**Dana Goldfarb**

**Club Administration Core Responsibilities**

**Charity Golf Event Activities**

* *Golf Club Contract* - Negotiate contract with various clubs. See “Club Comparison” spreadsheet.
  + Engaged shortly after
* *Financials* – Track the level of sponsorships, players, expenses, and other miscellaneous information. See “Golf Event Data”.
  + Speak with Mark Friedland to get access to Birdease. Through this website one can track online player registrations and sponsorships.
  + Attend weekly progress meetings for additional updates.
* *Hole Sponsorship Signs* – Ensure all hole sponsors have a sign made with customized logo (if available). Logos are stored in Birdease. Old signage is stored in the storage facility.

**Grant Applications**

* *Grant Applications* - Maintain a record of approved applications. See “Grant Applications” spreadsheet.
* *District Grant Application* – Complete the district grant application and related updates in DACdb.
  + See the Getting Started Video under the Grant Navigation heading for details on how to write and process a grant application correctly.
* *Club Signature Project* – Take an active role in defining and executing the club’s signature project (the project for which the district grant applies).

**Club Goals**

* *Club Goals Summary* – Assist club president in setting goals for their fiscal year. Maintain goals history – see “Citation Goals” spreadsheet.

**Certain Club Documentation**

* *Club Reference Manual* – lead activities related to updating the manual on an annual basis.
* *Club By-Laws* – assist club president in revising the by-laws as needed.