

LADY PUTTER (LP) CHECK-IN CHAIRPERSON PROCEDURES

- November through April check-in is 9:00 am - 9:30 am
- May check-in is 7:30 am - 8:00 am
- Check-in sheets of members is provided by the daily co-directors each week
- Individual credit book weekly receipts will be given to the Check-in Chair by the daily co-directors
- The Check-in Chair will give the receipts to the check-in daily volunteers who will distribute to members as they check-in
- Any remaining credit book receipts will be given back to the daily co-directors
- Check-in stations are divided with plastic alpha tent cards – A thru L and M thru Z
- The treasurer will distribute scorecards to the daily co-directors prior to the start of the season
- **Blue** guest scorecards are stored in a container in the storage room or in the third drawer of the black file cabinet
- Complete all information on the Check-in sheets and Check-in Chair Tally sheet and give the completed forms to the daily co-directors