

CHECK-IN VOLUNTEER PROCEDURE

- The putting season is November through May.
 - November through April check-in is 9:00 a.m. – 9:25 a.m.
 - May check-in is 7:30 a.m. – 7:55 a.m.
- Check-in sheets are provided by the daily co-directors each week and given to the check-in chair.
- Check-in stations are divided with plastic alpha tent cards – A thru L and M thru Z.
- Check-in volunteers will confirm a member's name and place a checkmark (✓) next to her name in the "CHECK-IN" COLUMN.
- Ensure member signature is recorded on the check-in sheet when merchandise is given out to a member.
- If a member has a guest, place the name of the guest in the column across from the members name on the check-in sheets. **Guests do not pay.**
- If a resident of the Grand wants to play as a guest but isn't sponsored by a current member, find an experienced putter to play with them. Place the name of the guest in the column across from the members name on the check-in sheet.
- Notify check-in chair that you have a guest who will need an orange guest apron.
- When check-in is complete, add up the number of putters and sign the check-in sheets.
- Ensure the total number of players checked in agree with the number of scorecards given out.
- Give the completed and signed check-in sheets, renewal applications, new applications and any expense vouchers to the daily co-directors.