**Duties for Engraving of Perpetual Trophies**

**(updated on 12/1/2019)**

September (after all major tournaments are completed)

1. Remove plates from those trophies that need engraving.

 *(You will need a small screwdriver.)*

* + 18 Hole Club Champion
	+ 9 Hole Club Champion
	+ Memorial 18 Gross & Net
	+ Memorial 9 Gross & Net
	+ President’s Cup (18)
	+ Governor’s Cup (9)
	+ Past President (when a President completes her term)
	+ SNEWGA Pro Lady (when won by our club)
	+ WHAT Tournament
1. Get winners’ names from Tournament Chair**.**

 ***(Be sure you have the correct spelling.)***

1. Bring to a trophy center for engraving.

 (Put each one in a separate envelope with whatever (name +) printed on the front just like it should be on the plaque.)

 Discount Trophy

 1052 Main Street

 East Hartford, CT 06108

 860-289-6900

1. Either pay for it when completed and get reimbursed by the Treasurer, or get exact amount from Treasurer ahead of time.
2. Replace all plaques on the appropriate trophies.

**NOTES**: When trophies are filled, it will be necessary to add a layer or get a new plaque.