



Starkey Golf Classic Tournament
Monday September 14, 2020
Crestview Country Club
1000 N 127th St E
Wichita, KS 67230

Volunteer Job Assignment: Volunteer Support

Time: 6:45 a.m. to 6:00 p.m. (approx.)

Location: Clubhouse

Duties:

- Please check in at 6:45 with Eileen.
- Make sure to greet—and THANK—the volunteers when they check in.
- Locate and check off their name to indicate they have checked in.
- Give them a shirt of their size if they don't have theirs already.
- There is a limited number of additional volunteer shirts available to exchange for sizing. Please direct volunteers to the restrooms to change into their volunteer shirt and then to the appropriate location to pick up their supplies (if any) for their assignment.
- Some volunteers will also need a cash bag and/or tip jar. This is notated on the volunteer assignment spreadsheet. Please make sure they receive the correct cash bag and/or tip jar.
- Some volunteers will drive to their assignments, others are within walking distance from the clubhouse; if they are assigned a cart, it will be noted on the spreadsheet.
- As volunteers complete their assignments and check out for the day, please notate what time they check out on the check-in/check-out sheet.
- After most are checked-in, and you have had a break, spend the rest of the day making sure that volunteers have what they need, and assigning floaters appropriately. You may use a cart that isn't being used by golfers. (Tee time isn't due while you are using, with time to clean, or golfers have returned. Carts should be easily available anytime except between 12:00 and 1:00.)
- If anyone did not show up for a shift, note NCNS on the spreadsheet and assign a floater to that position or make other arrangements as appropriate.
- If anyone calls for assistance, help as you can.
 - Soda carts may call if coolers are low – Crestview will fill. Call: **733-1344 ext. 605 (Alisa with Food and Beverage)**
 - If issues on course for Golf Pro – Crestview line is **733-1344 and ask for Golf Pro Brian or Brad.**
- At the end of the day, all supplies should be delivered to the front of the clubhouse. All monies collected out on the course (tip monies, game sale, and raffle monies) should be returned to Starkey staff- Michelle- inside the clubhouse along with reconciliation form. **Send staff to Michelle for her to reconcile all money and forms with the staff before they leave.**
- When you finish your assignment document the time you left, and drop off your name badge. Thank you!
- Other duties as assigned.

Please Note:

Please make sure to have read & are familiar with the "Important Information All Volunteers Should Know" document. In it you will find very important information about what to wear, personal items, meals, and other important pertinent information.

DAY OF CONTACT INFO:

Volunteer Support: YOU

Event Coordinator: Eileen Ream 316.253.7607
Director of Development: Ryan Heikes 316.303.5517

Your gift of time is very precious and greatly appreciated. Starkey Golf Classic has not been able to grow and succeed without the great team of volunteers giving their time, energy, and support. I hear so many compliments to how friendly and helpful Starkey volunteers are, and it makes participants and sponsors come back, and helps these events grow, Thank you! When these events grow and become more successful, Starkey, and the people Starkey serves benefit directly. You matter and are making a difference. Let's keep that passion going and doing great things!

THANK YOU AND HAVE FUN!!