

Volunteer Event Agreement

Thank you for committing to be a volunteer for our upcoming Jamie's Hope 7th Annual Celebrity Golf Tournament for a Cure on Monday, August 26th at Sweetwater Country Club. Jamie's Hope ("JH") relies heavily on our amazing volunteers to help us further our mission. Without you, JH would not be able to make the impact it does today!

VOLUNTEERS: The day will be a long hot day so dress accordingly! Wear black/white shorts or black golf skirts with tennis shoes. JH volunteer shirts will be available for a \$15 donation. Additionally, JH visors will be available as well for a \$10 donation. We ask that you plan to purchase the volunteer shirt at minimum, so our supporters know who our volunteers are. We understand that not everyone can commit to purchasing a shirt so please wear a bright neon purple, blue, green, or pink shirt.



JH asks that our volunteers arrive on time and be ready to jump in by the time they commit to. Food may or may not be provided depending on which shift you sign up for. JH has a strict no drinking policy for our volunteers, and you will be asked to leave if seen drinking. Unfortunately, JH also has a strict no taking photos with our celebrity's policy since they are out volunteering their time and we want them to enjoy their day as well. Volunteers should be happy, bubbly and fun. JH wants to make sure our golfers and supporters have a wonderful experience & want to come back next year! Our goal is to raise as much as we can, so yes, our volunteers can partake in the raffle and helicopter ball drop!

JH will arrive at Sweetwater Country Club at 6am on Monday, August 26th. Set up for volunteers, sponsors, and golfers begins. Golfer registration begins at 8am. Golfers will socialize, eat breakfast, and partake in the putting contest. The presentation & celeb caddie auction will start at 9am. Shotgun is at 10am. Once the golfers are heading out we will turn over the clubhouse and get ready for the 19th Hole Lounge and Dinner setup. The 19th Hole Lounge opens at 2pm. The golfers should wrap up around 4pm where they will end their evening at 19th Hole Lounge. There may be a shoot off for the hopeful twosomes teams if there is a tie & golfers will have dinner while we give away the awards & raffle, followed by the finale, a helicopter ball drop.

We understand that it might be difficult to commit to certain time frames, but we ask that our volunteers understand we need volunteers during certain times of the days.

JH Office: 5858 Westheimer Suite 708 Houston, TX 77057 **Sweetwater:** 4400 Palm Royale Blvd. Sugarland, Tx 77479

Saturday, August 24th at JH Office

- 9am – 12pm Pack & Organize at JH Office
- 2pm – 5pm Pack & Organize at JH Office
- Help run last minute errands
- 12pm – 2pm Pack & Organize at JH Office
- 6pm – 8pm Pack & Organize at JH Office

Sunday, August 25th at JH Office

- 9am – 11pm Pack & Load at JH Office
- 2pm – 7pm Unload at Sweetwater (subject to change)
- 11pm – 2pm Pack & Load at JH Office

Monday, August 26th at Sweetwater Country Club

- 6am – 8pm All Day Volunteers & Lead Positions (breakfast, lunch, and dinner provided)
- 8am – 5pm On Course Positions (must commit all day) (lunch provided) (depending on position we may need you at 7am)
- 6am – 12pm Setup, Sponsor/Vendor & Volunteer Check In, Registration, Presentation, (breakfast provided)
- 3pm – 8pm Setup for Dinner, Prep for golfer to come off course, Shoot off, Award Ceremony, Raffle, Helicopter Ball Drop, Clean Up, Pack, Load (dinner provided)

Other: _____

Tuesday at JH Office

- 2pm – 5pm Unload at JH Office



Volunteer Name: _____

Other ways to help out: (check off the ones you can help so we can get you the proper information & materials!)

- | | |
|--|---|
| <input type="checkbox"/> Help spread the word about the tournament | <input type="checkbox"/> Volunteer at Sweetwater to promote JH Tourney |
| <input type="checkbox"/> Volunteer in the Office leading up to the tournament | <input type="checkbox"/> Help sell Helicopter Balls to win AMAZING prizes |
| <input type="checkbox"/> Solicit Sponsorships & Corporate Partners | <input type="checkbox"/> Solicit Foursomes |
| <input type="checkbox"/> Solicit Donations for Raffle, Live Auction, Swag Bags, etc. | <input type="checkbox"/> Nominate Celeb Caddies |
| <input type="checkbox"/> Know any local Celebs that Golf? Ask them to Volunteer as a Celeb Golfer! | <input type="checkbox"/> Recommend volunteers for beer carts & helicopter ball/raffle sells 😊 |
| <input type="checkbox"/> Put flyers out at area Starbucks, Golf Stores, etc. | <input type="checkbox"/> Get us in the media through your contacts (News, Radio, etc.) |
| <input type="checkbox"/> Other (please describe): _____ | |

Please complete the information below:

Name: _____ Cell: _____

Email: _____

Address: _____ City: _____ State: _____ Zip: _____

Home Work

Company: _____ Title: _____

I plan to purchase: Visor (\$10) Volunteer Shirt (\$15) Mens Womens XS S M L XL 2XL

Other Notes for Jamie's Hope: _____

Signature: _____ Date: _____

VOLUNTEER AGREEMENT REMINDER:

- **Show up on time & ready to help** | As you'll see, most of the volunteers at JH go above & beyond their assigned roles to help make sure everything from day-to-day operations to our large events go as smoothly as possible, allowing us to further our fundraising goals. More often than not, there's a lot of work to be done and not enough volunteers to carry it all out. If you complete your responsibilities and have time to spare, please take the initiative and offer to help in other areas.
- **Have a great attitude & smile** | Although our mission supports a very serious and at times heart-breaking cause, we strive to bring light-hearted events to JH supporters and happy times the families we directly benefit. We work hard to create a fun environment for our volunteers. We believe if you're happy, you will brighten someone else's day so wear that smile proudly!
- **Follow the rules & communicate** | While "rules" may seem like an ugly word, they're simply set in place to help with the structure of the foundation and to protect all parties involved: the foundation, our workers, our volunteers, our supporters, and those receiving aid. Please make sure to abide by those rules set forth for your position and responsibilities at JH and make sure to communicate with your Volunteer Leader for any questions or concerns. Communication is a vital part of our foundation and without good communication it makes things very tough.
- **Confidentiality** | At JH we are committed to keeping donors' personal information confidential. JH strongly believes in protecting the privacy of its donors and the confidentiality of information concerning them. Donor records, both hard copy and electronic, and other donor information are highly confidential. JH has a zero-tolerance policy on obtaining or sharing any of this information.
- **Proper attire is met when specified**
- **If you're sick, stay home & get well**
- **Do not be under any influences when volunteering**
- **Be dependable & reliable**