

**Volunteers:**

**We would like to thank each of you in advance for your commitment to volunteering for the 5<sup>th</sup> Annual American Heroes Golf Classic. Thank you for your time and flexibility, we look forward to another GREAT event with each of your help!!**

Below is a description of each Volunteer Assignment. Volunteer shifts have been split up into 3 shifts, 4 hours each. Typically, there is a rush at the beginning of each shift, with a fair amount of down time to follow. The length of time necessary for each volunteer may vary depending on the amount of work available. With the number of volunteers we have, it may be necessary to make changes to assignments the day of the event.

For most of the assignments, we have designated one person as the Team Lead for each shift. This person will be responsible for delegating duties to the volunteers for that particular assignment and being the general "go to" person.

**Bag Drop/Cart Roundup:****Morning Team Leads: Mike Ecker**

- Steve DeBernardi
- Keith McDonough
- Scott Adams
- Rich Geis
- John Leiferman
- Evan Loenser
- Victoria Lieder

**Afternoon Team Leads: Theresa Deutsch**

- Jessica Deutsch
- Brandon Deutsch
- Amanda Deutsch
- Steve DeBernardi
- Richie Saathoff

Responsible for bringing golfer's bags from drop off area to assigned golf carts after Bag Tags have been assigned. Each golf cart will have 2 players names assigned and bag tags must be matched with appropriate player. This team will place the names of players on carts and ensure the correct bags are placed on the proper cart.

*Bag Drop has worked best in previous years if half of the volunteers bring the bags from the drop off area outside registration up to the carts and the other half match the bag tag with the assigned golf cart.*

Golf Cart Roundup crew will work closely with bag drop team. After morning golfers complete their round, the roundup crew will assist in cleaning out golf carts and preparing them for the second round of golfers. Roundup crew will be responsible for ensuring that morning golfers return their carts promptly after completing their round. This team will also be placing golf clubs for afternoon golfers on assigned carts. After golfers receive bag tags from registration, they will leave golf clubs in the assigned area to be placed on carts.

**Bag Tag/Greeting:****Morning Team Lead: Rachel Mosier**

- Katie Patsy
- Katie Bowman
- Kathy Roland
- Nicki Roland

**Afternoon Team Lead: Katie Patsy**

- Katie Bowman
- Rachel Mosier

- Kathy Roland
- Nicki Roland

Bag Tag and Greeting has been combined for the sake of location. Volunteers are responsible for ensuring that each golfer receives their corresponding bag tag AFTER going through registration. Table is set up outside of club house and volunteers should direct all golfers into Club House for registration. After bag tags are given to golfers, they will attach to golf bags and move to the bag drop area, golfers should then be directed to find their assigned golf cart prior to shot gun start. Volunteers will greet each golfer as they arrive and direct them to appropriate area.

**Golfer Registration:**

**Morning Team Lead: Dan and Mary Schauer**

**Afternoon Team Lead: Dan and Mary Schauer**

Responsible for checking in each player and ensure they receive appropriate instruction for the day. Notify each player of pertinent information. Registration begins at 6:30am, though some players may begin arriving before then. Volunteers assisting with registration will work closely with Kevin Unterreiner, Event Manager from TwinCitiesGolf.com.

**Volunteer Check In: (6:00 AM & 11:00 AM)**

**Morning: Nancy and Liz DeBernardi**

**Afternoon: Nancy and Liz DeBernardi**

Responsible for checking in all volunteers and making sure each understands duties and responsibilities. Ensure each volunteer receives a name badge and T-Shirt if necessary. Direct any questions to Shannon or Katie McDonough. Volunteers will begin arriving at 6:00am for morning session and 11:00am for afternoon session.

**Merchandise Sales:**

**Team Leads: Erin Tubbesing and Belle Gerhard**

- Cheryl Phillippi
- Cheryl Berg-Wineman

These responsibilities include set up and sales of merchandise. Sales will initially take place in the registration area and will be moved up to the banquet area for the remainder. Merchandise will need to be tended to at all times by at least one individual.

**Contest Attendants:**

**Team Lead: Kathryn Anderson & Jenny Hielsberg (Longest Putt Contest)**

Specific assignments will be given the day of the event for the remaining contests. See Katie or Shannon McDonough after Check In for hole number and description. Each contest will have two attendants, it is important that AT LEAST one person is tending the hole at any given time during the golf round.

**Morning:**

- Nikki Murtha
- Victoria Lieder
- Kimmie Chhoen
- Krissy Paulfranz
- Amy Hoffman

**Afternoon:**

- Diana Duong
- Lindsay Fremont
- Joseph Prettner
- Theresa Deutsch
- Jessica Deutsch
- Brandon Deutsch
- Amanda Deutsch
- Ashley Hartmann

## **Silent Auction:**

### **Lead: Tammy Svendsen**

- Angie Robson
- Bob Robson
- Robert Schult
- Lynn Deutsch
- Peggy Oerter

Responsible for assisting with auction item set up, facilitation, and close out of auction. Specific tasks will be delegated by team lead. Primarily tending to auction items and locating auction winners after completion.

### **Clean Up Crew:**

This will be ongoing throughout the day/evening and may be asked to assist in moving the merchandise from the registration area to the banquet area if necessary. This team will assist in the overall upkeep of the clubhouse area, specifically after dinner and during the transition of program events. This team may also be asked to assist in general set up of different events throughout the day.