

LADY PUTTER (LP) COMMUNITY SERVICE (CS) DAILY VOLUNTEER PROCEDURES

- The Community Service (CS) chair will contact all daily CS volunteers via email
- All CS daily volunteers will attend a meeting arranged by the Chair. At the meeting, the Chair will inform you of the approved project and the timeframe for the project.
- You will receive envelopes for each week that the project is scheduled and any forms or supplies from the chair
- Announce the selected organization to the members at your daily putting session sharing what we will be doing for the project including start and stop dates. This announcement should be made in advance of the actual start of the project.
- Two volunteers should count the number of checks and the total dollar amount at your session
- Mark the total dollar amount of the checks on the outside of the envelope, place the checks in the envelope, seal envelope and give the envelope to the co-directors. The co-directors will put the envelope in the blue bank bag for the treasurer.