**OHIO ELKS ASSOCIATION STATE GOLF TOURNAMENT**

**BID FORM**

The members of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Lodge No. \_\_\_\_\_\_\_ at the regular meeting held \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ voted to bid for the Ohio Elks Association Golf Tournament for the Year\_\_\_\_\_\_\_\_. The tournament is annually held the weekend following Labor Day. We hope that the Ohio Elks Association will award the Ohio Elks Association State Golf Tournament to our Lodge.

All of the following questions must be completed and signed\* before the Bid Form will be accepted.

1. The community has two (2) eighteen (18) hole golf courses within a reasonable driving distance of the

Lodge Answer: \_\_\_\_\_

A tentative date with the golf courses has been set? Answer: \_\_\_\_\_

2. The community has ample motel and hotel accommodations? Answer: \_\_\_\_\_

A tentative date has been set with the motels/hotels? Answer: \_\_\_\_\_

3. The Lodge has a member who will serve as Tournament Director? Answer: \_\_\_\_\_

4. Has this member ever directed any type of tournament before? Answer: \_\_\_\_\_

5. Does the community or other local organizations have anything planned that same weekend that could result in a motel/hotel room shortage? Answer: \_\_\_\_\_

6. Is the Lodge willing to pay any deficit from the tournament? Answer: \_\_\_\_\_

Instructions:

1. **Completed Bid Form** must be sent to OEA State Golf Chairman (Rob "Otis" Nixon) overseeing the Tournamentforconsideration.
2. The Exalted Ruler, Esteemed Leading Knight, Lodge Secretary, Chairman of the Trustee's and the Golf Tournament Director, must sign bid Form.
3. Signed letters of approval from the Golf Courses and Hotels, on their business letterhead, must accompany the Bid Form.
4. Forms not typed or printed in ink will not be considered.
5. **Deadline for Bid Form submission August 31, 2022.**

# LODGE INFORMATION

Lodge Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Lodge member who will serve as Tournament Director:

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City/State/Zip \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone: Home (\_\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work (\_\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-Mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax (\_\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# GOLF COURSE INFORMATION

Letters of approval, on business letterhead, signed by the Golf Courses must accompany Bid Form.

1. Names of Golf Courses, yardage, and Location:
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. The Ohio Elks Association will not be held responsible or liable for any damages at the Host Lodge, golf courses, and hotel/motel, during the duration of the tournament.
7. The Host Lodge shall be responsible for the printing and distribution of the schedule.
8. Entertainment of various kinds should be provided for the golfers and guests by the Host Lodge of each tournament.
9. The Host Lodge agrees not to exceed regular pricing available to their members during the tournament. (bar, grill, dining room, etc.)
10. The Host Lodge agrees to start and complete the tournament on the selected dates, weather permitting.
11. The Tournament Director from the Host Lodge will be responsible for tee times and course designation.

# ENTRY FEE INFORMATION

1. Entry Fee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# MEALS

**Saturday:**

1. Lunch at the golf course Answer Yes / No
2. Evening meal at Lodge \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Will spouse of the golfer be accommodated for the Saturday evening meal

Answer Yes / No If answer is **Yes**, state additional cost: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Sunday:**

* 1. Lunch at the golf courses Answer Yes / No

# MOTEL INFORMATION

Letters of approval, signed by them on their business letterhead, must accompany the Bid Form.

1. Names of Motels:
   1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   6. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   7. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   8. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   9. Room Cost by Hotel:
2. Single $ \_\_\_\_\_\_\_\_ Double $\_\_\_\_\_\_\_\_ 2. Single $ \_\_\_\_\_\_\_\_ Double $ \_\_\_\_\_\_\_\_
3. Single $ \_\_\_\_\_\_\_\_ Double $\_\_\_\_\_\_\_\_ 4. Single $ \_\_\_\_\_\_\_\_ Double $ \_\_\_\_\_\_\_\_
4. Single $ \_\_\_\_\_\_\_\_ Double $\_\_\_\_\_\_\_\_ 6. Single $ \_\_\_\_\_\_\_\_ Double $ \_\_\_\_\_\_\_\_
5. Single $ \_\_\_\_\_\_\_\_ Double $\_\_\_\_\_\_\_\_ 8. Single $ \_\_\_\_\_\_\_\_ Double $ \_\_\_\_\_\_\_\_

AGREEMENT

We, the undersigned, do hereby attest that the membership of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Lodge # \_\_\_\_\_\_\_\_\_\_\_ of the Ohio Elks Association, upon the approval of this request, will host the **\_\_\_\_\_\_** Ohio Elks Association State Golf Tournament**,** and that all information is accurate and complete.

**Exalted Ruler**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone (\_\_\_\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Esteemed Leading Knight**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone (\_\_\_\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Secretary**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone (\_\_\_\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Trustee Chairman**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone (\_\_\_\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Tournament Director**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone (\_\_\_\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Golf Course Representative**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone (\_\_\_\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Golf Course Representative**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone (\_\_\_\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**OHIO ELKS ASSOCIATION STATE GOLF TOURNAMENT**

**FINANCIAL ACCOUNTING--RULES AND REGULATIONS**

TO: GOLF TOURNAMENT DIRECTOR

It is the philosophy of the Ohio Elks Association that the State Golf Tournament is an annual event where golfers from Elks Lodges throughout the state can enjoy the fellowship and operate at a break-even level.

In keeping with this philosophy, the entry fees should be as reasonable as possible and should only include the following: golf course fees, expenses for promotion of the tournament, expenses for prizes and a dinner at the Lodge on Saturday night. All promotional material and funds remaining after payment of all tournament cost become the property of the Ohio Elks Association. Any deficit is the responsibility of the host Lodge. All tournament funds received and expended must be accounted for by the Host Lodge.

The Ohio Elks Association State Golf Chair will assist the Host Lodge Golf Tournament Director and their committee in the planning and promotion of Annual OEA State Golf Tournament. The coordinated effort between these two parties is meant to provide a stable, familiar, and competitive golf experience for Ohio Elks Association golfers each year.

The Ohio Elks Association State Golf Chair will establish a Tournament checking account. Signatures on the account will be those of the Ohio Elks Association State Golf Chair and the Secretary/Treasurer of the Ohio Elks Association, should a backup be needed. Checks shall be marked from the bank "Void after 60 days.”

*The Ohio Elks Association shall bond the Ohio Elks Association State Golf Chair.*

*The Lodge shall bond the Lodge Treasurer or the appointed Treasurer for the tournament.*

The Golf Tournament checking account will be established in the name of the Ohio Elks Association as follows:

Ohio Elks Association

State Golf Committee

951 Edison Street

Ashland Ohio 44805

All entry fees shall be deposited to this account. All expenditure payments from this account shall be by check only. Invoices and requests for all required expenditure payments shall be submitted by the Host Lodge to the OEA State Golf Chair for fulfillment. Payments to individual golf courses to cover required fee’s, prize fund payments to winning teams, and cost’s associated with tournament promotion and recognition shall be made from this account by the OEA State Golf Chair. In addition, funds shall be distributed from this account by the OEA State Golf Chair to the Host Lodge to cover expenses such as those associated with the Saturday night dinner, individual gift bags for players, and monies required for payouts related to Skin Games.

Funds remaining, after payment of all tournament cost (including payout of prize money), along with a financial report of the receipts and expenditures with proper documentation including: invoices, canceled checks, banks statements, etc., shall be furnished to the Chairman of the Board of Trustees of the Ohio Elks Association, no later than thirty (30) days after completion of the tournament. In addition, the prize money shall be distributed, and results of the tournament are to be posted on the Ohio Elks Association’s website within (2) weeks from the conclusion of the tournament.

If your application is not selected for the tournament, the OEA will keep it on file and contact the Lodge to see if it is interested in the following year.

It is the intention of the Ohio Elks to have the following year tournament site selected prior to the current year tournament. All applications should be sent in a timely manner for your lodge to be considered as a host site.

The Ohio Elks Association recognizes that the Host Lodge is doing so as an effort to raise funds for the Lodge. All events not directly associated with the Golf Tournament are the responsibility of the Host Lodge and all funds derived from those events are the property of the Host Lodge Events may include, but are not limited to, fund raising events, activities at the Lodge, etc.

I, as a member in good standing of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Lodge # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

having read the Financial Accounting--Rules and Regulation, do hereby accept the responsibilities of the Director of the Ohio Elks Association State Golf Tournament.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature – Tournament Director Date