

Payout Volunteer Procedure

- After putting is complete the daily payout volunteers will ensure the scorecards are placed in one of three bins:
 - Hole-in-one (HIO) scorecard will be placed in a **RED** bin marked **hole-in-one cards** (only one of the putter's scorecards will be placed in this bin).
 - The daily payout volunteer will circle the HIO/Magic Hole in a **RED pencil**, document the number of **HIO's** at the top of the card and circle that number in **RED pencil**.
 - The second **HIO** scorecard will be placed in a **BLUE** bin marked **2nd hole-in-one cards**.
 - Cards without **HIO** will be placed in a **GREEN** bin marked **no hole-in-one cards**.



Hole-In-One Cards



2nd Hole-In-One Cards



No Hole-In-One Cards

- Daily payout volunteers will document the HIO on the payout sheets provided by the daily co-director.
- Take the scorecards from the HIO **RED** bin and give them to the bird awards volunteer.
- All other cards from the **BLUE** and **GREEN** bins will go to the awards money volunteers.
- Complete the electronic data entry no later than 24 hours after putting.
- Members who are volunteers for payout may “play through” so they can complete their play and be ready when putting is concluded.