All golfers were contacted ahead of the outing to ask what tee time they would like and their golf cart preference. In addition, SLSF let golfers know that there was a cocktail hour available for \$25 and it would be outside. SLSF provided all golfers with COVID – 19 guidelines. SLSF contacted all the volunteers for the day to ask if they were comfortable being with another volunteer or volunteering alone. SLSF provided masks and gloves in case golfers or volunteers wanted either.

Committee Names: The committee consists of the members of the Rotary Club of Arlington Heights. In 2020, the committee consisted of:

Brian Meyer Neil Scheufler Dr. Joe Musolino

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 Miller Coors).
- During the dinner after the outing, 2 tickets are drawn. The 1st ticket pulled wins half of the day's pot and the 2nd ticket pulled wins the golf bag.

Closest to the Pin – All golfers are entered at no additional cost. The winner receives a box of balls.

Most Accurate Drive – All golfers are entered at no additional cost. The winner receives a box of balls.

Longest Drive – All golfers entered at no additional cost. The winner receives a box of balls.

Longest Putt - All golfers are entered in this contest.

- A marker has been placed on the green.
- If you sink your putt from beyond the marker, cross out the last name written and write your name.
- Move the stake to the location from which you putted.
- The person whose name is last on the list will win an individual prize.

Double your Chances – Passport holders are entered, all other golfers may enter for \$20.

- The volunteer will give you six dinner raffle tickets.
- The golfer will take their tee shot.
- If your tee shot lands on the green, the volunteer will give you six additional dinner raffle tickets, thus giving you 12 chances of winning a prize from the dinner raffle table!

Actual day of explanation:

- 8:00 a.m. SLSF staff arrive to begin set-up
Set up registration; Alpha list, pens, highlighters– MO
Make sure hole signs and contests are set up on course – CS
Put contest sheets, etiquette sheets and COVID – 19 guidelines on golf carts – Course staff
Touch base with food vendor regarding lunch and cocktail hour – CS
Touch base with Business Hole Sponsors – JL
Brief volunteers on their duties – JL
- 9:30 a.m. Player Check – In
Set up Raffle table near registration - JL
Volunteers leave for contest holes
- 10:00 a.m. – 12:30 p.m. Tee Times begin
Brian and GC to take photos at Holes #1 and #10
- 11:30 a.m. – 1:30 p.m. Boxed lunches available for pickup – JL, Emily Constantinou and John Kent
- 12:30 p.m. Clean up Registration area – MO/JL/CS
- 12:30 –3:00 p.m. CS/JL/MO to check on volunteers to make certain gimmick holes are run correctly, deliver lunches, check beverage buckets/SLSF is responsible for filling beverages and ice in buckets and visit with players on the course.
- 3:00 p.m. – 4:00 p.m. Set up for the cocktail hour – CS/JL/MO
Caterer arrives and sets up food for cocktail hour
Prep/Cook appetizers – JL and MS
- 3:30 – 6:00 p.m. Players off course and Cocktail Hour begins
Pull raffle winners – MO, TC, MP and BS.
Announce Winners - CS
Scorecards to Pro shop to determine winners
Clean up course & collect volunteer equipment – MO
Course workers pick up contest hole stakes, hole sponsor signs and product bins
- 6:00– 7:30p.m. Clean up, load vehicles, bring back to storage and unload – MO/JL/CS/BS

Evaluation responses:

The Rotary Club of Arlington Heights was the collaborating partner on the event. A wrap up meeting was held on September 23 via Zoom. Given the global pandemic and the uncertain economy, the event went great! There were many newer golfers in attendance and not as many past duffers in attendance. Again, this year boxed lunches were provided for golfers, which were greatly appreciated as they could take them out on the course. This year SLSF did not receive as many raffle items for golfers to win. The ones that were available the committee agreed that having better quality rather than less quantity was better. A cocktail hour was held for an additional \$25 and due to the rain just before the cocktail hour began this portion of the event was moved inside. Golfers appreciated the opportunity to socialize with fellow Rotarians during the cocktail hour.

Target Numbers: Budget/Actual

SLSF is waiting for a few additional payments and then the numbers in the far right hand column will be final.

Target #	2018		2019		2020	
	Budget	Actual	Budget	Actual	Budget	Actual
Gross Revenue	\$25,960	\$36,611.50	\$31,120	\$24,806	\$26,600	\$20,328
Expenses	\$3,846	\$2,943.53	\$4,920	\$2,817.03	\$4,910	\$2,187.06
Net Revenue	\$22,114	\$33,667.97	\$26,200	\$21,988.97	\$21,690	\$18,140.94
SLSF share	\$12,557	\$18,333.99	\$14,600	\$12,494.49	\$12,345	\$10,570.47
Rotary share	\$9,557	\$15,333.99	\$11,600	\$9,313.90	\$9,345	\$7,570.47
Registrations (includes sponsored golfers)	83	100	90	67	80	68
Sponsorships	\$7,750	\$9,350	\$8,000	\$8,300	\$8,500	\$6,900
Business Hole & Hole Sponsors	\$1,500	\$4,850	\$3,000	\$2,700	\$3,000	\$2,450**
Passports	\$3,000	\$4,200	\$4,300	\$2,350	\$2,400	\$50*
SLSF average cost/person – golfers (total expenses/attendance)	\$46.34	\$29.44	\$54.67	\$42.05	\$61.38	\$32.16

*This year the committee and SLSF decided to include the passports in the registration fee. All golfers received a passport at registration.

**SLSF is waiting for an additional payment for a business hole.

Summary: The Arlington Classic Golf Outing is a collaborative event between SLSF and the Rotary Club of Arlington Heights. Through this relationship, SLSF has received numerous donations and sponsors for additional SLSF events from the Rotary members through continued relationship building.

The expenses were lower than budgeted because we did not have to purchase beer and the tee gifts were donated by the Arlington Heights Park District. The event went very well and we had wonderful weather. We saw a decrease in sponsorship from the budget as the past Duffers decided this year was not a good year to nominate a Duffer. Due to COVID – 19, the committee elected to have tee times for golfers rather than offering the typical shot gun start. In past year’s a dinner is provided for all golfers in attendance and this year the committee decided to provide a \$25 cocktail hour with heavy appetizers due to not being able to have large group gatherings.

Date: September 16, 2020

To: Tracey Crawford

From: Megan O'Brien

Event: ***Women's Golf Outing***

Event History: NWSRA Executive Director Kevin Kendrigan and Arlington Heights Park District Executive Director Jerry Oaks wanted to put a Women's Golf Outing together. Carol Gabrielsen, Kevin and Jerry were in the Arlington Heights Rotary Club together. SLSF already hosted several golf outings that were attended mostly by men and they wanted to make women aware of the missions of NWSRA and SLSF. Thus, the Women's Golf Outing was born in 1992. They contacted the women in the Arlington Heights Rotary Club and women who were active in the Arlington Heights Chamber of Commerce to participate. NWSRA contacted the park districts and requested a foursome from each of the 17 districts. Carol Blackwood joined the committee the following year.

About 10 days before the first outing, Kevin, Jerry and Carol met. Kevin asked for the names of Carol's golfers, who told him she did not golf and was going to work the outing. Kevin said, "No, there are volunteers, get a foursome together." Carol jokingly said that Jerry would have to caddy for her, as she had never golfed. They all laughed and said to try to sell caddies at the outing. Kevin and Jerry called park district directors and Carol requested men from the Arlington Heights Rotary club to volunteer as caddies.

The first year caddy bidding started at \$10.00, most caddies went for \$25-\$40.

of years event held: 28 years

Event Explanation: The Women's Golf Outing is a women's only 9 - hole golf event (cost is \$80.00) This event usually occurs the third Wednesday in September at Old Orchard Country Club in Mt. Prospect.

- Caddies arrive at 10:30 a.m. to begin to set up their "expo tables."
- Golf check-in begins at 11:15 a.m. with lunch served at 12:15 p.m. The Caddy auction begins around 12:45 p.m. Tee off immediately following the auction – approximately 1:30 p.m.
- Caddies are auctioned to the highest bidding foursome.
- Pass Purses are available for purchase for \$25.00 prior to tee off. The pass purse enters the golfer into all course contests out on the course.
- In 2020, boxed lunches were available for golfers with a wrap, fruit and a cookie. In previous years a buffet style lunch is provided for golfers.
- The lunch, caddy auction and hor d'oeuvres were all set up outside to accommodate social distancing.
- 9 holes of golf are followed by hor d'oeuvres, awarding the contest hole winners and raffles. Typically, the front 9 is for those who really know how to golf and the back 9 is for those attending who just want to have fun. This year Old Orchard Country Club had the front 9 for the golfers who just wanted to have fun and the back 9 was used for the serious golfers.
- In addition to splitting up the golfers on the front and back 9, the gimmick holes were all split to be on both the front and back 9.

- This year's tee gift was a SLSF travel hand sanitizer, an Andigo chip clip and Julie Murtaugh of Baird & Warner donated umbrellas.

Event Preparation: A facility request is sent to Old Orchard Country Club and the Prospect Heights Park District in October of the previous year. SLSF contacts Old Orchard Country Club in February of the event year to confirm the outing date and the menu. Meetings with the committee begin in May in 2020, in previous years meeting begin in April. The committee meetings are held on Wednesdays in May at 1:00 p.m. via Zoom. Letters to prize donors and sponsors are sent in July and August and flyers are sent in July.

In preparation for the event, SLSF contacted all golfers to ask what boxed lunch they would like (roasted turkey, grilled chicken, tuna salad or vegetarian) as well as what their golf cart preference was; single or double. SLSF contacted Old Orchard Country Club to discuss the logistics of offering the lunch and caddy auction portion of the day outside. SLSF emailed golfers a week prior to the outing with all the day of logistics for registration, lunch, caddy auction, cocktail hour and the raffle.

Committee Names:

Carol Blackwood	Amy Charlesworth	Julie Clasen
Dianna Ehrenfried	Carol Gabrielsen	Agnes Laton

Gimmick Hole explanation:

- Split the Pot – Pass Purse 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 Miller Coors).
 - During the dinner after the outing, 2 tickets are drawn. The 1st ticket pulled wins half of the day's pot and the 2nd ticket pulled wins the golf bag.
- Closest to the Pin – All golfers are entered at no additional cost, the winner receives a box of balls.
- Most Accurate Drive – All golfers are entered at no additional cost, the winner receives a box of balls.
- Double Your Chances – Pass Purse holders are entered in this contest, all other golfers may enter for \$20.00.
 - All Pass Purse holders will get a sleeve of six tickets from the volunteer.
 - Golfers take their tee shot.
 - If the tee shot lands on the green, the volunteer gives that golfer another sleeve of six tickets, thus doubling their chances to win at the dinner raffle table.

Actual day of explanation:

9:30 a.m. Set up registration area – MO
 Make sure hole sponsor signs are on course – MO/Doug/Marc

9:30 a.m. Make certain pop, beer, etc. will be out on the course. 4 buckets on the course and 2 buckets by the halfway house. – MO/Doug

10:00 a.m. Set Up Prize Table - JL
 Set up Caddy tables outside with frames, auction items & tee gifts –JL

- 10:15 a.m. Hang banners - BS
Brief volunteers on their duties and hand out backpacks, money and clipboards–
MO
- 10:30 a.m. Caddy Check – In: Volunteers
Photos-BS/GC
- 11:10 a.m. Volunteers working registration, report to table
- 11:15 a.m. Player check in outside on back patio – MO/MP
- 12:15 p.m. Lunch served
Talk to person doing announcements and go over script – CS
- 12:45 p.m. Caddy auction: all assigned go to their jobs.– Carol Gabrielsen
- 1:15 p.m. Volunteers to holes - JL, Old Orchard Country Club Staff
If hot out, put water in carts- JL/CS/MO
- 1:30 p.m. Take picture of KTK Award winners & print for photo sleeves - BS
- 1:30 p.m. Players shotgun (Front 9: golfers here for the party, Back 9: Serious golfers)
- 1:30 p.m. Volunteers not on course: eat lunch.
- 2:00 – 3:30 p.m. Check coolers and volunteers on course - JL/CS/MO
Visit with players on course - JL/MO/CS
- 4:00 p.m. Players off course – MO to check with course to put equipment near loading dock
- 4:00 - 6:00 p.m. Raffle and Hors d’ Oeuvres- CS/JL/MO/Volunteers
- 6:00- 7:00 Load vehicles – CS/JL/MO bring the bus back to the lot.

Evaluation responses: A wrap – up meeting will be scheduled for October via Zoom or an email evaluation.

Target Numbers:

SLSF is waiting for a few additional payments and then the numbers in the far right hand column will be final.

	2018		2019		2020	
	Budget	Actual	Budget	Actual	Budget	Actual
Gross Revenue	\$18,460	\$16,869.50	\$17,750	\$17,124	\$16,800	\$21,085
Expenses	\$4,606	\$4,292.97	\$5,160	\$3,796.58	\$4,270	\$3,850.64
Net Revenue	\$13,854	\$12,576.53	\$12,590	\$13,327.42	\$12,530	\$17,234.36
Registrations (includes sponsored golfers)	70	71	70	56	70	76
Caddies	25	18	25	16	25	13
Caddy Auction	\$5,700	\$4,882.50	\$5,200	\$4,775	\$4,800	\$8,610*
Sponsorships	\$2,750	\$2,750	\$2,750	\$3,250	\$3,000	\$2,250
Business Hole & Hole Sponsors	\$975	\$350	\$600	\$700	\$500	\$850
Pass Purses	\$1,450	\$1,222	\$1,300	\$1,300	\$1,200	\$1,625
SLSF average cost/person – golfers and caddies (total expenses/attendance)	\$65.80	\$60.46	\$73.71	\$67.80	\$61.00	\$50.66

**This year Tom Kloepfer offered to match the amount of money he was bid on up to \$1,000. Tom was bid on for \$750 and matched the donation for \$750. In addition to Tom’s matching donation, Rich

Moore, a past caddy donated \$1,000 in honor of Jim Houser as this year the UPS caddies were unable to attend.

Summary:

The outing looked different slightly different this year yet raised almost \$4,500 over budget and saw a decrease in expenses. With the current COVID – 19 pandemic, the outing had 76 golfers and 13 individual caddies, which is 20 more golfers than 2019 and 3 less caddies than 2019. Understanding that many people have been negatively affected by the pandemic, SLSF purchased some of the caddy “offerings” to help raise more funds. Unfortunately, the UPS caddies and Palatine Jaycees were unable to attend this year but the outing had 6 new caddies in attendance and raised \$3,810 over budget.

Due to the COVID – 19 pandemic SLSF moved the lunch, caddy auction and cocktail hour portions of the event to outside to accommodate social distancing guidelines. It was a beautiful day and many golfers requested to have the event outside again next year.

Soliciting prizes for raffle tables has been difficult this year, but the committee offered to purchase items for the raffle table. Golfers had the opportunity to win one of 23 amazing raffle baskets.

Date: September 30, 2020

To: Tracey Crawford

From: Megan O'Brien

Event: ***Buffalo Grove Golf Classic***

Event History: The Buffalo Grove Golf Classic is a collaborative fundraiser between SLSF and the Rotary Club of Buffalo Grove, which began in 1993 to build awareness of SLSF in the northern portion of the NWSRA service area. The event was spearheaded by then NWSRA executive director, Kevin Kendrigan and then Buffalo Grove executive director, Mike Rylko. Disbursement formula: First \$10,000 of profit to SLSF, next \$5,000 profit to Rotary Club of BG, then split the remaining profit 50/50 between SLSF and Rotary Club of BG.

of years event held: 27 years

Event Explanation: The Buffalo Grove Golf Classic is a golf outing for a maximum of 144 golfers, which is held at the Arboretum Club in Buffalo Grove. In 2020, SLSF had limited capacity due to having access to 85 golf carts. This event features:

- Ball drop, with all the proceeds going to the Rotary Club of BG. The Rotary Club is in charge of selling the balls and providing the fire truck for the day of the event.
- Putting contest – all golfers are allowed to participate and receive one ball for 3 tries. They are able to purchase another ball for \$5.00 and allowed 3 more tries. In 2020, the putting contest was moved to a longest putt format.
- Passports – are available for purchase for \$50.00 prior to tee off. The passport enters the golfer into all course contests, dinner hour raffle and 2 mulligans.
- Box lunch served, 18 holes of golf, followed by a buffet dinner with raffles and silent auction items.
- Live Auction – Who wants to ride in the basket of the Hook and Ladder Truck? Individuals bid live auction style with the winning bidder riding in the basket or bidding to have someone else go in the bucket and dropping the balls for the Ball Drop Contest. All proceeds from this auction will go to the Rotary Club of BG. In 2020 the live auction was not held. The Fire Department dropped the bucket of balls for the ball drop and Rotary Club members determined the winner.
- This year's tee gifts included a travel hand sanitizer, two sleeves of golf balls and a personalized bag tag.

Event Preparation: Each year the outing is held the 3rd Wednesday of May. SLSF contacts the Arboretum in October to set the date and sign the food contract with the vendor. Meetings with the committee begin in January after talking with the Rotary Club representatives. The committee meetings are held on Thursday prior to the Rotary Club of Buffalo Grove's weekly meeting. This committee meets four times prior to the outing. SLSF is in contact with the golf committee leaders on a weekly basis. Letters to sponsors are sent in February/March and flyers and prize letters are mailed in August and March. SLSF works with Rotarians to secure a car for the hole in one contest. The majority of the prizes are secured by the Rotary Club of BG.

Due to COVID – 19, SLSF and the Rotary Club of Buffalo Grove were unable to hold the event in May. The committee and SLSF determined that it was more effective if the event was rescheduled to later in the year instead of canceling. The 2020 event was rescheduled for Wednesday, September 30 at The Arboretum Club.

SLSF contacted all golfers to ask what their golf cart preference was; single or double. SLSF helped coordinate with the Rotary Club to keep track purchases that were made for the Ball Drop. SLSF contacted all golfers a few days prior to the event to discuss logistics for the day for registration, golf, lunch and dinner.

Committee Names:

Steve Balinski	Tom Kloepfer	Rob Seitz
Shawn Collins	Carmen Molinaro	
Dennis Depcik	Ryan Risinger	
Adriane Johnson	Mike Rylko	

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 Miller Coors)
 - During dinner after the outing, 2 tickets are drawn. The 1st ticket pulled wins half of the day’s pot and the 2nd ticket pulled wins the golf bag.
- Longest Putt Winner – Receives a foursome at the Arboretum Club.
- Low Gross Team – Winners each receive a box of balls.
- Most Accurate Drive – All golfers entered at no cost. The winner receives a box of balls.
- Closest to the Pin – Only Passport holders are eligible. The winner receives a foursome at Old Orchard Country Club.
- Double your Chances at the prize table – Passport holders are entered, all other golfers may enter for \$20.
- Hole in One – Only passport holders are entered.
- Beat the Pro – Passport holders are entered, all other golfers may enter for \$10.00. The winner receives a box of balls.
- Longest Drive – All golfers are entered at no cost. The winner receives a box of balls.

Actual day of explanation:

7:30 a.m.	Leave Office/Bus Lot
8:00 a.m.	Set up registration area – registration, passports, lunch tickets, drink tickets, and tee gifts. – CS, JL, MO
	Make sure hole sponsor signs, chairs & contests are set up on course – MO to do after registration is set up
	<ul style="list-style-type: none">• Give a Volunteer Hole/Matrix sheet to Dennis, Ryan and Steve to put signs out• Check with Geoff and/or drive around course to make sure contests are set up as well as chairs at volunteer holes – 1, 5, 7, 14,

- Location of carts for volunteers if applicable (Three will be needed) or will they be taken out to their hole by a ranger? Near banquet room
- Where will the staff bring the signs at the end of the outing? Near pro shop

Brief volunteers on their duties – MO

- Volunteers to their holes no later than 10:45 a.m.
- Give each volunteer a lunch ticket and have volunteers grab a lunch before they head out or SLSF will bring them a lunch (ask volunteers what they would prefer)
- Beverages are located at your hole – soda, water and beer
- Have volunteers assemble bag tags and put in alpha order at registration
- Bathrooms are located at holes 2, 13 and 17

Make sure course has iced down beer and pop – MO

Make sure course has hung banners – CS

Put contest sheets on all carts – Course

Rotary Club sets up Ball Drop area and put sponsor signs on course

Set up dinner raffle table. Put 3 prize lists on each table. – CS/JL/MO

SLSF talk to food vendor to finalize lunch and dinner – CS

Make sure lunch station is set up with food, product and gloves - CS

Check in Business Hole Sponsors - JL

9:00 a.m. Player check in and lunch is served – MO/JL/CS/RH/AG

Bag check – Golf Course workers

10:15– 10:45 a.m. Cart Check – Walk cart to cart with additional lunches. Put water bottles in carts if necessary – JL or CS

10:30 a.m. Volunteers leave for contest holes/runners, etc.

10:45 a.m. Ball Drop – CS/SB/CM

10:50 a.m. Announcements – Course

11:00 a.m. Player shot gun

Clean up registration area, bring sponsor signs into banquet room – MO/JL/CS

Brian and Maria take pictures

11:00 a.m. – 4:00 p.m. Volunteers who did not already do so, eat lunch
After eating check on Volunteers to make certain gimmick holes are being run correctly

SLSF to visit with players on course, set up for dinner speech, raffle table & place photos in photo sleeves.

Brian develop photos and SLSF team to help put in sleeves

3:30 – 4:00 p.m. Players off course

Course workers pick up contest hole volunteers, hole sponsor signs and product bins. MO to make sure all hole sponsor signs are accounted for and put on bus, use sponsor sign check in sheet. Volunteers to clean all product and bins prior to putting on bus.

4:00 – 5:30 p.m. Awards, presentation, raffle, dinner.

6:00 – 8:00 p.m. Clean up, load vehicles bring back to storage and unload

Open product stays at the course, SLSF will take any product that is closed back to storage

Evaluation responses: The evaluation meeting will be set once all payments are received.

Target Numbers:

	2018		2019		2020	
	Budget	Actual	Budget	Actual	Budget	Actual
Gross Revenue	\$29,720	\$36,065	\$32,950	\$35,761	\$32,175	\$29,812
Expenses	\$5,870	\$7,394.90	\$6,535	\$6,803.02	\$7,618	\$4,988.39
Net Revenue	\$23,850	\$28,670.10	\$26,415	\$28,957.98	\$24,557	\$24,823.61
Net Revenue- after payout	\$14,425	\$16,835.05	\$15,707.50	\$16,978.99	\$14,778.50	14,911.81*
Registrations	80	111	90	99	75	81
Sponsorships	\$10,300	\$14,050	\$12,000	\$16,550	\$13,000	\$13,051
Business Hole & Hole Sponsors	\$2,650	\$2,600	\$2,600	\$3,200	\$3,050	\$3,100
Passports	\$3,100	\$3,750	\$3,000	\$3,500	\$3,000	\$3,500
SLSF average cost/person (total expenses/attendance)	\$73.36	\$66.62	\$72.61	\$68.72	\$101.57	\$61.59

***SLSF is waiting for a few additional expenses and then this number will be finalized.**

Summary: The Buffalo Grove Golf Classic is a collaborative event between SLSF and the Rotary Club of Buffalo Grove. Through this relationship, SLSF has received numerous donations and sponsors for additional SLSF events from the Rotary members through continued relationship building.

The event was originally scheduled for May 15, 2020, but because of COVID-19, the committee decided to reschedule it until September 30, 2020. The event went very well and we had a cool breezy day out on the course. Due to the negative effects of COVID-19, CDE Collision, was unable to be a presenting sponsor this year. Even though, the presenting sponsor didn't return, there was an increase in sponsorship from the Rotary Members and they surpassed the budgeted amount.

Because of state regulations, volunteers were near registration to help keep golfers socially distanced. Golfers were allowed to choose a single or double cart as well as take their dinner to go if they were uncomfortable. The banquet facility was set up for 50 people and could allow for overflow in the bar or outside. SLSF has received many positive comments from golfers regarding the event and that they are looking forward to coming back next year.

Date: October 9, 2020

To: Tracey Crawford

From: Cathy Splett

Event: T&M Golf Outing

Event History: Twenty plus years ago Rob Schiferl began volunteering for NWSRA as a Unified Softball and Bowling Partner. With his Unified Softball team he traveled to Connecticut to compete in the World Games. With his NWSRA Unified Bowling team he traveled to compete in Reno, Nevada. When he began his employment with Terrazzo & Marble Supply Companies in Wheeling he approached the owner of the company, Jody Rotondo, and asked if he could host a golf outing to benefit SLSF and invite the T&M employees and corporate contacts. In 2018, Jody Rotondo stepped down as President. Steve Murray is the new president of T&M.

of years event held: 18 years

Event Explanation: The event takes place at the end of September or beginning of October and is an 18 hole, modified shot-gun and scramble format. Bagels, coffee and juice are served for breakfast. After golf, a buffet lunch is served along with a presentation about NWSRA. At this event, all golfers receive a raffle prize. From 2011-2016, this event was held at Traditions at Chevy Chase in Wheeling. The event moved to Mount Prospect Golf Course in 2017.

Event Preparation: During the month of January, T&M contacts SLSF to confirm that they'll be hosting the outing again. The first meeting is held in February with the committee. At this meeting, the previous year's financials are discussed as well as suggestions for the location, date and menu for this year's event. SLSF will contact the golf course after the first meeting to secure the date. The next three meetings are set in July, August and September. SLSF is in weekly contact with T&M one month prior to the outing and visits the T&M offices to pick up checks and prizes as needed.

T&M is responsible for creating the golf flyer, contacting sponsors and golfers. SLSF is responsible for securing the golf course and food, creating foursome lists, contest hole sheets, prize lists, sponsor awards, etc. (Please see timeline for full details.) Both companies are responsible for securing raffle and contest hole prizes. SLSF is the main contact and runs the event with the leadership of Rob Schiferl from T&M.

Committee Names:

Rob Schiferl and Liz Zizzo

Gimmick Hole explanation:

There are no passports at this event.

- **Longest Drive** – All golfers entered at no additional cost. Winner (male and female) receives a box of balls.
- **Closest to the Pin** – There are two at this outing. All golfers entered at no additional cost. Winner receives a box of balls.

- **Closest to the Pin/Split the Pot** – 1 ticket for \$5; 3 tickets for \$10 and 7 tickets for \$20. T&M employees sell the split the pot tickets the week prior to the event and on the day of the event.
- **Actual day of explanation:**

7:00 a.m.	<p>Set up registration area – registration, drink tickets, and tee gifts</p> <p>Make sure hole sponsor signs & contests are set up on course</p> <p>Set up breakfast – bagels, cream cheese, oj. Make sure course has set up coffee</p> <p>Set up prize table</p> <p>Hang banners</p> <p>Put contest sheets on all carts</p> <p>Touch base with Chevy regarding lunch</p>
8:15 a.m.	<p>Player check in, give 2 drink tickets, tee gifts</p> <p>Course in charge of bag check</p>
8:45 a.m.	<p>Cart Check</p>
9:00 a.m.	<p>Announcements - Course</p> <p>Player shot gun</p> <p>Clean up registration area</p> <p>SLSF or T&M marketing director take pictures of foursomes on the course.</p>
9:45 a.m. – 1:30 pm	<p>SLSF to visit with players on course, set up for lunch, make sure video works, raffle table, place photos in photo sleeves</p> <p>SLSF to attach green sheets to registration monies received</p> <p>SLSF to write all golfers names on raffle tickets and place in raffle drum.</p> <p>SLSF to develop photos at Walgreens</p>
1:30 p.m.	<p>Players off course</p> <p>Course workers pick up hole sponsor signs. SLSF to make sure all hole sponsor signs are accounted for and put on van.</p>
1:30 – 3:00 p.m.	<p>Awards, presentation (video), raffle, lunch buffet</p>
3:00 – 4:30 p.m.	<p>Clean up, load vehicles bring back to storage and unload</p>

Target Numbers:

	2018		2019		2020	
	Budget	Actual	Budget	Actual	Budget	Actual
Gross Revenue	\$15,550	\$20,995	\$20,200	\$18,195	\$16,000	\$17,181
Expenses	\$4,520	\$5,590	\$5,245	\$2,229	\$5,730	\$1,768
Net Revenue	\$11,030	\$15,405	\$14,955	\$15,966	\$10,270	\$15,413
Registrations	38	53	50	41	50	52
Sponsorships	\$8,800	\$13,000	\$12,300	\$11,70	\$10,000	\$11,000
Business Hole & Hole Sponsors	\$3,000	\$2,000	\$2,400	\$1,600	\$1,600	\$1,400
SLSF average cost/person (total expenses/attendance)	\$118.95	\$105.47	\$104.90	\$54.37	\$114.60	\$34.00

**SLSF did not pay for golf in 2019 and 2020.*

Summary:

T&M was undecided whether they would be able to host the event this year due to COVID-19. The committee confirmed in July that it was a go but were unsure of the amount of golfers or sponsorship they could get. The event sold out with 52 golfers, all returning from previous years.

The event was held at Mt. Prospect Golf Course on October 3, 2020. Due to regulations and guidelines, a few things were different this year. Shot gun starts weren't allowed, so all golfers received a tee time. We were unable to have a lunch banquet, but each golfer received a breakfast and lunch coupon to purchase anything from the grill. There was a small presentation and each golfer received a prize before they left. The sponsors and golfers look forward to this event every year and said they will always come back to support NWSRA and SLSF!