

LADY PUTTERS (LP) MONEY AWARDS CHAIRPERSON PROCEDURES

- Each Friday afternoon pick up the completed daily LG/LN payout sheets and money awards worksheets from the folder in the rack on the right side of the wall, in the storage room
- The daily money awards volunteers have been instructed to have their completed sheets in the rack by noon each Friday
- Determine money awards winners for the week by lowest scores per flight in the LG/LN categories. **Low gross winners cannot win in both categories.** LG winners are determined first and the LN winners.
- Record Magic Hole (MH) winners via receipt of e-mail from daily Bird award volunteers during Magic Hole week
- Money award notification of winners, for the prior week, is prepared and placed in display case by Sunday of the following week
- Prepare a yearly money payout calendar with the document control volunteer and distribute to treasurer. The document volunteer will email the schedule to the webmaster for posting. The document control volunteer will also post the calendar in the storage room.
- Attend LP Board meetings and when appropriate give an oral report and a written report to the secretary