

2nd ANNUAL

**SoIN Golf
Scramble
Volunteer
Guidebook**

Our guide to a successful event!



TEEING UP TRANSFORMATION

www.soinmensdiscipleship.com/golf-volunteer



MAN IN THE MIRROR
SOUTHERN INDIANA

JOIN US IN MAKING A
DIFFERENCE!

2ND ANNUAL SOIN SCRAMBLE

VOLUNTEER GUIDEBOOK

Welcome and Introduction.....	2
Event Timeline.....	3
Volunteer Coordinator.....	4
Sponsor Engagement Team.....	5
Marketing Team.....	6-7
Event Setup Team.....	8
Welcome Team.....	9
Registration Team.....	10
On-Course Marshals Team.....	11
Media Production Team.....	12
Scorekeeping Team.....	13
Sink the Putt Competition Team.....	14
Marshmallow Drive Competition Team.....	15
Luncheon Team.....	16
Prize Management Team.....	17
Event Cleanup Team.....	18
Volunteer List.....	19-24

WELCOME AND INTRODUCTION

Welcome to the 2nd Annual SoIN Scramble! I am thrilled to have you join us as a volunteer for this exciting and impactful event. Your dedication and support are essential to making our event a success, and I am grateful for your willingness to contribute your time and talents.

The SoIN Scramble is more than just a golf event; it's an opportunity to come together as a community, support Man in the Mirror - Southern Indiana, and help us Tee Up Transformation. By volunteering your time, you are playing a vital role in raising support and awareness towards our mission that brings transformation in the lives of men, marriages, families, churches, communities, and beyond!

Within this guide, you'll find valuable information about your role as a volunteer, including your team's responsibilities and needs. Whether you're assisting with setup, managing event activities, or coordinating services, your efforts will help create a memorable experience for participants and support the success of the event.

I'm excited to work alongside you and create something special together. Thank you for your commitment and enthusiasm. Let's make the SoIN Scramble a day to remember!

In Christ,



Nate Flynn
Area Director

EVENT TIMELINE

PRE-EVENT

- 6 months - Secure event venue and event date
- 3-4 months - Identify Volunteer Coordinator, Marketing Team, and Sponsor Recruitment Team
- 2-3 months - Solicit sponsors, promote event, open event registration
- 1-2 months - Recruit volunteers for remaining event teams
- 1 month - Host volunteer orientation

EVENT DAY

6:45 AM

Volunteers on-site

7:00 AM

Event &
Sponsor Setup

7:45 AM

Golfer Check-In
& Competitions Open

8:10 AM

Check-In Close

8:15 AM

Golfers to
assigned holes

8:20 AM

Shotgun Start

8:30 AM

Competitions Open

12:45 PM

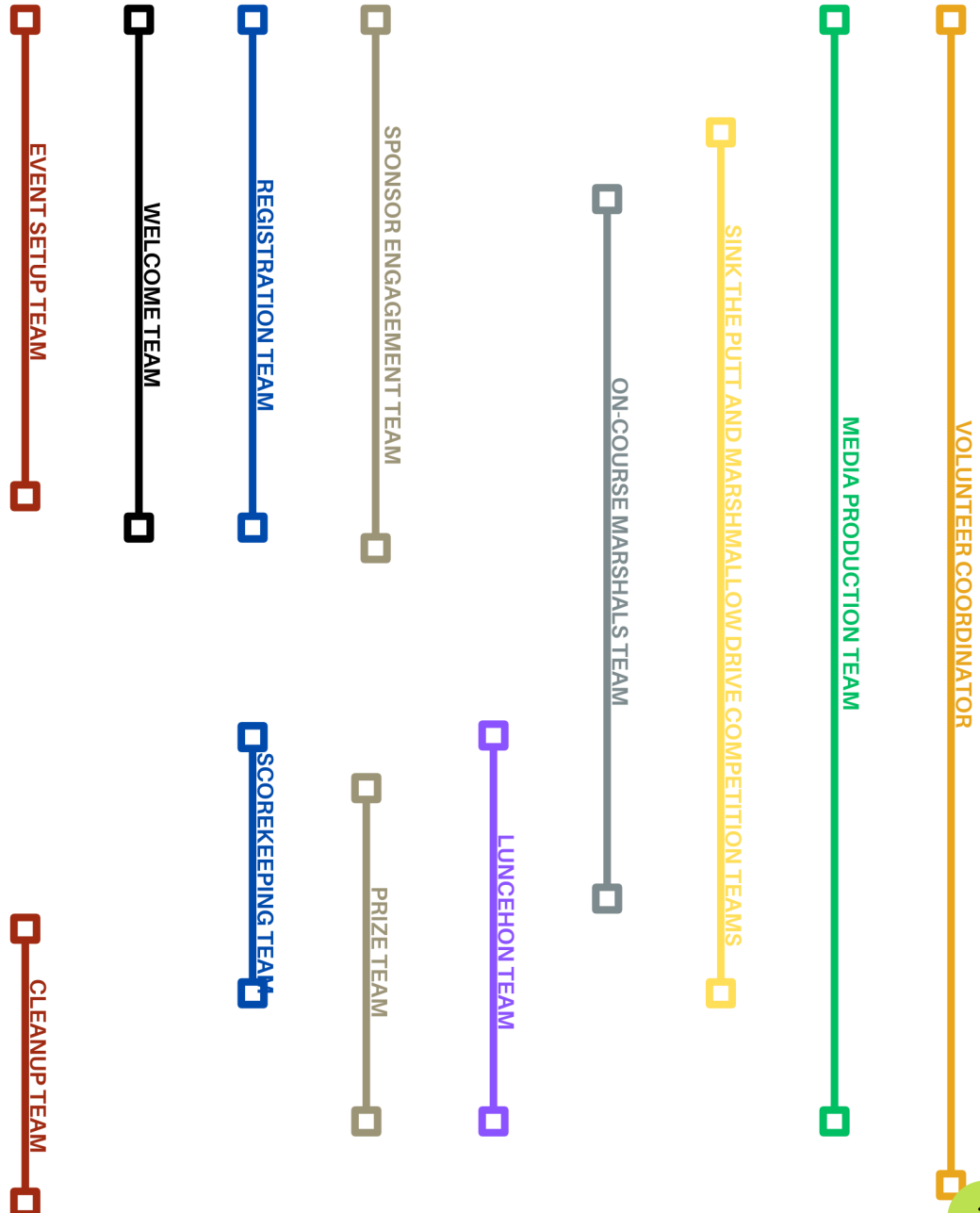
Luncheon Opens

1:30 PM

Celebration &
Awards

2:30-3:30PM

Event end &
cleanup



Volunteer Coordinator

The Volunteer Coordinator plays a key role in recruiting, organizing, and managing volunteers for the SoIN Scramble event. This individual will work closely with the event organizers to ensure that volunteer needs are met and that volunteers are properly trained and supported to fulfill their roles effectively.



RESPONSIBILITIES

- Connect with ministry partners and community members to secure volunteers for the various event roles and responsibilities for the SoIN Scramble.
- Maintain a database of volunteer information, including contact details, availability, and assigned roles to communicate regularly with volunteers.
- Provide updates, reminders, and instructions to volunteers regarding their roles and responsibilities. Assign volunteers to specific tasks and shifts based on their skills, availability, and preference and ensure that volunteers receive adequate training and support to perform their duties effectively.
- Oversee the volunteer check-in and orientation processes during event, assign volunteers to their designated areas, and provide on-site supervision and support as needed
- Coordinate with event staff and team leaders to address any issues or concerns that arise during the event and maintain a visible presence throughout the event to support excellency of the volunteer team.
- Help recognize and appreciate volunteers for their contributions to the event as well as collect feedback from volunteers after the event to identify areas for improvement and recognize outstanding performance.



QUALIFICATIONS

- Strong organizational and leadership skills, with the ability to effectively coordinate and manage volunteers.
- Excellent communication and interpersonal skills, with the ability to interact professionally and courteously with volunteers, staff, and event participants.
- Experience in volunteer management or event coordination preferred, but not required.
- A passion for the mission and goals of the SoIN Scramble is important, with a commitment to creating a positive and meaningful experience for volunteers.



TIME COMMITMENT

- Flexible, with the ability to dedicate time leading up to the event for recruitment and coordination efforts.
- Availability to work on-site during the event, including setup, coordination, and cleanup activities.



BENEFITS

- Opportunity to play a key role in organizing a high-profile community event and supporting a worthy cause.
- Valuable experience in volunteer management, event coordination, and community engagement.
- Recognition and appreciation for contributions to the success of the event and the organization.



VOLUNTEER

One person is needed for this position. Please record name, email, and phone number.

Team Lead:.....

Sponsor Engagement Team

The Sponsor Engagement Team plays a pivotal role in recruiting, engaging, and managing sponsors for the SoIN Scramble event. This team will work closely with the event organizers to identify potential sponsors, cultivate relationships, and secure financial support and in-kind donations to ensure the success of the event.



RESPONSIBILITIES

- Research and identify potential sponsors, including businesses, organizations, and individuals, that align with the mission and goals of the event.
- Reach out to prospective sponsors, including email campaigns, phone calls, and in-person meetings.
- Cultivate relationships with existing and prospective sponsors, serving as the primary point of contact for sponsor inquiries and requests.
- Provide personalized attention and support to sponsors, addressing their needs and concerns in a timely and professional manner.
- Coordinate sponsor recognition and visibility opportunities before, during, and after the event to maximize sponsor satisfaction and engagement.
- Collaborate with the event team to ensure that sponsor commitments are fulfilled and that sponsors receive the recognition and benefits outlined in their agreements.
- Maintain accurate records of sponsor agreements, payments, and communications using Golfstatus software



QUALIFICATIONS

- Strong communication and interpersonal skills, with the ability to build rapport and establish relationships with diverse stakeholders.
- Experience in sales, fundraising, or business development preferred, with a proven track record of successfully securing sponsorships or donations.
- Excellent organizational and project management skills, with the ability to manage multiple priorities and deadlines effectively.
- Knowledge of sponsorship principles and practices, including sponsorship benefits, recognition, and fulfillment.



TIME COMMITMENT

- Flexible, with the ability to dedicate time to sponsor recruitment and engagement efforts leading up to the event.
- Availability to attend meetings, events, and networking opportunities with sponsors as needed.
- Ongoing communication and follow-up with sponsors before, during, and after the event.



BENEFITS

- Opportunity to play a vital role in securing financial support and resources for a high-profile community event.
- Valuable experience in sponsor recruitment, relationship management, and event sponsorship.
- Recognition and appreciation for contributions to the success of the event and the organization.



VOLUNTEER

Five positions are available for this team. Please record names, emails, and phone numbers.

Team Lead: _____

Team Members: _____

Marketing Team

The Marketing Team plays a pivotal role in promoting the SoIN Scramble event and encouraging participation among golfers, sponsors, and the community. This individual will lead efforts to develop and execute marketing strategies to raise awareness, generate interest, and drive registration for the event.



RESPONSIBILITIES

- Collaborate with event organizers to develop a comprehensive plan and timeline for promoting the event.
- Identify target audiences and segments, and tailor marketing messages and tactics to effectively reach and engage each audience group.
- Utilize a mix of online and offline marketing channels, including social media, email marketing, print materials, press releases, and community outreach, to maximize exposure and visibility.
- Create compelling marketing content, including graphics, videos, blog posts, and social media posts, to showcase the event's features, benefits, and impact.
- Coordinate the production and distribution of marketing materials, ensuring consistency in branding, messaging, and design across all channels.
- Monitor and analyze marketing performance metrics, such as website traffic, social media engagement, and email open rates, to assess effectiveness and make data-driven adjustments as needed.
- Manage the event's social media accounts, including Facebook, Instagram, Twitter, and LinkedIn, to build followership, engagement, and brand awareness.
- Develop and execute social media campaigns, contests, and promotions to drive user participation and generate buzz around the event.
- Monitor social media activity, respond to inquiries and comments, and foster positive interactions with followers and community members.
- Identify opportunities for strategic partnerships and collaborations with local businesses, organizations, influencers, and media outlets to amplify marketing efforts and reach new audiences.
- Cultivate relationships and negotiate partnerships to secure promotional opportunities, sponsorships, and media coverage for the event.
- Coordinate with sponsors, vendors, and community partners to cross-promote the event and leverage their networks and resources to maximize exposure.



QUALIFICATIONS

- Strong communication and writing skills, with the ability to craft compelling messages and content for various marketing channels.
- Experience in marketing, communications, or related field preferred, with knowledge of marketing principles, tactics, and tools.
- Proficiency in social media management, content creation, and digital marketing platforms.
- Creativity, innovation, and a passion for storytelling and engaging audiences through marketing campaigns.



TIME COMMITMENT

- Flexible, with the ability to dedicate time to sponsor recruitment and engagement efforts leading up to the event.
- Availability to attend meetings, events, and networking opportunities with sponsors as needed.
- Ongoing communication and follow-up with sponsors before, during, and after the event.

Marketing Team (cont.)



BENEFITS

- Opportunity to play a vital role in securing financial support and resources for a high-profile community event.
- Valuable experience in sponsor recruitment, relationship management, and event sponsorship.
- Recognition and appreciation for contributions to the success of the event and the organization.



VOLUNTEER

Four positions are available for this team. Please record names, emails, and phone numbers.

Team Lead: _____

Team Members: _____

Event Setup Team

The Event Setup Team plays a crucial role in ensuring that the SoIN Scramble event runs smoothly by assisting with the setup and preparation of event facilities, equipment, and signage. This team is responsible for creating a welcoming and organized environment for participants, sponsors, and volunteers.



RESPONSIBILITIES

- Setup and arrange event facilities, including registration areas, vendor booths, seating areas, etc.
- Arrange tables, chairs, tents, and other equipment according to layout plans provided by event organizers.
- Ensure that event spaces are clean, safe, and aesthetically pleasing for participants and attendees.
- Install event signage, banners, and directional signage to guide participants and promote event sponsors.
- Ensure that all signage is displayed prominently and securely to maximize visibility and impact.
- Transport and distribute event equipment, supplies, and materials to designated areas, including registration desks, hospitality areas, and competition zones.
- Set up A/V equipment, sound systems, and technology as needed to support event activities.
- Monitor equipment functionality and troubleshoot any issues or malfunctions that arise during setup.
- Ensure a safe working environment for all setup team members and event attendees.
- Follow venue regulations and guidelines regarding setup procedures, equipment handling, and facility usage.
- Report safety hazards, equipment damage, or compliance issues to event organizers promptly for resolution.



QUALIFICATIONS

- Physical fitness and stamina, with the ability to lift and carry heavy equipment and perform manual tasks for extended periods.
- Attention to detail and organizational skills, with the ability to follow setup instructions, layout plans, and timelines accurately.
- Teamwork and collaboration skills, with the ability to work effectively with other setup team members and coordinate tasks efficiently.
- Previous experience in event setup, logistics, or facilities management preferred, but not required.



TIME COMMITMENT

- Availability to participate in setup activities on the day(s) leading up to the event, as well as on the event day itself.
- Flexibility to adjust schedules and respond to changing needs and priorities as directed by event organizers.



BENEFITS

- Opportunity to contribute to the success of a high-profile community event and support a worthy cause.
- Hands-on experience in event setup, logistics coordination, and teamwork.
- Appreciation and recognition for efforts in creating a welcoming and well-organized event environment.



VOLUNTEER

Five positions are available for this team. Please record names, emails, and phone numbers.

Team Lead: _____

Team Members: _____

Welcome Team

The Welcome Team plays a pivotal role in creating a warm and inviting atmosphere for participants and guests attending the SoIN Scramble event. This team serves as the first point of contact for attendees, providing friendly greetings, assistance, and guidance to ensure a positive and memorable experience for all.



RESPONSIBILITIES

- Extend warm and enthusiastic greetings to participants and guests as they arrive at the event venue, setting a positive tone for their experience.
- Be familiar with and provide information about event activities, amenities, and facilities, and answer questions or address concerns from attendees with professionalism and courtesy.
- Direct participants to designated areas, including registration/check-in stations, sponsor booths, competition zones, and hospitality areas, based on their needs and interests.
- Act as ambassadors for event sponsors by promoting their products, services, and contributions to the event, and encouraging participants to visit sponsor booths or participate in sponsored activities.
- Maintain a friendly and approachable demeanor throughout the event, offering smiles, encouragement, and assistance to participants and guests to enhance their overall experience.
- Serve as proactive problem-solvers and goodwill ambassadors, addressing any issues or challenges that arise with empathy, professionalism, and efficiency.



QUALIFICATIONS

- Excellent interpersonal and communication skills, with the ability to engage with diverse individuals and create positive interactions.
- Friendly and outgoing personality, with a genuine enthusiasm for welcoming and assisting event attendees.
- Strong organizational and multitasking abilities, with the capacity to manage multiple tasks and priorities in a dynamic event environment.
- Customer service or hospitality experience preferred, but not required.



TIME COMMITMENT

- Ability to become familiar with event logistics prior to event including event orientation.
- Availability on event day 30 minutes prior to check-in start and until end of luncheon celebration.



BENEFITS

- Opportunity to make a meaningful impact by creating a welcoming and inclusive environment for participants and guests.
- Valuable experience in customer service, event hospitality, and interpersonal communication.
- Appreciation and recognition for contributions to the overall success of the event and the positive impression left on attendees.



VOLUNTEER

Five positions are available for this team. Please record names, emails, and phone numbers.

Team Lead: _____

Team Members: _____

Registration Team

The Registration Team plays a critical role in ensuring a smooth check-in process for participants and guests attending the SoIN Scramble event. This team is responsible for welcoming attendees, processing registrations, distributing event materials, and providing information and assistance as needed.



RESPONSIBILITIES

- Previous experience in event setup, logistics, or facilities management preferred, but not required.
- Greet participants and guests as they arrive at the event and guide them through the check-in process.
- Confirm player registration, distribute scorecards, hole assignments, rules, and any other required materials.
- Ensure players can access GolfStatus App and answer any questions related to utilization of app.
- Provide information about event activities, amenities, and facilities, and answer questions or address concerns from participants and guests.
- Direct participants to designated areas, such as competition zones, refreshment stations, and restrooms.
- Resolve registration issues, errors, or discrepancies promptly, seeking assistance from organizers as needed.
- Maintain accurate records of participant registrations and attendance for reporting purposes.
- Compile and report registration info, attendance numbers, and participant feedback to event organizers.



QUALIFICATIONS

- Excellent interpersonal and communication skills, with the ability to interact professionally and effectively with a diverse range of individuals.
- Strong organizational and multitasking abilities, with attention to detail and accuracy in handling registration materials and data.
- Customer service experience preferred, with a customer-focused mindset and a willingness to go above and beyond to meet participant needs.
- Proficiency in computer skills and experience with registration software or databases preferred, but not required.



TIME COMMITMENT

- Availability to receive training and orientation for registration duties prior to the event.
- Ability to arrive one hour before event registration opens and remain on-site until all registrations have been completed and reports have been compiled.



BENEFITS

- Opportunity to play a key role in facilitating a positive and seamless event experience for participants.
- Valuable experience in event registration management, customer service, and teamwork.
- Appreciation and recognition for contributions to the success of the event and the organization.



VOLUNTEER

Five positions are available for this team. Please record names, emails, and phone numbers.

Team Lead: _____

Team Members: _____

On-Course Marshals Team

The On-Course Marshals Team plays a crucial role in maintaining order, safety, and pace of play on the golf course during the SoIN Scramble event. This team ensures that participants adhere to the rules and regulations of the game, while also providing assistance and guidance to enhance the overall experience for players and spectators.



RESPONSIBILITIES

- Monitor the pace of play on assigned holes and ensure that groups are progressing efficiently and in accordance with established guidelines.
- Communicate with players to encourage timely play, address slow groups, and prevent congestion or delays on the course.
- Enforce golf course rules and regulations, including those specific to the scramble format, such as shot selection, ball placement, and order of play, as well as on Hole-in-One contest holes.
- Address any rule infractions or violations promptly and diplomatically, educating players on proper procedures and etiquette as needed.
- Maintain awareness of potential safety hazards or risks on the course, such as inclement weather, course maintenance activities, or player injuries.
- Offer assistance and guidance to players in locating errant shots, determining yardages, and navigating course features, such as hazards, bunkers, and green complexes.
- Serve as a resource for players seeking clarification on course layout, hole assignments, or event logistics.



QUALIFICATIONS

- Thorough understanding of golf rules, etiquette, and course management principles.
- Excellent communication and interpersonal skills, with the ability to interact effectively with participants.
- Strong decision-making and problem-solving abilities, with the capacity to handle challenging situations calmly and tactfully.
- Knowledge of basic first aid and emergency response procedures preferred, but not required.



TIME COMMITMENT

- Availability to receive training and orientation for marshal duties prior to the event,
- Ability to arrive one hour before event tee time and remain on-site until all participants have completed rounds.



BENEFITS

- Opportunity to play a vital role in ensuring a fair, safe, and enjoyable experience for participants and spectators on the golf course.
- Valuable experience in golf event management, rules enforcement, and player interaction.
- Appreciation and recognition for contributions to the smooth operation and success of the event.



VOLUNTEER

Six positions are available for this team. Please record names, emails, and phone numbers.

Team Lead: _____

Team Members: _____

Media Production Team

The Media Production Team plays a vital role in capturing the excitement, energy, and memorable moments of the SoIN Scramble event through high-quality photos and videos. This team helps document the event experience, highlight key activities and attractions, and create compelling visual content for promotional and marketing purposes.



RESPONSIBILITIES

- Capture candid and staged photographs of participants, volunteers, sponsors, and attendees throughout the event, focusing on key moments such as registration/check-in, on-course action, prize presentations, and post-event celebrations.
- Record video footage of event highlights, including player interviews, sponsor interactions, competition segments, and behind-the-scenes moments, to create engaging video content for promotional use.
- Produce a diverse range of visual assets, including still images, video clips, drone footage, and multimedia presentations, to showcase the event experience and promote future iterations of the SoIN Scramble.
- Edit and enhance photos and videos to ensure optimal quality, clarity, and visual appeal.
- Work closely with the marketing team to coordinate the timely sharing and distribution of event photos and videos across social media platforms, ensuring maximum visibility and engagement with target audiences.



QUALIFICATIONS

- Proficient skills in photography and videography, with experience capturing live events, sports competitions, or similar gatherings preferred.
- Knowledge of digital imaging techniques, composition principles, and lighting concepts, with the ability to produce visually compelling and aesthetically pleasing content.
- Familiarity with professional camera equipment, editing software, and multimedia production tools.
- Strong attention to detail, creativity, and storytelling ability, with the capacity to convey the excitement and energy of the event through visual storytelling.



TIME COMMITMENT

- Availability to attend virtual orientation prior to the event,
- Ability to arrive one hour before event check-in start and remain on-site through end of luncheon celebration (Possibility to serve shorter shifts throughout the day is available)



BENEFITS

- Opportunity to showcase media production skills and build a portfolio of event coverage content.
- Access to exclusive event experiences and behind-the-scenes moments, providing unique storytelling opportunities and creative inspiration.
- Recognition and appreciation for contributions to capturing and preserving the memories and excitement of the SoIN Scramble event.



VOLUNTEER

Four positions are available for this team. Please record names, emails, and phone numbers.

Team Lead: _____

Team Members: _____

Scorekeeping Team

The Scorekeeping Team plays a crucial role in accurately recording scores during the SoIN Scramble event. This team ensures fair play, maintains transparency, and helps create a competitive yet enjoyable atmosphere for participants. Scorekeepers play a key part in upholding the integrity of the competition and contribute to the overall success of the event.



RESPONSIBILITIES

- Record and document scores for each team, following the rules and guidelines of the scramble format.
- Ensure accuracy and completeness in scorekeeping, double-checking entries and calculations to minimize errors and discrepancies.
- Communicate effectively with players, volunteers, and event officials to clarify scoring rules, resolve disputes, and address any questions or concerns regarding scoring procedures.
- Provide clear and timely updates on team standings and leaderboard rankings keeping participants informed and engaged.
- Utilize Golfstatus scorekeeping software and traditional scorecards to record and track scores efficiently.
- Familiarize oneself with the Golfstatus software interface, ensuring proficiency in navigating and inputting data accurately.



QUALIFICATIONS

- Attention to detail and strong organizational skills, with the ability to maintain accurate records and data under pressure.
- Excellent communication and interpersonal skills, with the capacity to interact professionally and courteously with participants and colleagues.
- Basic proficiency in using technology and digital tools for scorekeeping purposes, including mobile devices, tablets, or scorekeeping software.
- Understanding of golf tournament scoring rules and formats, or willingness to learn and adapt.



TIME COMMITMENT

- Availability to attend virtual orientation prior to the event,
- Ability to arrive two hours after tee-time and remain on-site until all scores are reported and recorded.



BENEFITS

- Opportunity to contribute to the smooth and fair conduct of the SoIN Scramble event, supporting a positive experience for participants and volunteers alike.
- Engagement with the excitement and competitive spirit of the golf tournament, with firsthand involvement in tracking and documenting the action.
- Recognition and appreciation for vital contributions to maintaining the integrity and accuracy of scoring procedures throughout the event.



VOLUNTEER

Three positions are available for this team. Please record names, emails, and phone numbers.

Team Lead: _____

Team Members: _____

Sink the Putt Competition Team

The Sink the Putt Competition Team is responsible for overseeing and managing the Sink the Putt Contest, an exciting and engaging activity held in conjunction with the SoIN Scramble event. This team ensures the smooth operation of the competition, provides clear instructions to participants, and facilitates a fun and fair experience for all involved.



RESPONSIBILITIES

- Assist with the setup and preparation of the Sink the Putt Contest area, including the placement of markers, alignment of putting surfaces, and arrangement of equipment.
- Ensure that all necessary supplies are readily available, such as record-keeping resources, golf balls, putters, measuring devices, and promotional signage.
- Greet participants and guide them through the registration process for the Sink the Putt Competition, collecting entry fees, recording participant information, and distributing any relevant instructions or guidelines.
- Provide a brief overview of the competition rules, format, and scoring criteria to ensure that participants understand the requirements and expectations.
- Monitor the Sink the Putt Contest area throughout the event, overseeing participant activities, enforcing contest rules, and maintaining a safe and orderly environment.
- Maintain accurate records of participant scores and standings, updating leaderboards or scoreboards as necessary to reflect the current standings in the competition.
- Coordinate the distribution of prize money to the winner of the Sink the Putt Competition, including the collection and safeguarding of contest entry fees and the calculation of prize amounts.



QUALIFICATIONS

- Enthusiastic, friendly, outgoing personality, with a passion for engaging with participants and fostering a positive atmosphere.
- Strong communication and interpersonal skills.
- Attention to detail, with a commitment to upholding contest rules and ensuring fair play among participants.



TIME COMMITMENT

- Availability to attend virtual orientation prior to the event.
- Availability to volunteer for the duration of the Sink the Putt Competition during the SoIN Scramble event, including setup, contest supervision, prize distribution, and cleanup.



BENEFITS

- Opportunity to be actively involved in a fun and engaging aspect of the SoIN Scramble event, contributing to the overall success and enjoyment of participants and attendees.
- Interaction with a diverse range of individuals and golf enthusiasts, fostering connections and building relationships within the local community.
- Appreciation and recognition for valuable contributions to the operation and execution of the Sink the Putt Competition, supporting a memorable and rewarding experience for all involved.



VOLUNTEER

Two positions are available for this team. Please record names, emails, and phone numbers.

Team Lead: _____

Team Members: _____

Marshmallow Drive Team

The Marshmallow Drive Competition Team is responsible for overseeing and managing the Marshmallow Drive Contest, a fun and entertaining activity featured at the SoIN Scramble event. This team ensures the smooth operation of the competition, provides clear instructions to participants, and facilitates an enjoyable experience for all involved.



RESPONSIBILITIES

- Assist with the setup and preparation of the Marshmallow Drive Contest area, including the placement of markers, alignment of driving lanes, and arrangement of equipment.
- Ensure that all necessary materials and supplies are readily available, such as marshmallows, tee markers, measuring devices, and promotional signage.
- Greet participants and guide them through the registration process for the Marshmallow Drive Competition, collecting entry fees, recording participant information, and distributing any relevant instructions or guidelines.
- Provide a brief overview of the competition rules, format, and scoring criteria to ensure that participants understand the requirements and expectations.
- Monitor the Marshmallow Drive Contest area throughout the event, overseeing participant activities, enforcing contest rules, and maintaining a safe and orderly environment.
- Measure and record the distances of marshmallow drives achieved by participants.
- Maintain accurate records of participant distances and standings, updating leaderboards or scoreboards as necessary to reflect the current standings in the competition.
- Coordinate the distribution of prizes for winners of the Marshmallow Drive Competition, including the collection and safeguarding of contest entry fees and the calculation of prize amounts.



QUALIFICATIONS

- Enthusiastic, creative, playful attitude, with a passion for engaging with participants and creating a memorable experience.
- Strong communication and interpersonal skills.
- Attention to detail, with a commitment to upholding contest rules and ensuring fair play among participants.



TIME COMMITMENT

- Availability to attend virtual orientation prior to the event,
- Availability to volunteer for the duration of the Marshmallow Drive Competition during the SoIN Scramble event, including setup, contest supervision, prize distribution, and cleanup.



BENEFITS

- Opportunity to contribute to a unique and entertaining aspect of the SoIN Scramble event, enhancing the overall enjoyment and excitement for participants and spectators alike.
- Interaction with a diverse range of individuals and families, fostering connections and building relationships within the local community.
- Appreciation and recognition for valuable contributions to the success and positive atmosphere of the Marshmallow Drive Competition, supporting a memorable and rewarding experience for all involved.



VOLUNTEER

Three positions are available for this team. Please record names, emails, and phone numbers.

Team Lead: _____

Team Members: _____

Luncheon Team

The Luncheon Team is responsible for managing all aspects of meal preparation and service for the SoIN Scramble event, ensuring that participants and volunteers are provided with a delicious and satisfying luncheon experience. This team oversees menu planning, ingredient procurement, food preparation, and on-site meal service, contributing to the overall success and enjoyment of the event.



RESPONSIBILITIES

- Collaborate with event organizers to develop a menu for the SoIN Scramble luncheon within allotted budget.
- Coordinate the purchase of food ingredients, beverages, and other supplies needed for meal preparation and service, ensuring that quantities and quality are sufficient to meet anticipated demand within budget.
- Prepare and cook food, following proper food safety and hygiene practices.
- Coordinate with kitchen volunteers to divide tasks and streamline meal preparation processes, maximizing efficiency and productivity during peak periods.
- Organize and set up the meal service area, including tables, utensils, condiments, and serving stations, to facilitate smooth and orderly meal distribution.
- Greet participants and volunteers as they arrive for lunch, providing friendly and efficient service.
- Clear and clean service tables, serving equipment, and food preparation areas following meal service, ensuring that all surfaces are sanitized and free of debris.
- Properly store leftover food and beverages, dispose of waste and recyclables, and maintain a clean and organized kitchen environment throughout the event.



QUALIFICATIONS

- Experience in cooking, with knowledge of food preparation, recipe execution, and kitchen safety protocols.
- Strong organizational skills and attention to detail, with the ability to manage multiple tasks and prioritize responsibilities in a fast-paced environment.
- Excellent communication skills, with the capacity to collaborate effectively with fellow volunteers.
- Flexibility and adaptability to accommodate changing circumstances and last-minute adjustments, maintaining a positive and solution-focused attitude throughout the event.



TIME COMMITMENT

- Availability to attend virtual orientation prior to the event and meal planning meetings/communications with event organizers
- Availability to volunteer for the duration of the SoIN Scramble event, including setup, meal preparation, service, clean-up, and post-event tasks as needed. (Opportunity to create varying shifts).



BENEFITS

- Opportunity to showcase cooking skills and contribute to the creation of a delicious and memorable dining experience for event participants and volunteers.
- Interaction with diverse individuals and groups, fostering connections and building relationships within the local community while supporting a worthy cause.
- Satisfaction of knowing that your efforts directly contribute to the success and enjoyment of the SoIN Scramble event, making a positive impact on the overall participant experience.



VOLUNTEER

Six - Ten positions are available for this team. Please record names, emails, and phone numbers.

Team Lead: _____

Team Members: _____

Prize Management Team

The Prize Management Team plays a crucial role in coordinating and overseeing the selection, distribution, and management of prizes for various contests and competitions held during the SoIN Scramble event. This team collaborates closely with other event teams to identify contest winners, procure prizes, and ensure that all participants receive recognition and rewards for their achievements.



RESPONSIBILITIES

- Work with event organizers and sponsors to procure a diverse range of prizes.
- Collaborate with on-course team to collect and verify scoring data, participant submissions, or other relevant information to confirm contest outcomes and identify deserving winners for each competition.
- Coordinate the distribution of prizes to contest winners, ensuring that prizes are available on-site and presented in a timely and organized manner.
- Maintain accurate records of prize inventory, including descriptions, quantities, and donor information, to track prize availability and distribution status throughout the event.
- Handle prize logistics, including storage, transportation, and display, to safeguard prizes and ensure their safekeeping until they are awarded to contest winners.
- Engage with event participants and volunteers to promote contest participation, encourage friendly competition, and highlight the value of prizes as incentives for active involvement in event activities.



QUALIFICATIONS

- Strong organizational and logistical skills, with the ability to manage prize inventory, distribution logistics, and contest outcomes effectively.
- Excellent communication and interpersonal skills, with the capacity to collaborate with diverse stakeholders, including sponsors, participants, volunteers, and event organizers.
- Detail-oriented mindset and commitment to accuracy, with the ability to maintain meticulous records, verify contest results, and ensure fairness in prize allocation.
- Flexibility and adaptability to respond to changing circumstances, resolve issues, and make real-time adjustments to prize management processes as needed.



TIME COMMITMENT

- Availability to attend virtual orientation prior to the event,
- Availability to invest time pre-event to procure prizes for various contests.
- Ability to volunteer at the SoIN Scramble event at least one hour prior to luncheon and remaining until all prizes have been distributed.



BENEFITS

- Opportunity to contribute to the success and enjoyment of the SoIN Scramble event by managing prize offerings and enhancing participant engagement through exciting contests and competitions.
- Interaction with event participants and sponsors, fostering positive relationships and promoting goodwill within the community while showcasing the value of prize contributions to event success.
- Satisfaction of knowing that your efforts directly contribute to creating a memorable and rewarding experience for participants, volunteers, and sponsors alike, reinforcing the event's mission and objectives.



VOLUNTEER

Two positions are available for this team. Please record names, emails, and phone numbers.

Team Lead: _____

Team Members: _____

Event Cleanup Team

The Event Cleanup Team plays a vital role in ensuring the efficient and thorough cleanup of the event venue following the conclusion of the SoIN Scramble. This team is responsible for clearing event areas, disposing of waste and debris, and restoring the venue to its original condition to leave a positive impression and maintain the integrity of the venue.



RESPONSIBILITIES

- Clear event areas of trash and discarded items, including golf course, gathering spaces, and event zones.
- Collect and remove event equipment, supplies, and signage from designated areas, including tables, chairs, tents, and signage structures.
- Organize equipment for transport or storage, coordinating with venue staff or event organizers to return borrowed items and ensure proper handling of rental equipment.
- Conduct basic cleaning and maintenance tasks to restore event areas to their original condition, such as sweeping, mopping, and wiping down surfaces as needed.
- Address any damage or wear-and-tear caused during the event, reporting significant issues or concerns to event organizers for further action or resolution.
- Work collaboratively with other cleanup team members, event volunteers, and venue staff to ensure effective coordination and completion of cleanup tasks.



QUALIFICATIONS

- Physical stamina and ability to perform manual labor tasks, including lifting, bending, and carrying objects, as required for event cleanup activities.
- Attention to detail and commitment to thoroughness, with the ability to identify and address cleanliness and maintenance issues effectively to achieve desired results.
- Team-oriented mindset and willingness to collaborate with others to accomplish shared goals, contributing positively to the overall success and efficiency of event cleanup efforts.
- Flexibility and adaptability to respond to changing priorities, unforeseen challenges, and evolving cleanup requirements throughout the event cleanup process.



TIME COMMITMENT

- Availability to attend virtual orientation prior to the event,
- Availability following the conclusion of the SoIN Scramble event and willingness to commit to the duration of the cleanup shift, which may vary depending on the scope of cleanup tasks and the efficiency of the cleanup team.



BENEFITS

- Opportunity to contribute to the successful conclusion of the SoIN Scramble event by ensuring the cleanliness, safety, and orderliness of the event venue following the conclusion of activities.
- Satisfaction from actively participating in the cleanup process and making a tangible difference in restoring the venue to its original condition, leaving a positive impression on event attendees and venue stakeholders.
- Appreciation and recognition from event organizers, participants, and venue staff for your valuable contributions to the event cleanup efforts, reinforcing the value of our mission and vision.



VOLUNTEER

Ten positions are available for this team. Please record names, emails, and phone numbers.

Team Lead: _____

Team Members: _____