



Event Close Out Instructions

First, thank you to you and your teams for hosting a WLGO event at your facility. This document is meant to provide instructions for what to do with funds raised from that specific event. Note that hot button sales and donations can continue throughout 2021, but the instructions below are specific to your one-day WLGO event funds raised.

It's important to close out your event quickly and here is what needs to happen:

PLEASE READ THIS IN FULL, AS IT CONTAINS IMPORTANT AND TIME-SENSITIVE INFORMATION

For all day of donations, please encourage either cash or credit card donations ran through the WLGO website to the course, or through the point of sale. Please ring all cash and credit card donations through Hot Button SKU at the end of the day to receive revenue as soon as possible.

If you received any checks All check donations made out to "World's Largest Golf Outing" or "World's Largest Golf Outing – Donation", with the corresponding donation forms, please mail to our WLGO Headquarters at:

World's Largest Golf Outing

12700 Sunrise Valley Drive

Suite 300

Reston, VA 20191

If a check donation was not made out to WLGO, these instructions will help rectify the issue:

If the checks have been made out to the course, the course can deposit it to their account, and code it to 1545-00 on their MIR Portal as a Miscellaneous Deposit. An AP check will then be cut at the VSO for all donation checks received, along with any Hot Button donations rung through the POS. **DO NOT** cut an onsite check to WLGO.

If any checks were made out to any other entity, that entity must deposit the check and write a check with the same amount to "World's Largest Golf Outing – Donation" and include any appropriate donation forms.

Thank you for coming together to create a memorable WLGO 2021!