

Volunteer Event Agreement

Thank you for committing to be a volunteer for the 8th Annual Jamie's Hope Celebrity Golf Tournament for a Cure on Monday, October 25th 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!

As a volunteer, you are a direct representation of JH & we ask that you please take that seriously. Please be kind and honorable to everyone you encounter. SMILE a lot! Let's not only make sure our golfers and sponsors have a wonderful experience & can't wait to come back next year, but let's also leave everyone thinking, "wow, those volunteers were amazing"!



The day will be a long & hot so dress accordingly. Wear black, white or khaki shorts or golf skirts with tennis shoes. **You MUST be in a JH volunteer shirt to volunteer at the event.**

The 2021 volunteer shirts will only be available for \$20 through Sept 30th. If you do not order a 2021 shirt, you may wear a volunteer shirt you already own or purchase a past year shirt for \$15 at the office (limited colors/quantities). We also have JH visors available for \$10 (limited colors/quantities).

JH asks that volunteers arrive on time and be ready to work! Food may or may not be provided (depends on which shift you sign up for). JH has a strict no drinking policy for our volunteers. If you are seen drinking, you will be asked to leave. JH also has a strict no taking photos with the celebrities policy; since they are out volunteering their time, we want them to enjoy their day.

DAY OF INFO: JH will arrive at Sweetwater Country Club at 6am on Monday, October 25th to begin set up for volunteers, sponsors, and golfers. Golfer registration begins at 8am. Golfers will socialize, eat breakfast, and partake in the putting contest until 9am when the presentation & celeb caddie auction. Golf will begin at 10am. Then 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 & head to the 19th Hole Lounge. Dinner will start shortly after, then we give away the awards & raffle, followed by the finale, a helicopter ball drop. *Volunteers can participate in the raffle & 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, Oct 23rd at JH Office

I may be available – Times will vary – JH will email volunteers when we have a schedule. Check this box to receive an email.

Sunday, Oct 24th at JH Office and/or Sweetwater CC

I may be available – Times will vary – JH will email volunteers when we have a schedule. Check this box to receive an email.

Monday, Oct 25th at Sweetwater Country Club

6am – 8pm All Day Volunteers (meals provided)

9:30am – 5pm Most Likely On Course Positions (must commit all day) (lunch provided)

Other:

6am – 11 AM Setup, Sponsor/Vendor & Volunteer Check In, Registration, Presentation, (breakfast provided)

3pm – 8pm Prep for golfer to come off course, Shoot off, Award Ceremony, Raffle, Helicopter Ball Drop, Clean Up, Pack, Load (dinner provided)

Volunteer Name: _____

Other ways to help out: Check the ones you can help with so we can get you the proper information & materials.

- | | |
|--|--|
| <input type="checkbox"/> Help spread the word about the tournament | <input type="checkbox"/> Help sell Helicopter Balls to win AMAZING prizes |
| <input type="checkbox"/> Volunteer in the office leading up to the tournament | <input type="checkbox"/> Solicit Foursomes |
| <input type="checkbox"/> Solicit sponsors and teams | <input type="checkbox"/> Nominate Celeb Caddies |
| <input type="checkbox"/> Solicit donations for Raffle, Live Auction, Swag Bags, etc. | <input type="checkbox"/> Recommend volunteers |
| <input type="checkbox"/> Volunteer at Sweetwater to promote JH Tourney | <input type="checkbox"/> Get us in the media through your contacts (TV, radio, mags) |
| <input type="checkbox"/> Display flyers out at area Starbucks, Golf Stores, 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: 2021 Shirt (\$20) Past Year Shirt (\$10) Visor (\$10) Mens XS S M L
 Womens XL 2XL

To Pay Online Visit: www.bidpal.net/jamieshope

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 to 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 & operate with excellence**