



# Eagles for Children

Helping Children One Eagle At A Time

## PROGRAM CHECKLIST

39300 W. Twelve Mile Rd., Suite 200 • Farmington Hills, MI 48331

[www.eaglesforchildren.org](http://www.eaglesforchildren.org)

### **Pre-Season: (November 1st – March 31st)**

- Obtain approval from your club's governing body.
- Upon approval from the governing body, country club agrees to become a partner in the *Eagles for Children* (EFC) program.
- Club elects their *Eagles for Children* chairperson. (Typically it is the member of the club who steps up and asks EFC for information and starts championing the program through their club.)
- Launch meeting or conference call with EFC representative(s) and the new participating club to review the road map to success, marketing implementation toolkit, and best practices located on the EFC website.
- New clubs*: Begin recruiting/developing internal *Eagles for Children* committee members.
- Promote program to all club members using marketing toolkit materials. (Having committee members at the golf league kick offs to have members sign up and pledge a minimum of \$2.00 per eagle works well.)

### **Golf Season (Typically April 1st-October 31st for Northern Clubs)**

- April 1st: *Eagles for Children* Program launches!
- July 15th: Qualifying children's charitable organizations submit their applications to receive an EFC grant. (Two members must endorse/sponsor each application. Applications are program specific.)
- Send out monthly reminders throughout the season:
  - Include an EFC article in the club newsletter.
  - Post eagle recipients and total amount raised at month end using the Eagle Tracker. (See attached form.)
  - Club bills members at month's end for their pledges (pledged amount x number of eagles = invoiced amount).
  - Club accounting department sends monthly proceeds to *Eagles for Children*.

### **Post Season (November - December)**

- Club's EFC committee evaluates the applications and makes grant decisions. (The total proceeds do not have to go to only one children's charity.)
- Club notifies EFC of the grant recipients; and checks are sent to the club with proper payee.
- November 15th: Funds are dispersed to qualifying charities.

***If you have any questions, please refer to the website.***