

GLIC Youth Board Meeting Agenda

Focus: Purpose, Leadership & November Event Planning

1. Opening - What GLIC Is About

5-7 minutes

Before we talk about the November event, I want everyone to understand why we do these activities through GLIC.

Every GLIC event should have a **purpose**. We are not organizing events just to stay busy or add volunteer hours. Each event should give you an opportunity to learn something, help someone, and grow as a leader.

Our recent **Charity Event** had a clear purpose: **to raise money and give back to the community**.

Our **On-Course Volunteer Program** has a different purpose. You mentor younger golfers, but at the same time, **you are learning through teaching**.

When you teach younger kids, think about:

- Am I being patient?
- Am I communicating clearly?
- Am I setting a good example?
- How do other people see me as a mentor and leader?
- What can I improve about myself?

When you mentor someone else, you also learn about yourself.

2. Purpose of the November Event

5-7 minutes

The November event has another important purpose.

This time, I want you to learn **how much planning and detail go into organizing a successful event**.

A successful event doesn't just happen on the day of the event. There are many small responsibilities behind it: choosing the course, setting the budget, collecting players, creating rules, organizing pairings, preparing waivers, buying prizes, making scorecards, taking photos, and planning the award ceremony.

You may only be responsible for one part, but **your part affects everyone else's part**.

There will be times when the process feels difficult or frustrating. That's part of leadership.

When you are given a responsibility, I want you to learn to:

Take ownership -> Plan carefully -> Solve problems -> Finish what you started -> Be proud of the result.

The process may be difficult, but you should have the pride of saying:

"I was responsible for this, and I helped make it successful."

That is one of the biggest lessons I want you to learn from this event.

3. November Event - Team Planning

TEAM 1 - Course & Money Team

Rachel Hu & Riley

Main Focus

Your job is to create the **foundation of the event**.

Before the other teams can start their work, we need to know where we are playing, when we are playing, and how much everything will cost.

STEP 1 - Golf Course

- Contact and book the golf course.
- Confirm the event date.
- Confirm available tee times.
- Find out how many players the course can accommodate.
- Confirm the course fee per player.
- Ask about payment deadlines and cancellation policies.

This needs to be done FIRST.

STEP 2 - Event Budget

After the course cost is confirmed:

- Calculate the total expected course cost.
- Determine other expenses: prizes, trophies, snacks, dinner, printing, etc.
- Decide the player entry fee.
- Make sure the entry fee makes sense based on total expenses.

STEP 3 - Dinner

- Contact Oso.
- Estimate the number of people attending dinner.
- Make the reservation.
- Confirm whether there is a deposit, minimum charge, or deadline.

What I Want You to Learn

Don't just ask, "**How much is it?**"

"What information do I need before I can make the next decision?"

TEAM 2 - Roster, Rules & Waiver Team

Nathan, Andrew & Andy

Main Focus

Once Team 1 establishes the basic event information, Team 2 builds the **player structure of the tournament**.

STEP 1 - Nathan: Tournament Rules

Nathan should prepare:

- Scramble format and rules
- Number of players per team
- Tee information
- Scoring format
- Tie-breaking procedure
- Any special contest rules
- Simple instructions players can understand before teeing off

Goal: Nobody should arrive on tournament day confused about how the tournament works.

STEP 2 - Andrew: Player List & Flyer

Once the date, course, price, and basic rules are confirmed:

- Create/update the event flyer.
- Collect player names.
- Maintain the official player list.
- Track who has confirmed.
- Make sure the final roster is accurate.

Important: The flyer should NOT be finalized before Team 1 confirms the course, time, and entry fee.

STEP 3 - Safety Waivers

- Determine which players need parent/guardian waivers.
- Send the waiver early.
- Track who has submitted it.
- Follow up on missing waivers.

Don't wait until tournament day.

STEP 4 - Andy: Pairings

Pairings should be one of the **last things Team 2 finalizes.**

Final Player List -> Confirmed Players -> Waivers -> Pairings

Then create the final groups.

What I Want You to Learn

Organization means information has to be accurate and completed in the right order.

Doing something quickly is not the same as doing it correctly.

TEAM 3 - Prizes, Scoreboard & Media Team

Rachel Kim, Sophia & Brandon

Main Focus

Your team is responsible for much of the **player experience and the final presentation of the event.**

Sophia - Prizes & Welcome Snacks

First, determine:

- What awards will we give?
- How many trophies/prizes are needed?
- What is the budget?
- When do they need to be ordered?

Then:

- Purchase trophies/prizes.
- Prepare welcome snack bags.
- Make sure everything is ready **before event day**, not the night before.

Brandon - Scoreboard & Event Operations

Before the event:

- Prepare scorecards.
- Prepare the scoreboard.
- Prepare the check-in list.
- Know how scores will be collected and calculated.

On event day:

- Run or help manage check-in.
- Collect final scores.
- Update the scoreboard.
- Confirm winners.
- Lead/assist with the Award Ceremony.

Important: The scoreboard system should be tested before the event.

Rachel Kim - Media

Before the Event

- Think ahead about what photos and information will be needed for the final GLIC post.

During the Event

Capture:

- Check-in
- Players

- Team/group photos
- Action shots
- Mentoring and leadership moments
- Awards
- Group photo
- Special moments that show the purpose of the event

After the Event

- Select the best photos.
- Write the event recap.
- Prepare and submit the final Instagram post.

The post should not simply say, **"We had a great event."**

What happened -> Why we did it -> What we learned -> How it connects to GLIC's mission.

4. The Most Important Question for Every Team

Ask each team:

"What has to happen before you can start your job?"

Then ask:

"Who is depending on you after your job is finished?"

This is one of the most important lessons of this event.

Event Workflow

Course Confirmed -> Cost Confirmed -> Entry Fee Set -> Flyer Completed -> Players Confirmed -> Waivers Collected -> Final Roster -> Pairings -> Scorecards & Scoreboard -> Event Day -> Awards -> Media Recap

Everyone has an individual responsibility, but **all of the responsibilities are connected.**

5. Closing Message

"I don't expect everything to be easy. I expect you to take ownership. Problems will happen. Plans may change. That's part of organizing an event. What matters is how you communicate, solve problems, and finish what you started.

At the end, I want each of you to be able to look at this event and say, 'I helped make this happen, and I'm proud of what we created together.'"

Before We End Today's Meeting

Each team should leave today's meeting with:

- 1. The first task that needs to be completed**
- 2. Who is responsible for it**
- 3. A deadline**

Purpose -> Responsibility -> Action -> Result -> Reflection