

FORMS CHAIR INFORMATION SHEET

The SAWGA Forms Chair will be responsible for updating all SAWGA forms for the upcoming year. Information will be acquired from club officers, SAWGA officers and chairs, individual golf courses and SAWGA meeting minutes. She will forward all updated forms in pdf to the Web Coordinator and other appropriate people.

ACQUIRING INFORMATION

1. 2-3 weeks prior to the fall meeting, update the SAWGA Draw form for the following year using the information from the Rotations form. Send to the club presidents with instructions for securing dates (check with Scramble, Sweeps, and Numerica Cup Chairs). Bring copies for each club and SAWGA officers to fill out at the meeting.
2. 2-3 weeks prior to the fall meeting, send to each club president the club information form to be filled out and brought to the fall meeting. Collect the forms.
3. Get a list of that year's winners for BJ Hulteng, Sweepstakes, Numerica Cup, Championship Tournament, and Laura Bossart Awards following the SAWGA Awards Banquet.
4. Acquire a copy of the minutes as soon as they are posted (fall AND spring) to check for any changes to the Constitution, Standing Rules, etc.
5. In late January get updated golf course fees from the internet, club pros, or helpful club officers!
6. Get Sweeps, Numerica Cup, Scramble, and Championship Tournament Information from the respective chairs. This should all be available by the first of the year if not sooner.

UPDATING FORMS

1. Go through the list of forms on the website and on the checklist.
2. Duplicate the previous year's forms (NOT pdf) and use for updates.
3. Some forms might not need an update. Some just need a year changed. Check.
4. Using the acquired information, redo any and all forms with changes. Save all forms in both original format and pdf.
5. Dates in footers need to be changed after updates.

6. Send revised pdf forms to the Web Coordinator as they are completed.
7. Most, if not all forms, should be complete prior to the spring meeting.
8. Forms with personal information (long versions) should NOT be sent to the Web Coordinator.

SENDING THE FORMS

1. All forms that are sent should be in pdf.
2. Send all updated forms (including short versions with no personal information) to the Web Coordinator.
3. The LONG version of the Club Officers form with personal information should be sent to all club presidents and SAWGA Officers and Chairs.
4. The LONG version of the SAWGA Officers and Chairs with personal information should be sent to the SAWGA Officers, Chairs, and Club Presidents.
5. The LONG version of the Club Presidents with personal information should be sent to all Presidents.
6. The LONG version of the Junior Reps with personal information should be sent to all Junior Reps and Sweeps Chairs and Assistants.
7. The LONG version of the Senior Reps with personal information should be sent to all Senior Reps and Numerica Chair and Assistants.