

After Event Memo

To: Tracey Crawford

From: Megan O'Brien

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

Event Date: May 15, 2019

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: 26 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 3 mulligans.
- Box lunch served, 18 holes of golf, followed by a buffet dinner with raffles and silent auction items.
- Live Auction – Who wants to ride in the basket of the Hook and Ladder Truck? Individuals bid live auction style with the winning bidder riding in the basket or bidding to have someone else go in the bucket and dropping the balls for the Ball Drop Contest. All proceeds from this auction will go to the Rotary Club of BG. This year the hook and ladder was working and Pete Panayiotou, Dennis Depcik and Cathy Splett went up in the ladder to drop the golf balls.

Event Preparation: Each year the outing is held the 3rd Wednesday of May. SLSF contacts the Arboretum in October to set the date and sign the food contract with the vendor. Meetings with the committee begin in January after talking with the Rotary Club representatives. The committee meetings are held on Thursday prior to the Rotary Club of 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 are sent in February and flyers and prize letters 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	Tom Kloepfer	Rob Seitz
Shawn Collins	Carmen Molinaro	
Dennis Depcik	Ryan Risinger	
Adriane Johnson	Mike Rylko	

Gimmick Hole explanation:

- Split the Pot- Passport holders are entered, all other golfers may enter for \$10.00.
 - A volunteer writes the golfer's name on a raffle ticket and places it in the golf bag (donated by Miller Coors)
 - During dinner after the outing, 2 tickets are drawn. 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 Old Orchard Country Club.
- Double your Chances at the prize table – Passport holders are entered, all other golfers may enter for \$20.
- Hole in One – Only passport holders are entered.
- Beat the Pro – Passport holders are entered, all other golfers may enter for \$10.00
- Hole in One – Passport holders are entered, all other golfers may enter for \$5 to win a complete set of Taylor Made golf clubs.
- Longest Drive – All golfers are entered at no cost. Winner receives a box of balls.
- Gilbert's Gamble - Passport holders are entered in this contest, all other golfers may enter for \$5 to win a foursome of golf at Schaumburg Golf Club.
 - 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, along with a bottle of water if it's hot.
Rotary Club sets up Ball Drop area.
Set up dinner raffle table. Put 4 prize lists on each table.
SLSF will 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.

10:30 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.

In 2019, SLSF presents CDE Collision Center with their award due to being unable to stay for dinner.

10:50 a.m. Announcements – Course

11:00 a.m. Player shot gun start.

Clean up registration area.

The Superintendent of Communications & IT and Graphics Coordinator takes pictures of foursomes, then SOC gets pictures developed. Brings them back to the banquet room for SLSF staff 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 and raffle table.

4:00 – 4:30 p.m. Players off course.

Course workers pick up hole sponsor signs and product bins.

Volunteers to make sure all hole sponsor signs are accounted for and put on bus. SLSF to take back any unopened soda, water and beer.

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

If Pinflags and sponsor signs weren't picked up that day, SLSF staff to go to the course the next day to pick them up.

Evaluation responses: The evaluation meeting will be set for June/July 2019.

Target Numbers:

	2017		2018		2019	
	Budget	Actual	Budget	Actual	Budget	Actual
Gross Revenue	\$29,700	\$30,889	\$29,720	\$36,065	\$32,950	\$35,611
Expenses	\$7,350	\$5,320.62	\$5,870	\$7,394.90	\$6,535	\$6,803.02
Net Revenue	\$22,350	\$25,568.38	\$23,850	\$28,670.10	\$26,415	\$28,807.98
Net Revenue- after payout	\$13,675	\$15,014.19	\$14,425	\$16,815.05	\$15,707.50	\$16,903.99
Registrations	116	99	80	111	90	99
Sponsorships	\$5,000	\$11,050	\$10,300	\$14,050	\$12,000	\$16,550
Business Hole & Hole Sponsors	\$3,000	\$2,650	\$2,650	\$2,600	\$2,600	\$3,050
Passports	\$4,500	\$3,000	\$3,100	\$3,750	\$3,000	\$3,500
SLSF average cost/person (total expenses/attendance)	\$63.36	\$53.74	\$73.36	\$66.62	\$72.61	\$68.72

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 the lunch and dinner price went up \$1 per person. The event went very well and we had wonderful weather. We saw an increase in sponsorship due to the Rotary Club's dedication to getting members to support the outing. We had more golfers attend than we had budgeted. Even though the expenses were over budget, the event exceeded expectations by grossing just over \$35,600.

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: Megan O'Brien

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

Event Date: June 6, 2019

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: 34 years

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

- Continental breakfast served in the club house.
- Putting Contest for Passport Holders only. Golfers can pay \$5.00 for additional putts.
- Passports are available for purchase for \$50.00 prior to tee off. The passport enters the golfer into all course contests, dinner hour raffle and 2 mulligans.
- Lunch is served on the course at 3 different holes until 1:00 p.m. Lunch consists of hotdogs and chips.
- 18 holes of golf are followed by dinner and a raffle at Tap House Grill in Palatine due to there being no banquet facility at the course.

Event Preparation: Each year the outing is held the 1st Thursday of June. A facility request is sent to the Palatine Hills Golf Course in October of the previous year. In January, SLSF contacts Tap House Grill to book the dinner venue. Committee meetings start in March of the event year. The committee meetings are held on Tuesdays at 4:00 p.m. at Park Central in March and April. Letters to sponsors and prize donors are sent in March and event flyers are sent in April. In April, SLSF contacts the Palatine Hills Golf Course food vendor Open Kitchens, regarding ordering the donuts and hotdogs for the day of the event.

Committee Names:

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

Gimmick Hole explanation:

- Split the Pot – Passport holders are entered, all other golfers may enter for \$10.00.
 - A volunteer writes the golfer's name on a raffle ticket and places it in the golf bag (donated by MillerCoors).
 - During the dinner after the outing, 2 tickets are drawn. 1st ticket pulled wins half of the day's pot and the 2nd ticket pulled wins the golf bag.

- Putting Contest -Winner receives a foursome at Makray Memorial Golf Club. Passport holders only, golfers are able to purchase additional putts for \$5.00.
- Closest to the Pin – All golfers are entered at no additional cost. Winner receives a box of balls.
- Most Accurate Drive – All golfers are entered at no additional cost. Winner receives a box of balls.
- Longest Putt – Passport holders only. Winner receives a foursome at Bridges of Popular Creek.
- Pick Your Favorite Pin Placement – Contest improves golfer's score, no prize awarded.
- 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 - MO
 Make sure hole sponsor signs, pin flags & contests are set up on course – MO/CS/NS
 Brief volunteers on their duties – NS
 Make sure course has iced down beer and pop – MO
 Hang banners – BS
 Put contest sheets on all carts – Volunteers
 Touch base with food vendor regarding breakfast and lunch – NS
 Make sure grills and lunch are set up and ready for volunteers – NS
- 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 – MO/CS/NS
 Brian and GC to take pictures.
- 9:45 a.m. – 3:30 p.m. After eating, check on volunteers to make certain gimmick holes are being run correctly.

SLSF to visit with players and volunteers on course, set up for dinner, raffle table, place photos in photo sleeves.
 Brian to develop photos.

1:00 p.m. Cathy & Nanette leave to set up dinner at Tap House Grill with bus.

1:30 p.m. Arrive with bus at Tap House Grill with all the raffle prizes. Once completed, Nanette drives back to Palatine Hills Golf Course to help with clean up and loading of equipment.

2:30 p.m. Nanette leaves for Tap House Grill.

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. Megan to bring the bus to Tap House after the course is cleaned up.

3:30 – 6:00 p.m. Awards, presentation, raffle and 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 take place through emails. A survey was sent to all committee members. Seven surveys were sent and we received two evaluations. The committee understood canceling the event and holding the event for donors the opportunity to support SLSF and NWSRA Athletics.

Target Numbers:

	2017		2018		2019	
	Budget	Actual	Budget	Actual	Budget	Actual
Gross Revenue	\$28,300	\$25,778	\$27,289	\$26,750	\$26,000	\$13,755.00
Expenses	\$7,280	\$5,901.92	\$6,434	\$5,359.83	\$6,250	\$2,175.75
Net Revenue	\$21,020	\$19,876.08	\$20,855	\$21,390.17	\$19,750	\$11,579.25
Registrations (includes sponsored golfers)	110	99	102	102	93	69
Sponsorships	\$5,000	\$4,000	\$4,000	\$4,000	\$4,000	\$2,000
Business Hole & Hole Sponsors	\$950	\$1,275	\$1,275	\$1,450	\$1,350	\$500
Passports	\$4,600	\$4,150	\$4,750	\$4,250	\$4,659	\$700
SLSF average cost/person (total expenses/attendance)	\$66.18	\$59.62	\$63.08	\$52.55	\$67.20	\$31.53

Summary:

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

The day of the event was a little different this year. Due to the amount of rain we received days prior to the outing, the course became unplayable. With few playable holes, the course advised to cancel the golf portion of the event. SLSF called each golfer and let them know that there would not be a golf portion but there would be dinner and raffles at Tap House Grill. To accommodate the cancellation, Palatine Park District generously offered to provide vouchers to golfers who paid, came to Tap House Grill for dinner, and did not request a refund. Golfers who purchased a passport were given tickets for the dinner raffle.

Dinner at Tap House Grill was well received. The NWSRA Lightning athletes helped sell raffle tickets, pick out the winners for the Split the Pot, and the raffle prizes. The winner of the Split the Pot money generously donated the entire \$170 back to SLSF.

Those who attended the dinner were gracious and happy to support SLSF. The event didn't make budget, but was successful given the situation.

After Event Memo

To: Tracey Crawford

From: Megan O'Brien

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

Event Date: 9.24.19

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 Arlington Heights Rotary club to volunteer as caddies.

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

of years event held: 27 years

Event Explanation: The Women's Golf Outing is a women's only 9 hole golf event (cost is \$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. During the planning for this year's outing, the committee decided to move the outing to a Wednesday in September in hopes to have more golfers attend. Four days prior to the outing SLSF was notified that due to all the rain we had received Chevy Chase Country Club was unplayable. Monday morning of event week, SLSF called to find a golf course that could accommodate the outing. Old Orchard was available and moved the outing to Tuesday, September 24th.

- Caddies arrive at 10:30 a.m. to begin to set up their "expo tables."
- Golf check-in begins at 10:30 a.m. with lunch served at 11:00 a.m. The Caddy auction begins around 12:00 p.m. Tee off immediately following the auction – approximately 1:00 p.m.
- Pass Purses are available for purchase for \$25.00 prior to tee off. The passport enters the golfer into all course contests.
- Lunch is served buffet style.
- 9 holes of golf are followed by hor d'oeuvres, awarding the contest hole winners and raffles. Typically the front 9 is for those who really know how to golf and the back 9 is for those attending who just want to have fun. This year Old Orchard Country Club had 9 holes available for us to play, everyone golfed on the same 9 holes.

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 at 1:00 p.m. at Park Central. Letters to sponsors and prize donors are sent in May – July and flyers are sent in July.

Committee Names:

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

Gimmick Hole explanation: Typically Closest to the Pin and Most Accurate Drive have front and back 9 winners this year there was only one winner for each.

- 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 – 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.
- Poker Run – 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 foursome of golf with carts at Old Orchard Country Club.
- Double Your Chances – Pass Purse holders are entered in this contest, all other golfers may enter for \$20.00.
 - All Pass Purse holders will get a sleeve of six tickets from the volunteer.
 - Golfers take their tee shot.
 - If the tee shot lands on the green, the volunteer gives that golfer another sleeve of six tickets, thus doubling their chances to win at the dinner raffle prize table.

Actual day of explanation:

7:30 – 8:30 a.m. Caddies Tee off for complimentary golf.
8:30 a.m. Set up registration area – MO/CS/JL
8:30 a.m. Make sure hole sponsor signs & pin flags are on the course – MO/Doug
9:30 a.m. Make certain pop, beer and water are loaded in beverage buckets - MO
10:00 a.m. Set Up Prize Table - JL
Hang banners – Two volunteers, BS to make certain this is done
Set up Caddy tables in Banquet Room with frames - MO

Brief volunteers on their duties – MO

10:30 a.m. Volunteers working registration report to table

10:30 a.m. Caddy Check-in, Banquet Room: MO
 Photos- BS/GC
 Player check in – CS
 Bag Drop – Old Orchard Country Club Staff

11:00 a.m. Lunch served
 Talk to person doing announcements and go over script – MO

12:00 p.m. Caddy auction: all assigned volunteers go to their jobs.
 Carol Gabrielsen – Auctioneer

12:45 p.m. Volunteers to holes- MO/JL
 If hot out, volunteers to put water in carts- JL/CS/MO

1:00 p.m. Take picture of KTK Award winners and print for photo sleeves - BS

1:00 p.m. Shotgun start

1:30 p.m. Volunteers not on course: eat lunch.

2:00 – 3:30 p.m. Check coolers and volunteers on course- JL/CS/MO
 Visit with players on the course - JL/CS/MO
 Set up KTK Winner Table – CS
 GC/BS to take pictures of foursomes

4:00 p.m. Players off the course & volunteers to clean up the course – MO/Course Staff

4:00 p.m. BS to collect golfers and caddies hands of cards, staple and write their names on cards and determine the best poker hand

4:00 - 5:30 p.m. Raffle and Hors d' Oeuvres- MO/JL/CS/BS/Volunteers

5:30 p.m. Load vehicles- MO to 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.
- The speaker was amazing! There should ALWAYS be a speaker each year.
- Prize table had a great variety of prizes.
- Less caddies = higher bidding. Ten groups is ideal for the auction.
- Great to have the caddies stay at their tables, so the ladies know what they have.

Target Numbers:

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

	2017		2018		2019	
	Budget	Actual	Budget	Actual	Budget	Actual
Gross Revenue	\$19,000	\$19,197	\$18,460	\$16,869.50	\$17,750	\$17,124
Expenses	\$5,566	\$7,274.72	\$4,606	\$4,292.97	\$5,160	\$3,796.61
Net Revenue	\$13,434	\$11,922.28	\$13,854	\$12,576.53	\$12,590	\$13,327.39
Registrations (includes sponsored golfers)	75	81	70	71	70	56
Caddies	25	16	25	18	25	16
Caddy Auction	\$6,100	\$5,960	\$5,700	\$4,882.50	\$5,200	\$4,775
Sponsorships	\$2,500	\$2,625	\$2,750	\$2,750	\$2,750	\$3,250
Business Hole & Hole Sponsors	\$525	\$1,050	\$975	\$350	\$600	\$700
Pass Purses	\$1,600	\$1,425	\$1,450	\$1,222	\$1,300	\$1,300
SLSF average cost/person – golfers and caddies (total expenses/attendance)	\$55.66	\$74.99	\$48.48	\$48.24	\$54.32	\$51.73

Summary:

Due to flooding at Chevy Chase, SLSF rescheduled the outing to the following week at Old Orchard Country Club. The outing saw a decrease in the number of golfers and caddies due to the need to reschedule with some golfers requesting a refund. The committee felt this year having ten groups of caddies was ideal with the number of golfers that attended.

Ann Marie Houser, aunt of NWSRA participant Allyson, was the guest speaker. She voiced how important NWSRA is to her and her family. SLSF has been receiving compliments about Anne Marie'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, NWSRA and Palatine Jaycees came out to caddy. The caddy expo was well received and Carol Gabrielsen was a phenomenal auctioneer.

SLSF will look to have the event held again on a Wednesday in September.

After Event Memo:

To: Tracey Crawford

From: Megan O'Brien

Event Name: Arlington Classic Golf Outing

Event Date: 9.12.2019

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

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

Duffer History:

'93 Ernie Blomquist	'01 Jack Whisler	'09 Tom Kivlahan	'17 Neil Scheufler
'94 Mike Silverman	'02 Arlene Mulder	'10 Jim Bertucci	'18 Derek Hanley
'95 Dee Bigham	'03 Mary Stitt	'11 Ron Crawford	'19 Carol Blackwood
'96 Mike Cook	'04 Bob Paddock	'12 Bob Whisler	
'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 27th 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 has typically been served prior to the shotgun. This year the committee changed up lunch and provided a boxed lunch for golfers that could be taken out on the golfer course. A catered dinner is served after golf while the duffer is honored with their jacket. Rotary and SLSF representatives 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 gather raffle prizes, solicit sponsors and golfers. The SLSF representative takes the names, emails and phone numbers of the Rotarians who volunteered. Committee members are sent a weekly update to share with the club and to keep the club active in the recruitment process. The SLSF representative meets/emails/talks to the committee and the Duffer on a weekly basis as soon as the flyers are sent in early July.

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

Committee Names: The committee consists of the members of the Rotary Club of Arlington Heights. In 2019 the committee consisted of:

Brian Meyer Neil Scheufler Ron Crawford
Chuck Frankiewicz Ben Weaver

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 Arlington Lakes 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:

Confirm equipment drop off time with the golf course.

2 Days Before the Event

Drop off at golf course:

Pin flags and numbered Hole Sponsor Signs

Banners

Red bins

Paper products and Ziploc bags for dinner

Soda, Beer and Water

DAY OF EVENT:

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

9:00 a.m. Bring all prizes upstairs

Bring all registration items outside to registration area

9:30 a.m. Make sure hole sponsor signs & pin flags are on course – Tim/MO
2 Volunteers hang banners - MO to make certain this is done
Course staff to make certain pop, beer is iced down and provided
beverages are loaded in the beverage carts. 6 red bins are filled with
non-alcoholic and alcoholic products and are delivered each to holes
5, 10 and 14.

10:00 a.m. Set up Raffle Table – JL/CS
SLSF Volunteers arrive
Brief volunteers on their duties – Megan

10:30 a.m. Player check in
Bag drop – Golf course and Rotarians
Volunteers to put water bottles in carts
GC gets photo of committee at event (post to website afterwards)
Lunch is served in clubhouse, volunteers to collect tickets

11:30 p.m. Volunteers leave for contest holes/runners/business hole sponsors, etc.
Talk to person doing announcements – MO/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

GC/BS takes photos on course and then goes to Walgreen's for printing.
Returns with photos and inserts them into sleeves with outing label
Visit with players on course - SLSF staff
Clean up from lunch and set up for dinner – MO/JL/CS

- 4:00 – 4:30 p.m. Dinner volunteers arrive.
 Players off course – CASH BAR OPENS
 Caterer arrives and sets up dinner
 Players off course-scorecards to Pro shop to determine winners
 Contest sheet off course and winners' names given to Cathy
 BS to collect Poker Cards
 Clean up course – MO
- 5:00 - 7:00 p.m. Awards, presentation, raffle, dinner buffet
 Hole signs off course and put on bus
 Clean up crew to empty red bins and put any unopened product on bus
- 7:00 p.m. -8:30 Clean up, load vehicles, take equipment to storeroom
 Next Day Pick up Pin Flags at golf course

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 Carol Blackwood as the duffer this year was a great addition to the day! Carol provided golfers a fun and exciting golf ball cannon to help raise funds. An additional plus for this event was the donation of the tee gifts by the Arlington Heights Park District. Providing the boxed lunches this year was a great addition to the day to give golfers ease as they got ready to tee off.

Target Numbers: Budget/Actual

SLSF is waiting for a few more payments and then the numbers in the far right column will be finalized.

Target #	2017		2018		2019	
	Budget	Actual	Budget	Actual	Budget	Actual
Gross Revenue	\$28,650	\$27,125.37	\$25,960	\$36,611.50	\$31,120	\$24,806
Expenses	\$3,280	\$2,186.23	\$3,846	\$2,943.53	\$4,920	\$3,178.19
Net Revenue	\$25,370	\$24,939.14	\$22,114	\$33,667.97	\$26,200	\$21,627.81
SLSF share	\$14,185	\$13,969.57	\$12,557	\$18,333.99	\$14,600	\$12,313.91
Rotary share	\$11,185	\$10,969.57	\$9,557	\$15,333.99	\$11,600	\$9,313.90
Registrations (includes sponsored golfers)	78	98	83	100	90	67
Sponsorships	\$10,775	\$7,750	\$7,750	\$9,350	\$8,000	\$8,300
Business Hole & Hole Sponsors	\$1,000	\$2,000	\$1,500	\$4,850	\$3,000	\$2,700
Passports	\$4,125	\$3,300	\$3,000	\$4,200	\$4,300	\$2,350
SLSF average cost/person – golfers (total expenses/attendance)	\$42.05	\$22.31	\$46.34	\$29.44	\$54.67	\$47.44

After Event Memo:

To: Tracey Crawford

From: Megan O'Brien

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

Event Date: 8.14.2019

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 32nd 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 Mt. Prospect Golf Club, Old Orchard Country Club and Schaumburg Golf Club. In 2019, the event was held at the Mt. Prospect Golf Club on the 2nd Wednesday in August.

Event Preparation:

SLSF:

- Solicits committee members, holds two 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 golfers, sponsors, hole sponsors and prizes for the raffle table.
- Provides all the day's meals. A full breakfast, turkey sandwiches and hot dogs for 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 Mt. Prospect Golf Club)

Jim Earley	Jan Benedetto	Jim Jarog
Jeff Langguth	Nick Sawyer	Tim Schaap
Norbert Skibicki	Bob Whitehead	Chef Lee & Chef Carlos
Debra Cromie		

Most years the majority of the attendees at this outing are Ala Carte Entertainment liquor, food and supply vendors.

Gimmick Hole explanation:

- Split the Pot- Passport holders are entered, all other golfers may enter for \$10.
 - 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.
- Hole in One for a Car- The first hole in one of the day, as witnessed by SLSF volunteers wins a Volkswagen Tiguan. Napleton Automotive has sponsored this hole since 2012.
- Closest to the Pin – Only Passport holders are eligible. Winner receives a box of a dozen Moretti's golf balls.
- Most Accurate Drive – All golfers entered at no cost. Winner receives a box of a dozen Moretti's golf balls.
- Double your Chances– Passport holders are entered in the raffle automatically, all other golfers may enter for \$20. If your tee shot lands on the green, the volunteer will write your name on an additional dinner raffle ticket, thus doubling your chances of winning a prize from the dinner raffle table!
- Longest Drive – All golfers are entered at no cost. Winner receives a dozen Moretti's golf balls.
- Poker Hole – Passport holders are entered 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 turn in their cards to Tracey and the best hand wins a foursome at Mt. Prospect Golf Club.
- Low Gross Team – Winners each receive a box of Moretti's golf balls.

Actual day of explanation:

- 7:00 a.m. Make sure hole sponsor signs & pin flags are on course – Debra/Nanette
Brief volunteers on their duties – Megan
Make certain Beverage Cart and Halfway House workers know where the SLSF beverages are in the cooler-Cathy
Have volunteers hang banners- Megan
Put up cart signs – Mt. Prospect Golf Course Staff
- 7:15/7:30 a.m. Start coffee and put out carafes of coffee, sugar, creamer, etc. (SLSF to provide coffee cups), juice and juice cups brought out by SLSF volunteer, breakfast tables near bars (coffee takes about an hour to make) Cathy and Sandi Campbell. 6 bottles of Frank's Red Hot sauce at breakfast and the remaining go to registration for golfers.
- 8:30 a.m. Volunteers working registration, report to table
Set up registration area –Megan
- 8:30 a.m. Player check in
Bag drop – Mount Prospect
Breakfast served (8:30 a.m.-10:00 a.m.)
Cathy/Megan/Nanette greets players at check-in
- 9:45 a.m. Megan makes certain that volunteers get out to contest holes, etc.
Talk to person doing announcements – Megan/Jeff
- 10:00 a.m. Player shot gun
Clean up breakfast-Nanette, Cathy, Megan
- 12:00 p.m. **Lunch at halfway house- made by Ala Carte and delivered to halfway house**
Megan, Cathy and Nanette check on volunteers to make certain gimmick holes are being run correctly
Brian and Maria to take photos
- 12:00 - 4:30 p.m. Set up prize table and put out prize sheets-Megan and Cathy
Visit with players on course- Nanette, Cathy and Megan
Assemble photos in photo sleeves – Tracey, Megan, Cathy, Nanette, Brian and Maria
- 3:00 p.m. Golf ends- bartenders in clubhouse
- 4:00 - 5:00 p.m. Players off course
Salads served-dinner volunteers
- 4:00 - 6:00 p.m. Awards, presentation, raffle,
Buffet Dinner and coffee station
- 6:00 p.m. – 7:00 p.m. Clean up and load vehicles

Evaluation responses:

The expenses were higher than budgeted because the committed requested two tee gifts this year: golf balls and a flask. The event went very well and saw an increase in sponsorship due to AlaCarte's dedication to getting vendors to support the outing. Even though the expenses were over budget, the event raised \$187.58 more than budget.

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

Target Numbers: (budgeted/actual) The event drew more golfers than expected and cost more overall. Net was up \$187.58 from the anticipated budget.

Target #	2017		2018		2019	
	Budget	Actual	Budget	Actual	Budget	Actual
Gross Revenue	\$25,960	\$30,070	\$28,145	\$23,340.50	\$25,500	\$27,136
Expenses	\$4,600	\$3,909.43	\$5,590	\$4,944.59	\$4,840	\$5,697.02
Net Revenue	\$21,360	\$26,160.57	\$22,555	\$18,395.91	\$20,660	\$21,438.98
Registrations (includes sponsored golfers)	88	96	93	89	80	89
Sponsorships	\$6,000	\$6,250	\$5,750	\$5,850	\$6,000	\$7,250
Business & Hole Sponsors	\$1,700	\$2400	\$1,850	\$2,050	\$1,600	\$2,350
Passports	\$3,200	4,350	\$4,200	\$2,550	\$3,500	\$3,250
SLSF average cost/person (total expenses/attendance)	\$52.27	\$40.72	\$60.11	\$55.56	\$60.50	\$64.01