

Dear Parents/Guardians:

Looking for a fun and entertaining way to get your parent participation hours? Look no further! The parent participation program is looking for a Golf Tournament Category Manager (CM) to coordinate the event for May 2020. This is one of the schools main fundraisers and a great community building event.

Individuals interested in the position should have good organizational and management skills, are able to delegate and lead other parent participants and have contacts they can tap into to recruit golfers, donations and sponsors. Golf knowledge and event management skills are assets but not mandatory.

Key event tasks:

- Choosing and booking the golf course/securing event date
- Determining menu
- Acquiring liquor license
- Working with PSG for gaming license
- Ordering trophies (awards)
- Soliciting donations for small silent auction, golfer good bags and door prizes
- Creating silent auction baskets
- Securing event and hole sponsors
- Promoting event to school community and broader community
- Creating marketing/promo materials – posters, tickets
- Securing golfers/creating golfer schedule-tee times spreadsheet
- Organizing and leading meetings with team/parent participant to plan and implement event
- Working with the golf course on set up, clean up and registration the day of the tournament

To successfully manage this event, the Category Manager will need approximately 3-4 parent participants to support planning and day of tasks. The golf course will also assign a coordinator who will work with the CM on planning/coordinating the event to ensure everything goes smoothly.

Examples of positions needed include (CM would determine specific positions/support):

- Category Manager to lead the team/book course/determine menu
- Donations/Baskets/Prizes/Good Bags lead
- Event/Hole Sponsors lead
- Promotion and Marketing lead/acquiring golfers

If you are interested in this position, please provide a letter explaining any related experience and a brief outline as to why you are the right candidate for this position. Please send your letter to Angela D'Elia at [adelia@acrss.org](mailto:adelia@acrss.org).

Thank you  
ACRSS Office