

COMMUNITY SERVICE DAILY VOLUNTEER PROCEDURE

- The Community Service chair will contact all the daily volunteers via email, to share the charity selected, timeframe to collect donations, how the donations will be collected and other specifics of the process.
- You will receive envelopes for each week that the project is scheduled 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.
- Collect checks each day during the timeframe of the community service 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 and place the checks in the envelope, seal envelope and give the envelope to the daily co-directors.