

After Event Memo:

To: Tracey

From: Nanette Sowa

Event Name: Arlington Classic Golf Outing

Event Date: 9.13.2018

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	'18 Derek Hanley
'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 was the 26th 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 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 2018 the committee consisted of:

Brian Meyer	Ron Crawford	Jim Bertucci	Marcin Bos	Neil Scheufler	Nanette Sowa
Jon Ridler	Trey Higgins	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

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

Graphics Coordinator 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.

Talk to person doing announcements – Nanette/Tim

Noon Player shot gun

- 12:30 –5:00 p.m. SLSF staff 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
Graphics Coordinator takes photos on course and then goes 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 SLSF staff
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. 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. The choice of Derek Hanley of Peggy Kinnane's restaurant resulted in a greater amount of sponsorship support for the event causing it to raise over \$11,000 more than the anticipated budget. An additional plus for this event was the donation of the tee gifts by the Arlington Heights Park District. Two unexpected event donations of \$1000 each were given one by the Duffer, Derek Hanley and one from his good friend.

Target Numbers: Budget/Actual

Target #	2016	2017	2018
Gross Revenue	\$29,015/\$26,815	\$29,650/\$27,114	\$25,960/\$36,211.50
Expenses	\$2,800/\$3,325.23	\$3,280/\$2,162.36	\$3,846/\$2,928.78
Net Revenue	\$26,215/\$23,489.77	\$26,370/\$24,951.64	\$22,114/\$33,282.72
SLSF share	\$14,607.50/\$13,244.89	\$14,685/\$13,975.82	\$12,557/\$18,141.36
Rotary share	\$11,607.50/\$10,244.89	\$11,685/\$10,975.82	\$9,557/\$15,141.36
Registrations	\$10,000/\$10,625 109 total golfers 24 sponsored guests	\$10,625/\$11,610 86 total golfers 12 sponsored golfers	\$11,205/\$12,960 104 total golfers were paid with 8 sponsored golfers. 101 came the day of the event
Sponsorships	\$11,150/\$9000	\$10,775/\$7,750	\$7,750/\$9350
Business Hole & Hole Sponsors	\$1,325/\$825	\$1,000/\$2,000	\$1500/\$4,450
Passports	\$3,800/\$4,150	\$4,125/\$3,300	\$3,000/\$4,200
Prizes	40+ /32	40+ /50	40+ /40+

Gimmick Holes/Dinner Raffle	\$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	\$1305/\$1197 The raffle brought in more money, but the wager holes earned very little.
SLSF average cost/person – golfers (total expenses/attendance)	\$28/\$30.51	\$32.80/\$22.06	\$38.36/\$28.99

After Event Memo

To: Tracey Crawford

From: Cathy Splett

Event Name: **Buffalo Grove Golf Classic**

Event Date: May 16, 2018

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: 25 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. *Due to the hook and ladder not working on the fire truck, we were unable to offer the live auction in 2018.*

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	Lisa Siwek
Tom Kloepfer	Dan Schimmel	

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 (**Not in 2018. Added Gilbert's Gamble**) – Passport holders are entered into the Wager Hole at the \$10.00 amount. All other golfers may wager \$2 to \$10.00
- Gilbert's Gamble (**New in 2018**) 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 Tracey and the best hand will win a foursome at Schaumburg Golf Club

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 2018.

Target Numbers:

	2016		2017		2018	
	Budget	Actual	Budget	Actual	Budget	Actual
Gross Revenue	\$30,250	\$32,247	\$29,700	\$30,889	\$29,720	\$36,000
Expenses	\$6,780	\$6,069	\$7,350	\$5,320	\$5,870	\$7,242
Net Revenue	\$23,4700	\$26,181	\$22,350	\$25,569	\$23,850	\$28,758
Net Revenue- after payout	\$14,235	\$15,590	\$13,675	\$15,014	\$14,425	\$16,859
Registrations	110	126	116	95	95	111
Sponsorships	\$5,000	\$5,725	\$5,000	\$11,050	\$10,300	\$14,050
Business Hole & Hole Sponsors	\$3,000	\$3,100	\$3,000	\$2,650	\$2,650	\$2,650
Passports	\$4,900	\$4,500	\$4,500	\$3,000	\$3,100	\$3,000
SLSF average cost/person (total expenses/attendance)	\$61.64	\$48.14	\$63.36	\$56.00	\$61.79	\$65.24

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 expenses were higher than budgeted because this was the 25th Anniversary for the outing and the committee wanted to pay a tribute to Mike Rylko who has been a part of this event for the entire 25 years. It was decided to purchase an unbudgeted gift for Mike to thank him for everything he has done for NWSRA and the Buffalo Grove Community. During the planning, it was also decided to give a “nicer” tee gift which would cost more money and was unbudgeted. Even though the expenses were over budget, the event exceeded expectations by grossing \$36,000.

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

After Event Memo:

To: Tracey

From: Nanette Sowa

Event Name: Moretti's/NWSRA Golf Outing in Memory of Kevin T. Kendrigan

Event Date: 8.15.2018

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 31st 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 Old Orchard Golf Club)

Jim Earley	Marc Heidcamp	Jerry Grimaldi
Christina Ferraro	Nick Sawyer	Tim Schaap
Norbert Skibicki	Megan O'Brien	Nanette Sowa
Bonnie from Midori	Bob Whitehead	

Most years the majority of the attendees at this outing are Ala Carte Entertainment liquor, food and supply vendors. This year the attendance was down by 40 people due to a conference of liquor companies being held the same time in Las Vegas. Three companies gave event donations totaling \$1100 since they could not attend. Jim Earley of AlaCarte gave back his \$345 Split the Pot winnings. AlaCarte Entertainment CEO, Mark Hoffman, gave an impassioned speech at the dinner as to why Ala Carte has supported this event for over 30 years.

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 has sponsored this hole since 2012.
- Longest Drive – All golfers are entered at no cost. Winner receives a dozen SLSF golf balls.
- Poker Hole – Passport holders are entered for \$5.00.
 - 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 turned in their cards to Tracey and the best hand won a foursome at Old Orchard Golf Club

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 to put waters in carts
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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
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12:00-2:00	Lunch served at Halfway House- 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 BS takes photos on course and then to Walgreen’s for printing. Returns with photos and inserts them into sleeves
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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:

- Happy to support SLSF
- Plenty of capable volunteers
- Course was very accomodating

Target Numbers: (budgeted/actual) The event drew fewer golfers than expected but cost less overall due to donations of produce by Get Fresh Produce. Net was down \$4355.05 from anticipated budget.

Target #	2016	2017	2018
Gross Revenue	\$22,000/\$26,901	\$25,960/\$30,220	\$28,145/\$23,075
Expenses	\$4,287/\$3,466.62	\$4,600/\$3,777.08	\$5,590/\$4,940.65
Net Revenue	\$17,713/\$23,434.38	\$21,360/\$26,442.92	\$22,555/\$18,199.85
Registrations	\$11,400/\$13,350	\$13,200/\$14,550	\$13,950/\$9,300
Players (paid Registrations)	76/89	88/93	93/88
Sponsorships	\$4,750/\$6,250	\$6000/\$6,250	\$5,750/\$5,850
Hole Sponsors	\$1,525/\$1325	\$1700/\$2400	\$1,850/\$2,050
Passports	\$3,000/\$4,150	\$3,200/\$4,350	\$4,200/\$2,500
Prizes	40/40+	40/40+	40+/40+
Gimmick Holes/Dinner Raffle	\$1,225/\$1,576	\$1,450/\$1,830	\$1,020/\$1,320
Cost/player	\$56.41/\$38.95	\$52.27/\$40.61	\$60.11/\$56.14

After Event Memo

To: Tracey

From: Nanette Sowa

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

Event Date: June 7, 2018

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: 33 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 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 begins to investigate venues for hosting the dinner. Committee meetings start in February of the event year. The committee meetings are held on Tuesdays at 4:00 p.m. at Park Central in February, March and April. Letters to sponsors and prize donors are sent in February 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:

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 MillerCoors).
 - 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.

- Putting Contest -Winner receives a foursome at Makray Golf. Originally for passport holders only, in 2016 golfers were able to purchase a chance 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 improves golfer's score, no prize awarded.
- 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.
- New in 2017 were fun Mulligan cards which allowed a golfer to: Get out of the water free, Pick up the ball and throw it, Use a different club than usual to hit the ball, etc. Golfers could purchase one for \$5 (the card was in an envelope so the golfer didn't know which option they were getting) or a pack containing all five options for \$20. The packs of 5/\$20 sold very well; Mulligan sales were \$450, \$70 more than in 2017.

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 and Karyn on course to take 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 and volunteers on course

Brian develop photos

1:30 p.m. Bus is driven to dinner location with all the raffle prizes. Once unloaded, bus and driver go back to Palatine Hills Golf Course to help with clean up and loading of equipment. After course clean-up is complete, bus is brought back to dinner venue to take equipment to storeroom after dinner.
Nanette goes to dinner venue to unload bus, set up for dinner, speech, raffle table, etc. When Brian and Karyn arrive with photos, all help to put them in photos sleeves as a golfer gift.

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 preferred to have the evaluation process to take place through emails. A survey was sent to all committee members. Seven surveys were sent and we received three responses all with positive remarks. One committee member who was unable to attend, asked a friend who did golf that day for their response and that too was all positive.

Target Numbers:

	2016		2017		2018	
	Budget	Actual	Budget	Actual	Budget	Actual
Gross Revenue	\$29,450	\$28,670	\$28,300	\$25,778	\$27,289	\$26,750
Expenses	\$6,685	\$6,059	\$7,280	\$5,904	\$6,434	\$5,461.34
Net Revenue	\$22,765	\$22,611	\$21,020	\$19,974	\$20,855	\$21,288.66
Registrations	125	119	110	99	102	102
Sponsorships	\$4,250	\$5,000	\$5,000	\$4,000	\$4,000	\$4,000
Business Hole & Hole Sponsors	\$950	\$825	\$950	\$1,275	\$1,275	\$1,450

Passports	\$5,550	\$4,600	\$4,600	\$4,150	\$4,750	\$4,250
SLSF average cost/person (total expenses/attendance)	\$53.48	\$50.91	\$66.18	\$59.64	\$63.08	\$53.54

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 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.

The number of golfers was the exact number for which the team budgeted. The numbers continue to be down from the amount of golfers that participated 5-10 years ago when the event was routinely sold out prior to sending out the flyer. At that time, companies such as UPS and HSBC paid for up to 15 foursomes, however, that is not happening in 2018. Many employees of UPS and Capital One (formerly HSBC) who played in the past still attend, but they pay for their own golf. Another reason is that 20-25 of the people who had golfed in this event since its inception 33 years ago, have now either retired and moved away, face health issues that keep them from golfing, or they have passed away. SLSF has reached out to new people to make up the difference, but that is an on-going process. It did result in this year's slight uptick in golfers.

The day of the event was lovely, sunny and warm. Registration and bag drop went seamlessly. Golfers had a great time on the course eating hot dogs and enjoying their golf game. Dinner at Tap House Grill was well received. SLSF kept the program short. The athletes helped pick out the winners of the Split the Pot, the Putting Contest and the raffle prizes. The winner of the Split the Pot money generously donated the entire \$540 back to SLSF. The committee and golfers commented on what a wonderful outing it was and they cannot wait until next year.

A change that will occur in 2019 is to start serving the hot dogs later. Nanette is working with Dan at the course to ensure that the volunteers that grill the hot dogs arrive no earlier than 9:30 and are taken to their grilling holes no earlier than 10:30 to ensure that lunch is served from 11:00- 1:00 as listed on the contest hole sheet. As it stands, the volunteers are very eager and have the hot dogs ready by 9:30 resulting in some golfers eating a hot dog at every hole causing the supply of hot dogs to be gone before noon. More are then supplied, but that increases SLSF food costs.

After Event Memo

To: Tracey Crawford - President

From: Cathy Splett – Foundation Coordinator

Event Name: ***Terrazzo & Marble Charity Golf Outing***

Event Date: 9/28/2018

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: 16 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 due to flooding at Chevy Chase in 2017. The golfers were happy to return to Chevy Chase in 2018.

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 Shiferl, Anna Dzadz, Eddie Mendez, and Cathy Splett

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.
- **Hole-in-One** – Winner will receive \$25,000 for a hole in one. XPO Logistics sponsors this hole. Did not do in 2017 or 2018.
- **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.	Set up registration area – registration, drink tickets, and tee gifts Make sure hole sponsor signs & contests are set up on course Set up breakfast – bagels, cream cheese, oj. Make sure course has set up coffee Set up prize table Hang banners Put contest sheets on all carts Touch base with Chevy regarding lunch
8:15 a.m.	Player check in, give 2 drink tickets, tee gifts Course in charge of bag check
8:45 a.m.	Cart Check
9:00 a.m.	Announcements - Course Player shot gun Clean up registration area SLSF or T&M marketing director take pictures of foursomes on the course.
9:45 a.m. – 1:30 pm	SLSF to visit with players on course, set up for lunch, make sure video works, raffle table, place photos in photo sleeves SLSF to attach green sheets to registration monies received SLSF to write all golfers names on raffle tickets and place in raffle drum. SLSF to develop photos at Walgreens
1:30 p.m.	Players off course Course workers pick up hole sponsor signs. SLSF to make sure all hole sponsor signs are accounted for and put on van.
1:30 – 3:00 p.m.	Awards, presentation (video), raffle, lunch buffet
3:00 – 4:30 p.m.	Clean up, load vehicles bring back to storage and unload

Target Numbers:

	2016		2017		2018	
	Budget	Actual	Budget	Actual	Budget	Actual
Gross Revenue	\$16,398	\$19,810	\$16,398	\$18,540	\$15,550	\$20,995
Expenses	\$4,355	\$4,365	\$4,355	\$3,655	\$4,520	\$5,590
Net Revenue	\$12,043	\$15,445	\$12,043	\$14,885	\$11,030	\$15,405
Registrations	38	39	38	36	38	53
Sponsorships	\$8,000	\$11,000	\$8,000	\$11,500	\$8,800	\$13,000
Business Hole & Hole Sponsors	\$3,000	\$3,800	\$3,000	\$2,600	\$3,000	\$2,000
SLSF average cost/person (total expenses/attendance)	\$114.60	\$111.92	\$114.60	\$101.53	\$118.95	\$105.47

Cost/person are higher due to SLSF paying for golf at this outing.

Summary:

The event saw an increase in golfers and sponsorship due to Rob's dedication to making the event bigger and better than last year. Traditions at Chevy Chase did an outstanding job setting up the room and served a delicious meal. The start time was delayed an hour due to frost on the grass, but the golfers enjoyed conversing with one another, sharing cocktails and eating breakfast.

Everyone went home with at least one prize from the raffle table. A great event with golfers who come back year after year because they love what NWSRA/SLSF do for the community.

The committee will have a wrap up meeting in a few weeks to discuss the event. Rob stated that T&M will be hosting a huge supplier conference in September 2019 and would like the outing to coincide with the conference. As soon as the date of the conference is decided, the date of the outing will be scheduled.

After Event Memo

To: Tracey

From: Megan O'Brien

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

Event Date: 8.30.18

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 caddies went for \$25-\$40.

of years event held: 26 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.

- Caddies arrive at 11:00 a.m. to begin to set up the "expo table."
- Golf check-in begins at 11:30 a.m. with lunch served at 12:00 p.m. The Caddy auction begins around 12:30 p.m. Tee off immediately following the auction – approximately 1:30 p.m. - 2:00 p.m.
- Pass Purses are available for purchase for \$25.00 prior to tee off. The passport enters the golfer into all course contests and 2 mulligans.
- Lunch is served buffet style.
- 9 holes of golf are followed by hor d'oeuvres, awarding the contest hole winners and raffles. (The front 9 is for those who really know how to golf; the back 9 is for those attending who just want to have fun.)

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

Committee Names:

Carol Blackwood
Dianna Ehrenfried

Amy Charlesworth
Carol Gabrielsen

Julie Clasen
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. 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 additional cards by paying \$1 for each card traded.
 - At the end of the outing, golfers turn in their cards and the best hand wins a prize.
- 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.
 - 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 prize table.

Actual day of explanation:

8:00 – 9:00 a.m. Caddies Tee off for complimentary golf
9:30 a.m. Set up registration area – MO/CS/NS
9:30 a.m. Make sure hole sponsor signs & pin flags are on course – MO/Joe
9:30 a.m. Make certain pop, beer, etc. delivered and loaded in beverage carts/coolers- MO
10:00 a.m. Set Up Prize Table - Cathy
10:00 a.m. Hang banners - volunteers (2) BS to make certain this is done
Set up Caddy tables in Devonshire with frames - NS
11:00 a.m. Brief volunteers on their duties – BB/MO
11:15 a.m. Volunteers working registration, report to table
11:30 a.m. Caddy Check-in, Caddy Shack: NS/CS

Photos- BS/GC- get a photo of committee at event

11:30 a.m. Player check in – MO
Bag Drop – Traditions Staff

12:00 p.m. Lunch served
Talk to person doing announcements and go over script – NS

12:30 p.m. – 1:30 p.m. Caddy auction: all assigned volunteers go to their jobs. MO/CS to cover registration table when other volunteers go into ballroom for auction
Carol Gabrielsen – Auctioneer

1:30 p.m. Volunteers to holes- MO/NS, Traditions
If hot out, volunteers to put water in carts- NS/CS/MO

1:30 p.m. Take picture of KTK Award winners and print for photo sleeves - BS

1:30 p.m. - 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 - NS/CS/MO

2:00 – 4:30 p.m. Set up KTK Winner Table – CS

2:00 – 3:30 p.m. GC/BS to take pictures of foursomes

4:30 p.m. Players off course & volunteers to clean up course – BB & CS

4:30 p.m. TC/JV 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/BS/BB/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 great as previous years.
- The speaker was amazing! There should ALWAYS be a speaker each year.
- Prize table had a great variety of prizes.
- Less caddies = higher bidding.
- Great to have the caddies stay at their tables, so the ladies know what they have.

Target Numbers:

	2016		2017		2018	
	Budget	Actual	Budget	Actual	Budget	Actual
Gross Revenue	\$19,000	\$18,045	\$19,000	\$19,172	\$18,460	\$16,847
Expenses	\$5,190	\$3,601	\$5,566	\$7,274.72	\$4,606	\$4,282
Net Revenue	\$13,810	\$14,444	\$13,434	\$11,897.28	\$13,854	\$12,565
Registrations	77	66	75	81	70	71
Caddies	25	14	25	16	25	18
Caddy Auction	\$6,100	\$5,725	\$6,100	\$5,960	\$5,700	\$4,882
Sponsorships	\$2,500	\$2,750	\$2,500	\$2,500	\$2,750	\$2,750
Business Hole & Hole Sponsors	\$650	\$975	\$525	\$1,050	\$975	\$350
Pass Purses	\$1,400	\$1,450	\$1,600	\$1,425	\$1,450	\$1,220
SLSF average cost/person – golfers and caddies (total expenses/attendance)	\$51.00	\$45.00	\$55.66	\$74.99	\$48.48	\$48.11

Summary:

The outing saw a decrease in the number of golfers and caddies this year. The committee felt this year having ten groups of caddies was ideal with the number of golfers that attended. The committee enjoys having the event at Chevy Chase and SLSF will look into holding the event in September to get more golfers.

Jacquie Jenkins, mother of NWSRA participant Krysten, was the guest speaker. She voiced how important NWSRA is to her and her family. SLSF has been receiving compliments about Jacquie's speech and how much it impacted them.

The caddies were outstanding this year and went all out to impress the ladies. A few new UPS and Palatine Jaycees came out to caddy. The caddy expo was well received and Carol Gabrielsen was a phenomenal auctioneer.

SLSF will contact Chevy Chase to request the outing date be moved to September.