

After Event Memo

To: Tracey Crawford

From: Cathy Splett

Event Name: **Buffalo Grove Golf Classic**

Event Date: May 17, 2017

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: 24 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. This event features:

- Ball drop, with all those proceeds going to the Rotary Club of BG. The rotary club is in charge of selling the balls and providing the fire truck for 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.
- 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.
- **New in 2017** – 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 and dropping the balls for the Ball Drop Contest. All proceeds from this auction will go to the Rotary Club of BG.

Event Preparation: Each year the outing is held the 3rd Wednesday of May. SLSF contacts Arboretum in October to set the date and sign the food contract with 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 BG weekly meetings. 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 and prize donations are sent in February and flyers are mailed in 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.

Committee Names:

Steve Balinski	Adriane Johnson	Shawn Collins
Ryan Risinger	Dennis Depcik	Carmen Molinaro
Carmen Molinaro	Rob Seitz	Shannon O'Connor
Tom Kloepfer	Dan Schimmel	Lisa Siwek

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. 1st ticket pulled wins half of the day's pot and 2nd ticket pulled wins the golf bag.
- Putting Contest 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. Winner receives a box of balls.
- Closest to the Pin – Only Passport holders are eligible. Winner receives a foursome at the Buffalo Grove Golf Course.
- 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
- Longest Drive – All golfers are entered at no cost. Winner receives a box of balls.
- Wager Hole – Passport holders are entered into the Wager Hole at the \$10.00 amount. All other golfers may wager \$2 to \$10.00

Actual day of explanation:

- 8:00 a.m. Set up registration area – registration, passports, mulligans, lunch tickets, drink tickets, and tee gifts.
Make sure hole sponsor signs, pin flags & contests are set up on course.
Brief volunteers on their duties.
Make sure course has iced down beer and pop.
Make sure course has hung banners.
Put contest sheets on all carts.
Rotary Club sets up Ball Drop area.
Set up dinner raffle table. Put 3 prize lists on each table.
SLSF talk to food vendor to finalize lunch and dinner.
Make sure lunch station is set up with food and product.
- 9:30 a.m. Player check in, putting contest and lunch is served.
Bag check – Golf Course workers.
- 10:00– 11:00 a.m. Cart Check – Walk cart to cart with additional lunches. Put water bottles in carts if necessary.
- 10:15 a.m. Volunteers leave for contest holes/runners, etc.
- 10:45 a.m. Ball Drop – Fire truck arrives and parks in the far east parking lot. The golf pro has the bucket of # balls and gives them to the fireman to drop.
- 10:50 a.m. Announcements – Course

- 11:00 a.m. Player shot gun start.
Clean up registration area.
An NWSRA staff takes pictures then has pictures developed. Brings them back to the banquet room for volunteers to assemble in the photo sleeves.
- 11:00 a.m.– 4:00 p.m. Volunteers who didn't 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.
- 4:00 – 4:30 p.m. Players off course.
Course workers pick up contest hole volunteers, hole sponsor signs and product bins. Volunteer to make sure all hole sponsor signs are accounted for and put on bus. Volunteers to clean all product and bins prior to putting on bus.
- 4:30 – 6:00 p.m. Awards, presentation, raffle, dinner buffet
- 6:00-8:00 p.m. Clean up, load vehicles bring back to storage and unload

Evaluation responses: The evaluation meeting will be set for June 2017.

Target Numbers:

	2015		2016		2017	
	Budget	Actual	Budget	Actual	Budget	Actual
Gross Revenue	\$30,250	\$33,115	\$30,250	\$32,247	\$29,700	\$30,889
Expenses	\$6,650	\$6,405	\$6,780	\$6,069	\$7,350	\$5,320
Net Revenue	\$23,600	\$26,710	\$23,4700	\$26,181	\$22,350	\$25,569
Net Revenue- after payout	\$14,390	\$15,855	\$14,235	\$15,590	\$13,675	\$15,014
Registrations	128	139	110	126	116	95
Sponsorships	\$5,000	\$6,225	\$5,000	\$5,725	\$5,000	\$11,050
Business Hole & Hole Sponsors	\$3,000	\$3,600	\$3,000	\$3,100	\$3,000	\$2,650
Passports	\$4,900	\$5,300	\$4,900	\$4,500	\$4,500	\$3,000
SLSF average cost/person (total expenses/attendance)	\$51.95	\$46.08	\$61.64	\$48.14	\$63.36	\$56.00

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.

In 2017, the committee struggled meeting the registration numbers that were budgeted. A longtime supporter who brings 5 foursomes was unable to attend this year. This outing was able to meet budget with less golfers due to a new presenting sponsor, CDE Collision Center.

An added feature this year was the live auction bidding for riding in the basket on the Hook and Ladder Fire Truck for the ball drop. All proceeds from the live auction goes directly to The Rotary Club of Buffalo Grove.

PURSUIT clients helped hand out lunches and sold some Rotary Duck tickets. After lunch, the Buffalo Grove Fire Department gave the clients a brief tour of the fire truck.

The committee was extremely happy with the outing and are hopeful that it will continue for years to come.

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After Event Memo

To: Tracey

From: Cathy Splett

Event Name: **Palatine Hills Golf Outing**

Event Date: June 1, 2017

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: 32 years

Event Explanation: The Palatine Hills Golf Classic is a golf outing for a maximum of 144 golfers 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. Golfer 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 locations until 1:00 p.m. Lunch consists of hotdogs and chips.
- 18 holes of golf are followed by the dinner and raffle at a different location due to 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 for the following year. In January, SLSF begins to investigate venues for hosting the dinner. Meetings with the committee begin in February. The committee meetings are held on Tuesday's at 4:00 p.m. at Park Central and meet in February, March and April. Letters to sponsors and prize donors are sent in February and flyers 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:

Bob Calzaretta	Jim Houser, Jr.	John Calzaretta
Steve McVoy	Tom Houser	Anthony Gattuso
John Terrelli	Lynn Crawford	
Dan Hotchkin	Jim Houser, Sr.	

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 will be drawn. 1st ticket pulled wins half of the day's pot and 2nd ticket pulled wins the golf bag.

- Putting Contest – Passport holders only. Winner receives a foursome at Makray Golf. New in 2016, golfers were able to purchase additional chances for \$5.00.
- 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 twosome at Bridges of Popular Creek.
- Pick Your Favorite Pin Placement – Contest just improves golfer's score.
- 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.
- 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 gifts
 Make sure hole sponsor signs, pin flags & contests are set up on course
 Brief volunteers on their duties
 Make sure course has iced down beer and pop
 Hang banners
 Put contest sheets on all carts
 Touch base with food vendor regarding breakfast and lunch
 Make sure grills and lunch set up are ready for volunteers
- 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. Player shot gun
 Clean up registration area
 Brian takes pictures
- 9:45 a.m. – 3:30 p.m. 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

1:30 p.m. Cathy and volunteer leave to set up dinner at the restaurant/banquet venue
 Barb arrives with bus at dinner location with all the raffle prizes. Once completed, Barb drives to Palatine Hills Golf Course to help with clean up and loading of equipment. Then bring bus back to NWSRA.

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. Volunteers to clean all product and bins prior to putting on bus.

3:30 – 6:00 p.m. Awards, presentation, raffle, dinner

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

Evaluation responses: The committee prefers to have the evaluation process to take place through emails. Responses will be sent.

Target Numbers:

	2015		2016		2017	
	Budget	Actual	Budget	Actual	Budget	Actual
Gross Revenue	\$27,025	\$30,525	\$29,450	\$28,670	\$28,300	\$25,778
Expenses	\$5,555	\$6,984*	\$6,685	\$6,059	\$7,280	\$5,904
Net Revenue	\$21,470	\$23,541	\$22,765	\$22,611	\$21,020	\$19,974
Registrations	120	125	125	119	110	99
Sponsorships	\$3,500	\$5,000	\$4,250	\$5,000	\$5,000	\$4,000
Business Hole & Hole Sponsors	\$825	1,075	\$950	\$825	\$950	\$1,275
Passports	\$5,550	\$5,050	\$5,550	\$4,600	\$4,600	\$4,150
SLSF average cost/person (total expenses/attendance)	\$46.29	\$55.87	\$53.48	\$50.91	\$66.18	\$59.64

*In 2015, this committee wanted a nicer tee gift than was budgeted. They decided to raise the price of golf from \$125 to \$130 which would enable SLSF to spend \$10/person on a tee gift. Also, the dinner cost was \$700 higher than budgeted due to the new location of dinner and the majority of the golfers attending.

Summary:

The Palatine Hills Golf Classic is a restricted event that benefits the NWSRA Lightning Athletes. Many of the golfers are families and friends of the athletes, as well as the athletes themselves. It is a wonderful community event that includes individuals with disabilities and typically functioning individuals.

This year saw a decrease in the number of golfers due to Memorial Day falling on the same week of the outing. The outing has always been scheduled for this first Thursday in June.

The day of the event was absolutely beautiful. Registration and bag drop went seamlessly well. Golfers had a great time on the course eating their hot dogs and enjoying their golf game. Dinner at Tap House Grill was great. SLSF decided to keep the program short and sweet. The athletes helped pick out the winners of the Split the Pot and Putting Contest. The committee and golfers commented on what a wonderful outing it was and they cannot wait until next year.

After Event Memo

To: Tracey

From: Megan O'Brien

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

Event Date: 8.31.17

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 Carol's golfer's names, who told him she didn't 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 AH Rotary club to volunteer as caddies.

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

of years event held: 25 years

Event Explanation: The Women's Golf Outing is a women's only 9 hole golf event (cost \$80.00) in which caddies are auctioned to the highest bidding foursome. This event usually occurs the Thursday prior to Labor Day at Traditions at Chevy Chase in Wheeling. This year the Women's Outing was held at Old Orchard Golf Course due to an extreme amount of rain & flooding received this year at Traditions of Chevy Chase. Two weeks prior to the 2017 outing Old Orchard Golf Course agreed to host the event.

- Caddies arrive at 11:00 am to begin to set up "expo table."
- Golf check in begins at 11:00 am with lunch served at 12:00 pm. Caddy auction begins around 12:30 pm. Tee off immediately following the auction – approximately 1:30 pm – 2:00 pm.
- Pass Purses are available for purchase for \$25.00 prior to tee off. The passport enters the golfer into all course contests, dinner hour raffle and 2 mulligans.

- This year Mystery Mulligans were introduced. Five different Mulligans were offered; get out of the water free, get out of the sand free, use a pitching wedge instead of your usual club, pick up the ball and throw it, and take a second shot without a penalty.
- Lunch was served family style this year.
- 9 holes of golf were followed by hor d'oeuvres, awarding the contest hole winners and raffles. (The front 9 are for those who really know how to golf; the back 9 are there just to have fun.)

Event Preparation: A facility request is sent to Traditions at Chevy Chase and the Wheeling Park District in October for the following year. SLSF meets with Traditions at Chevy Chase in February to confirm the outing date and the menu. Meetings with the committee begin in April. The committee meetings are held on Wednesdays at 1:00 pm, with locations TBD and meet in May, June and July. Letters to sponsors and prize donors are sent in April - May and flyers sent in June.

This year, SLSF contacted Old Orchard Golf Course in August, because Traditions at Chevy Chase Golf Course was unplayable due to rain and flooding. Nanette and Megan met with Mark and Bonnie to review details of the outing.

Committee Names:

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

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. 1st ticket pulled wins half of the day's pot and 2nd ticket pulled wins the golf bag.
- Closest to the Pin (2 Winners – front 9 and back 9) – All golfers are entered at no additional cost. Winner receives a box of balls.
- Most Accurate Drive (2 Winners – front 9 and back 9) – All golfers are entered at no additional cost. Winner receives a box of balls.
- Poker Run (Front 9 and Back 9) – Pass Purse holders are entered, all other golfers may enter for \$5.00.
 - At Registration, Pass Purse holders and caddies receive five cards.
 - Pass Purse holders and caddies may trade two cards to the volunteer at the Poker Run hole at no charge to help them to get a better hand.
 - Those without Pass Purses may pay \$5 to get five cards and trade in two cards at no charge.

- Golfers and caddies may trade for new cards by paying \$1 for each additional card traded.
- At the end of the outing, golfers turn in their cards and the best hand wins a Forbici Spa package.
- Double Your Chances (Front 9 and Back 9) – 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.
 - Tee shot lands on the green, the volunteer gives another sleeve of six tickets, thus doubling chances to win at the dinner raffle prize table.

Actual day of explanation:

- 8:00 – 9:00 a.m. Caddies Tee off
- 8:00 a.m. MO/NS to arrive to put together centerpieces & unload storage area
- 10:00 a.m. Set up registration area - MO
Make sure hole sponsor signs & pin flags are on course – MO/Marc
- 9:30-11:00 Make certain pop, beer, etc. delivered and loaded in beverage carts/coolers- MO
- 8:30 a.m. Set Up Prize Table - Cathy
- 9:30 – 10:00 a.m. Hang banners - volunteers (2) BS to make certain this is done
- 11:30 a.m. Brief volunteers on their duties – BB
- 10:30 a.m. Volunteers working registration, report to table
- 11:00 – 12:00 Caddy Check-in, in Banquet Room: CS
Photos- BS/KE- get a photo of committee at event (post to website afterwards)
- 11:00 a.m. – 12:00 p.m. Player check in
- 10:30 a.m. – 12:30 p.m. Bag drop – volunteers
- 11:30 a.m. – 12:30 p.m. Sell Raffle Tickets - Volunteers
- 12:00 p.m. Lunch served
Talk to person doing announcements and go over script – Megan
- 12:30 – 1:30 p.m. Caddy auction: all assigned go to their jobs. NS to cover registration table when other volunteers go into ballroom for auction – Carol Gabrielsen

- 1:30 p.m. Volunteers to holes- NS, Old Orchard
If hot out, volunteers to put water in carts- NS/CS/MO
- 1:30 p.m. Take picture of KTK Award winners and print-BS/KE
- 1:30- 2:00 p.m. Shotgun
- 2:15 p.m. Volunteers not on course: eat lunch.
- 2:00 – 4:30 p.m. Check coolers and volunteers on course- NS, CS, BB, MO
Visit with players on course TC/BS/NS/CS/MO
- 2:00 – 4:30 p.m. Set up KTK Winner Table – MO/NS
- 2:00 – 3:30 p.m. KE/BS to take pictures of foursomes
- 4:30 p.m. Players off course & Volunteers to clean up course – BB & CK
- 4:30 p.m. CS to collect golfers and caddies hands of cards, staple and write their names on cards and determine the best poker hand
- 4:30 - 6:00 p.m. Raffle and Hors d' Oeuvres- MO/TC/CS/NS/Volunteers
- 6:00- 7:00 p.m. Load vehicles- Barb bring the bus back to the lot.

Evaluation responses: The committee prefers to have the evaluation process take place through emails. Below is a summary of their thoughts:

- Contest holes were fun.
- Food was good, not as good as Chevy Chase
- The speaker was great. There should ALWAYS be a speaker each year.
- Prize table had great prizes.
- Less caddies = higher bidding.
- Have the caddies stay at their tables, so the ladies know what they have.

Target Numbers:

	2015		2016		2017	
	Budget	Actual	Budget	Actual	Budget	Actual
Gross Revenue	\$19,000	\$19,750	\$19,000	\$18,045	\$19,000	\$19,172
Expenses	\$5,400	\$4,607	\$5,190	\$3,601	\$5,566	\$6,974
Net Revenue	\$13,600	\$15,143	\$13,810	\$14,444	\$13,434	\$12,198
Registrations	80	70	77	66	75	81
Caddies	25	24	25	14	25	10
Caddy Auction	\$6,100	\$7,475	\$6,100	\$5,725	\$6,100	\$5,960
Sponsorships	\$2,500	\$2,750	\$2,500	\$2,750	\$2,500	\$2,500
Business Hole & Hole Sponsors	\$400	\$650	\$650	\$975	\$525	\$1,050
Pass Purses	\$1,300	\$1,425	\$1,400	\$1,450	\$1,600	\$1,425
SLSF average cost/person – golfers and caddies (total expenses/attendance)	\$51.43	\$49.00	\$51.00	\$45.00	\$55.66	\$76.64

Summary:

The outing saw an increase in the number of golfers and a decrease in caddies this year. Due to flooding at Chevy Chase, the location was changed to Old Orchard Golf Course. The committee understood the move to Old Orchard and were happy with the venue change.

SLSF budgeted this outing in 2016 with the prices for lunch and appetizers from Traditions at Chevy Chase. Due to having to change venues last minute and the prices at Midori, SLSF's expenses were over budget thus resulting in not making budget this year.

Joanne Kluck, mother of NWSRA participant Joe, was the guest speaker. She voiced how important NWSRA is to her and her family and all the programs Joe has been able to participate in during his time in NWSRA.

Prior to the caddy auction, Julie Clasen came up with 25 reasons to bid on a caddy! Many of the golfers participated with this game.

The caddies were outstanding this year and went all out to impress the ladies. The caddy expo was well received. Carol Gabrielsen was auctioneer to honor the 25th Anniversary! She also gave the history of how this outing began.

After Event Memo:

To: Tracey

From: Nanette Sowa

Event Name: Arlington Classic Golf Outing

Event Date: 9.14.2017

Event History: This golf outing began as a collaboration between the morning 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 duffer.

Duffer History:

'93 Ernie Blomquist	'01 Jack Whisler	'09 Tom Kivlahan	'17 Neil Scheufler
'94 Mike Silverman	'02 Arlene Mulder	'10 Jim Bertucci	
'95 Dee Bigham	'03 Mary Stitt	'11 Ron Crawford	
'96 Mike Cook	'04 Bob Paddock	'12 Bob Whisler	
'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 is the 25th year.

Event Explanation: The event is held the third Thursday in September. This year it was held on the second Thursday, due to the third Thursday being Rosh Hashanah. It is played at Arlington Lakes Golf Course. It is an 18 hole, shotgun with a scramble format. A grilled lunch of hot dogs and hamburgers is served prior to the shotgun. A catered dinner is served after golf while the duffer is honored with his jacket. Rotary and SLSF speak about their mission and a dinner raffle is held.

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/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 oversee the gathering of raffle prizes, solicitation of sponsors and solicitation of golfers. The SLSF representative takes the names, emails and phone numbers of the Rotarians who volunteered to spearhead the committee. Those folks 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 late June.

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

Committee Names: The committee consists of the members of the Rotary Club of Arlington Heights and the Duffer. In 2017 the committee consisted of:

Brian Meyer Ron Crawford Jim Bertucci Marcin Bos Neil Scheufler
Jim Thomson Trey Higgens David Jaffe Marc Poulos Jake Chung Megan O'Brien

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. 1st ticket pulled wins half of the day's pot and 2nd ticket pulled wins the golf bag.

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 Drive – All golfers entered at no additional cost. Winner receives a box of balls.

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 the Poker Run hole 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 Brian and the best hand will win a foursome at Schaumburg Golf Club

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!

The Duffer Hole- The Duffer creates and runs a contest. Cost is minimum of \$10

Actual day of explanation:

Week before event: Confirm beer donation. Arlington Lakes staff to mark with an X to identify outing beer from their regular delivery.

2 Days Before Event

Drop off at golf course:

Grills, Charcoal, Lighter fluid, gas grill and propane

Pinflags and numbered Hole Sponsor Signs

Banners

Red bins

Food for lunch: cold items in the walk in cooler marked with signs saying SLSF,

Tablecloths, paper products for lunch and dinner

Cook out bins with equipment

Serving bowls and serving spoons for lunch

Dry food kept on bus

Prizes kept on bus

DAY OF EVENT:

8:30 a.m. SLSF staff arrive to begin set-up

9:00 a.m. Unload dry food and prizes from vehicle

Set up grills

9:30 a.m. SLSF Volunteers arrive

Volunteers working registration set up registration area

Make sure hole sponsor signs & pin flags are on course – Tim/Nanette

2 Volunteers hang banners - CS to make certain this is done

Course staff to make certain pop, beer, iced down and provided

beverages are loaded in the beverage carts. 5 red bins are filled with non-alcoholic products 2 bins are delivered each to holes 6 and 17 and one to the front of clubhouse.

Brief volunteers on their duties – CS

Chief Griller starts the charcoal grill

Lunch volunteers get lunch set up

Raffle table set up

10:30 a.m. Player check in

Bag drop

Volunteers to put water bottles in carts

KE gets photo of committee at event (post to website afterwards)

Lunch is served in clubhouse

11:30 p.m. Volunteers leave for contest holes/runners/business hole sponsors, etc.BB

Talk to person doing announcements – Nanette/Tim

Noon Player shot gun

- 12:30 –5:00 p.m. NS/CS/MO to check on volunteers to make certain gimmick holes are being run correctly; have a red bin filled with a non-alcoholic beverages to give to volunteers and golfers
KE takes photos on course and then to Walgreen’s for printing. Returns with photos and inserts them into sleeves with outing label
- 12:30 – 5:00 p.m. Visit with players on course NS/CS/TC/MO
Players off course- CASH BAR OPENS
- 4:00 – 4:30 p.m. Dinner volunteers arrive.
Caterer arrives and sets up dinner
Players off course-scorecards to Pro shop to ascertain winners
Contest sheet off course and winners’ names given to Nanette
- 5:00 - 7:00 p.m. Awards, presentation, raffle, dinner buffet
Pinflags and hole signs off course and put on bus
Clean up crew to empty most red bins, dry cans and put on bus
Grills on bus
- 7:00 p.m. -8:30 Clean up, load vehicles, take equipment to storeroom

Evaluation responses:

The Rotary Club of Arlington Heights was the collaborating partner on the event, they were happy with the way the day proceeded and were grateful for the earlier start and end times. The general comments were that the day was great and they appreciate all the organizational work done by SLSF. They also recognize that sponsorship is where the money is made and that next year the club needs to work even harder to maintain that level of sponsorship or add to it.

Target Numbers: Budget/Actual

Target #	2015	2016	2017
Gross Revenue	\$24,700/\$27,801	\$29,015/\$26,815	\$29,650/\$27,114
Expenses	\$2,371/\$5,789.03	\$2,800/\$3,325.23	\$3,280/\$2,162.36
Net Revenue	\$22,329/\$22,011.97 Paid unbudgeted \$3000 for use of golf course due to renovation of Arlington Lakes.	\$26,215/\$23,489.77	\$26,370/\$24,951.64
SLSF share	\$12,645.50/\$12,669.75	\$14,607.50/\$13,244.89	\$14,685/\$13,975.82
Rotary share	\$9,645.50/\$9,669.75	\$11,607.50/\$10,244.89	\$11,685/\$10,975.82
Registrations	\$7,000/\$9,250 106 total golfers 30 sponsored guests	\$10,000/\$10,625 109 total golfers 24 sponsored guests	\$10,625/\$11,610 86 total golfers 12 sponsored golfers
Sponsorships	\$8,000/\$12,550	\$11,150/\$9000	\$10,775/\$7,750
Business Hole & Hole Sponsors	\$2,675/\$950	\$1,325/\$825	\$1,000/\$2,000
Passports	\$3,650/\$3,250	\$3,800/\$4,150	\$4,125/\$3,300
Prizes	40+/38	40+/32	40+/50

Gimmick Holes/Dinner Raffle	\$1,975/\$1,310	\$1,295/\$1,315 The duffer hole alone made \$435 which saved this line item since the dinner raffle only earned \$485	\$1,375/\$1,439
SLSF average cost/person – golfers (total expenses/attendance)	\$54.61	\$30.51	\$22.06

After Event Memo:
To: Tracey
From: Nanette Sowa
Event Name: Moretti's/NWSRA Golf Outing in Memory of Kevin T. Kendrigan
Event Date: 8.16.2017

Event History: The outing began as and remains a collaboration between NWSRA/SLSF and AlaCarte Entertainment Group. AlaCarte was looking for a charity to support and Kevin Kendrigan suggested SLSF, the rest is history.

of years event held: The first collaborative outing was held on July 29, 1987- this year marked the 30th anniversary of the outing.

Event Explanation: This is an 18 hole, scramble golf event held the third Wednesday of August. The outing rotates between the Mount Prospect Golf Club, Old Orchard Country Club and Schaumburg Golf Club. In 2017, the event was held at the Schaumburg Golf Club.

Event Preparation:

SLSF:

- Solicits committee members, holds four meetings and sends out minutes
- Keeps the committee members informed of the outing's progress via weekly emails
- Creates and sends out publicity (save the date, flyers) for the outing
- Does all the inside paperwork
- Negotiates with the golf courses
- Seeks and supervises volunteers
- Creates all day of paperwork
- Handles all money, invoices and thank you letters
- Contacts media for publicity

AlaCarte:

- Solicits sponsors, hole sponsors and prizes for the raffle table.
- Provides all the day's meals. A full breakfast, Italian sub sandwich lunch and a grilled steak dinner is included in the outing fee.
- Works with food providers to receive donations of product to keep the cost down
- Negotiates for donations of beer and soda/water.

Committee Names: (when outing is at Schaumburg Golf Club)

Jim Earley	Jonathan Parsons	Jerry Grimaldi
Tony LaFrenere	Nick Sawyer	Tim Schaap
Norbert Skibicki	Megan O'Brien	Nanette Sowa

Because this was the 30th Anniversary of the event, SLSF had signs put on one of the NWSRA busses thanking AlaCarte for 30 years of support. Instead of the usual steak fry, a pig roast was presented.

Jim Earley from AlaCarte Entertainment spoke about why they support SLSF and was near tears which was very touching. SLSF presented him with a custom made leather plaque thanking the company for their support.

New this year was a raffle board replacing the raffle tickets. Guests with passports automatically received a square, additional squares could be purchased for \$20. The board with 150 squares sold out quickly.

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 will be drawn. 1st ticket pulled wins half of the day's pot and 2nd ticket pulled wins the golf bag.
- Low Gross Team – Winners each receive a box of balls.
- Most Accurate Drive – All golfers entered at no cost. Winner receives a box of a dozen SLSF golf balls.
- Closest to the Pin – Only Passport holders are eligible. Winner receives a box of a dozen SLSF golf balls.
- Double your Chances– Passport holders are entered in the raffle automatically, all other golfers may enter for \$20. A raffle for a foursome of golf at Schaumburg Golf Club was held at dinner.
- Hole in One for a Car- The first hole in one of the day, as witnessed by SLSF volunteers wins a Mazda CX5. Napleton Automotive of Schaumburg has sponsored this hole since 2012.
- Longest Drive – All golfers are entered at no cost. Winner receives a dozen SLSF golf balls.
- Wager Hole – Passport holders are entered for \$10.00. Golfers not holding a passport may wager between \$2.00-\$10.00. Each entrant rolls on large die. Whatever number the die lands on becomes the multiplier. Example a \$2.00 wager and a six on the die results in a payout for \$12.00 to the player if they land their drive on the green within a 10' radius of the hole as marked by a white chalk circle.

Actual day of explanation:

DAY OF 7:30 a.m.	SLSF and AlaCarte staff arrive- breakfast is set up
8:00 a.m.	Set up registration area – Megan O'Brien and volunteers Make sure hole sponsor signs & pin flags are on course –Pro/Nanette Hang banners - volunteers (2) CS to make certain this is done
7:30-8:15	Bob Whitehead to make certain pop, beer, etc. delivered, iced down and Chandler's staff to make certain only provided beverages are loaded in the beverage carts. Brief volunteers on their duties – BB

8:15 a.m. Volunteers working registration, report to table

8:30 a.m. Player check in
Bag drop
Breakfast served

9:15 a.m. Volunteers/Schaumburg staff to put waters in carts

9:30 a.m. Volunteers leave for contest holes/runners/business hole sponsors,
etc.BB
Talk to person doing announcements – Nanette/Pro

10:00 a.m. Player shot gun

12:00-2:00 Lunch served at Halfway House- AlaCarte staff take care of this at
Schaumburg
Set-up prize table-NS/CS/MO

10:30 p.m. –3:30 Volunteer Runners to check on other volunteers to make certain
gimmick holes are being run correctly and deliver lunches to volunteers;
have a red bin filled with a non-alcoholic beverages to give to volunteers
and golfers seen on the way

KE/BS takes photos on course and then to Walgreen's for printing.
Returns with photos and inserts them into sleeves

12:00 - 4:30 p.m. Visit with players on course NS/CS/MO

Players off course- CASH BAR OPENS

3:30 - 4:00 p.m. Dinner raffle volunteers arrive and report to NS for instructions.

4:30 - 6:00 p.m. Awards, presentation, raffle, dinner buffet

6:00 p.m. - ? Clean up, load vehicles, take equipment to SLSF storeroom

Evaluation responses:

- Loved the course
- Happy to support SLSF
- Liked the selection of drink samples at holes
- Plenty of capable volunteers
- Schaumburg Golf Club staff and Chandler's staff were fabulous

Target Numbers: (budgeted/actual) The event drew 23 additional golfers than expected and cost less overall due to donations of produce by Get Fresh Produce. Ala Carte Entertainment didn't charge for breakfast or lunch and charged a minimal amount for the Pig Roast. This resulted in a net profit of \$5082.92 over the budgeted amount.

Target #	2015	2016	2017
Gross Revenue	\$23,925/\$23,346.97	\$22,000/\$26,901	\$25,960/\$30,220
Expenses	\$5,296.50/\$3854.97	\$4,287/\$3,466.62	\$4,600/\$3,777.08
Net Revenue	\$18,628.50/\$20,030.03	\$17,713/\$23,434.38	\$21,360/\$26,442.92
Registrations	\$11,700/\$10,950	\$11,400/\$13,350	\$13,200/\$14,550
Players	90/101	90/119	104/127
Sponsorships	\$4500/\$5000	\$4,750/\$6,250	\$6000/\$6,250
Hole Sponsors	\$1625/\$2250	\$1,525/\$1325	\$1700/\$2400
Passports	\$2500/\$3350	\$3,000/\$4,150	\$3,200/\$4,350
Prizes	45/60+	40/40+	40/40+
Gimmick Holes/Dinner Raffle	\$1500/\$1790	\$1,225/\$1,576	\$1,450/\$1,830
Cost/player	\$58.85/\$38.17	\$47.63/\$29.13	\$44.23/\$29.74