

Social Host Guidelines

- March – April: The social calendar will be circulated at the evening socials in March and April for couples to volunteer to host a meal for the upcoming golf season (October - April).
- Choose a date, indicate your name and what you will be serving. You will need to advise the vice president and secretary couples of what you plan to serve so the information may be posted on the website and so a flyer and email may be prepared prior to taking meal reservations.
- You may cook the meal, make any part of it, or have the meal provided by a local restaurant or grocery store.
- Find 2-3 couples to assist you with cooking and/or serving your meal. Note: these volunteers must have a current food handler's license.
- Set up/clean up volunteer sheets will be in the clubhouse and at each social. Food handler's license not required for set up/clean up.
- Estimate cost per person of your meal. Note: you may spend up to \$13.00 per person without approval of the Board. If you need more than \$13.00, you will need to get Board approval.
- Two to three weeks prior to your dinner; and if applicable, contact the merchant you will be using and make the arrangements for your meal. Tell the meal supplier the approximate number of servings that will be needed. The Monday morning prior to the date of the social, call the merchant with the final headcount. Do not be afraid to ask for discounts, free set ups (plates, napkins, and utensils), and/or free delivery. You are bringing them a chance to feed over 100 people with exposure to their restaurant. Verify the date with the merchant.
- Purchase whatever is needed for the meal and save your receipts. Note: the vice president couple does have some supplies, and some supplies are also located in the locked refrigerator in the auditorium kitchen. Contact the vice president couple for the list of available supplies.

- The auditorium will be open at 4:00PM the day of the social. If you need to get into the auditorium for cooking utensils, access to the freezer or refrigerator, or for an earlier time to set up, please notify the vice president couple.
- After the social, please remove all leftover food from the auditorium kitchen. Usually leftovers are distributed to the host couple and their volunteers who served. Leftovers also may be taken to a nearby shelter or fire station.
- Complete the Social Host Report Form and submit to the vice president couple. You may print the form from the SSVCG website in "Forms." The form gives the league valuable information for future hosts and assists with accounting information.
- Submit receipts with either the Reimbursement Request Form (also found on SSVCG website in "Forms") or a copy of Social Host Report Form to Treasurer for reimbursement.
- Thank you for volunteering to host a social. Volunteers are very much crucial to keep this function as part of SSV Couples Golf.