2018 Inspiring Sports Charity Golf Tournament

Volunteer Information Sheet

INSERT VOLUNTEER GROUP NAME HERE

**Volunteer Overview:**

Honoring Your Commitment

The success of the Inspiring Sports Charity Golf Tournament is directly related to the efficiency of our volunteer program. It is very important for all volunteers to arrive on time and be ready to perform their duties for the day. Please notify the volunteer manager if you will be late or cannot make your volunteer shift (317) 550-0058

Volunteers should report to the volunteer check in desk outside the clubhouse at The Sagamore Club. Report for your assigned shift dressed in your volunteer uniform.

Please arrive at least 15 minutes prior to each shift to allow time for security checks, volunteer check-in and to receive last minute instructions. Allow time for travel and parking so that you may arrive at your shift on time.

Personal Items

Please do not bring any personal items unless they can be kept on your person. Unfortunately, no secure location is available to store volunteer belongings. The Indiana Sports Corp and its event partners are not responsible for personal items brought into any venue or for any lost or stolen items.

Volunteers may be subject to a thorough search prior to entering the venues. Your cooperation with security personnel is appreciated.

Event Safety

Our top priority for the Inspiring Sports Charity Golf Tournament is to provide a safe environment for all guests and volunteers. You are expected to act in a safe manner and report unsafe conditions, injuries or property damage.

If an emergency arises during one of your shifts, ensure the safety of yourself and those around you and then involve others as appropriate. Please dial 911.

Emergency Numbers

Emergency...................................................................................................................................................911

Volunteer Headquarters....................................................................................................317-550-0058

VOLUNTEER HEADQUARTERS

317-550-0058

The Volunteer Headquarters will be located in front of the clubhouse.

**Hours of Operation:**

Monday 5:30 am 6:30 pm

Uniform:

All volunteers will receive a uniform shirt when you arrive for your shift. Khaki or black pants and comfortable shoes complete the uniform.

• Ensure that your uniform is clean and well-maintained

• Wear the official uniform only while working your shifts

• Do not drink alcohol while wearing your official uniform

Meals:

Lunch will be provided at the end of the first shift and beginning of the second shift. If you are working the afternoon shift please arrive early as the shift will start promptly at 12:30.

Parking Information:

Volunteers will park at The Sagamore Club overflow lot. The address for this event is 10900 Golden Bear Way, Noblesville, IN 4606

**Shift Overview:**

**Date:**

**Shift Start Time:**

**Shift End Time:**

**Shift Location:**

**Check-In Location:**

**Contact prior to event:**

**Contact day of event:**

If you have any questions or need to make changes to your schedule, please call the volunteer hotline at (317) 550-0058. We will be happy to assist you.

***Indiana Sports Corp thanks you for volunteering to help make this a great event!***