



# **GOOLF**

## **Tournament Terms & Rules Forms**



I-CAR EDUCATION FOUNDATION

# Planning your Fundraising Golf Tournament

Are you ready to start planning your golf tournament event? Below is a step-by-step guide for you to successfully plan and host your tournament.

To use this guide, simply follow the steps in order. All of the necessary paperwork can be downloaded by clicking on the link next to the corresponding step. You will want to begin planning your event approximately six months prior to the date of the tournament.

If you have any questions during the planning and hosting of your event, please call Michelle Shotkoski, I-CAR Education Foundation Project & Planning Manager, at 888.722.3787, Ext. 283

## Checklist

- Get your FREE Golf Tournament Planning Guide from The Champion Group. Sign up for the FREE Membership at [www.usgta.org](http://www.usgta.org). Once you sign up, the planning guide will be made available to you.
- Once you receive your FREE Tournament Planning Guide, complete Step #1 in your guide to begin planning your event and setting specific goals.
- After you complete Step #1 in your planning guide, fill out the Golf Tournament Terms Form and the Rules for an I-CAR Committee Golf Tournament. Once you have filled out and carefully reviewed the documents please sign them and FAX them to the I-CAR Education Foundation at 847.463.5483.
- After the I-CAR Education Foundation receives and approves your forms and once approved you will be issued a project code for your event. This will allow you to continue planning and securing golfers, sponsors, and volunteers for your tournament. Please allow three to five business days for the I-CAR Education Foundation to review your information and respond to you via phone, FAX, and/or email.
- As you plan your event using the Golf Tournament Planning Guide, check for additional documents for you to help with tracking, signage, insurance, sponsorship, recognition, and marketing by going to [www.ed-foundation.org](http://www.ed-foundation.org) and clicking on the golf ball.
- Once you have held your fun and successful golf tournament, the next step is to close out your event by ensuring that you send the I-CAR Education Foundation all of your information including finances, recognition, and any photos from the event. Download the Tournament Final Detail Form and send it back in with all of your additional documents to the I-CAR Education Foundation.

The I-CAR Education Foundation Mission is: to attract entry-level candidates and assist in preparing them for careers in the collision industry. The I-CAR Education Foundation is not responsible for the conduct or the quality of the golf tournaments planned by an I-CAR volunteer committee.



I-CAR EDUCATION FOUNDATION

I-CAR® Education Foundation

## Terms Related to Hosting a Fundraising Golf Tournament

Volunteer Committee Name and Number: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Goal Fundraising Amount: \$ \_\_\_\_\_

(You will use this estimated dollar amount to plan your sponsorship and additional fundraising activities.)

Date of Golf Tournament: \_\_\_\_\_

Golf Course Location: \_\_\_\_\_

One Day Event: (golf tournaments) The net proceeds of one-day events will be transferred to the I-CAR Education Foundation as an unrestricted donation after all anticipated income and expenses have been recorded. All income and expenses must be received within fifteen days of the event date. However, if you intend for a portion of the net proceeds to benefit career and technical schools and colleges and/or students, please provide specific details regarding the amounts and names of the recipient(s) below. It is understood that these funds will be available for use for the remainder of the current and one additional fiscal year.

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Please enter information below regarding how you would like to use the funds raised by your committee.

Amt. to be used (note a dollar amount or a percentage of total funds raised)	Options for Use of Funds Raised from Golf Tournament	Additional Information	Notes
	Place Curriculum in local career and technical schools and colleges (Instructor CDs, Students CDs, or Props, Consumables & Simulators)	Please make note of any specific schools that you would like to place curriculum in:	
	** Provide scholarship(s) for local career and technical schools and college students	Indicate special criteria for student in applicable:	
	Contribute to the I-CAR Education Foundation General Operating Fund		

\*\*Scholarships: Recipients will have two fiscal years to use the awarded funds. The I-CAR Education Foundation staff will administer the scholarships to the selected recipients.

Additional Information: Unless a higher alternative amount is noted above; the I-CAR Education Foundation is authorized to allocate 15% of the total donation to cover administrative costs. This is standard practice in the not-for-profit industry and has been approved by the I-CAR Board of Directors and the I-CAR Education Foundation Board of Trustees. The I-CAR Education Foundation will not recognize this money as income until the completion of the restricted project. Recipients will have the remainder of the current and one additional fiscal year to use the awarded funds.

If, at the end of the terms of the above projects, there are any unused funds, it is agreed that the balance will be transferred to the I-CAR Education Foundation as an unrestricted donation. Other arrangements need to be specified in writing.

I-CAR Education  
Foundation Representative:

I-CAR Volunteer  
Committee Representative:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

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## I-CAR® Volunteer Committee Golf Tournament Rules

Volunteer Committee Name and Number: \_\_\_\_\_

**Please carefully review the list of rules and guidelines below, sign and date, and send or FAX to the I-CAR Education Foundation at 847.463.5483.**

Finances associated with sponsorships, golfer registrations, and raffles:

After turning in your signed paperwork, the Education Foundation will provide you with an Excel spreadsheet that will assist you in the tracking of all of the finances associated with your golf tournament. This spreadsheet will be required to be filled out and be sent back to the Education Foundation after your golf tournament date. Additional guidelines to follow when accepting payments include:

- All checks, cash, and credit card info is due to the Education Foundation 15 days after the date of your golf tournament.
- All checks must include your golf tournament project code on them and be made out to the I-CAR Education Foundation.
- All sponsors should be listed on the spreadsheet by the name or company name they choose for recognition.
- Any individuals requesting a receipt should be noted on the spreadsheet.
- All volunteers who you wish to recognize will need to be listed on this spreadsheet.

### **Sponsor Recognition:**

- All sponsors that are listed on the tournament spreadsheet will be recognized in a press release and on the I-CAR Education Foundation web site.
- Sponsors include those that contribute financially, and those that provide in-kind donations of goods and/or services.
- You will be able to recognize sponsors with a certificate that will be provided to you by the I-CAR Education Foundation. You will insert the sponsor name and print off and distribute the certificate.

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## Volunteer Recognition:

- All volunteers will be recognized in a news release after the tournament date, as well as at the I-CAR Education Foundation web site.

## Advertising your golf tournament:

- The I-CAR Education Foundation will publicize via the I-CAR E-newsletter to announce your golf tournament as an upcoming event.
- Your golf tournament will be listed on the I-CAR Education Foundation web site as part of a section devoted to upcoming golf tournaments.
- After your golf tournament, the Education Foundation will send out a press release highlighting the success of your tournament, those that benefited from the tournament, and the sponsors and volunteers that helped make the tournament successful.
- The Education Foundation will provide you with a flyer that can be used to advertise your tournament. Due to FCC regulations, this flyer cannot be faxed out for advertising purposes.
- If you opt to include signage for recognition at your golf tournament, you will be provided with the I-CAR Education Foundation logo. You will also be provided with the I-CAR Education Foundation logo usage policy for reference.

I-CAR Education  
Foundation Representative:

I-CAR Volunteer  
Committee Representative

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

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