

Here are some of the Volunteer Opportunities for our Auction listed by time and description. Please contact Sallie Probolus (sprobolus@cclcs.info) if you have any questions. Please sign up at:

Volunteer Opportunities for BEFORE /DURING /AFTER the Auction:

Chairperson (or Co-Chair):

- plan master Auction calendar;
- act as liaison between Auction Cmte and CCLCS, as well as venue/caterer/auctioneer;
- Act as spokesperson for the auction to our families;
- secure invitations/reservations and recruiting attendees;
- monitor ticket sales;
- coordinate with other Auction Cmte Chairman to ensure all committees are on task and meet timeline requirements;
- lead 2-3 monthly meetings;
- offer support and motivation to various committee members;
- oversee the night of the event and finalize paperwork after event

Volunteer Opportunities for BEFORE the Auction:

Publicity Chairperson:

- Create/update Facebook page
- Contact local media to advertise the event
- Create posters (from invitations) and place in local businesses

Volunteer Opportunities for BEFORE & AFTER the Auction:

Data Base Chair:

- Manage, maintain and input auction related information into database: Donations; vendors and solicitors; attendees; invitations lists; catalogue

DataBase Assistants:

- Support DataBase Coordinator with information regarding different vendors/solicitors/donations/attendees/invitation lists

-additional volunteers needed - 1-2: deal with 'problem' donations

1-2 for bundling

1-2 stuffing envelope

Volunteer Opportunities for BEFORE & DURING the auction:

On Site Silent Auction Chairperson (or Co-Chair):

- Organize all silent items for the silent auction room (morning of auction);
- maintain appearance and order of silent auction items during auction (12PM on the day of the auction);
- Clearly announce four warnings (20 min/10 min/5 min/1 min) before silent auction end time;
- remove bid sheets at the close of silent auction;
- organize bid sheets immediately after silent auction;
- circle in red pen winning bidder number and amount and hand bid sheets to check out committee
- Recruit 2-3 volunteers to assist with set up the morning of the Auction
- Recruit 6 volunteers to act as recorders for bid sheets during the Auction

~~All silent auction items will already be categorized, packaged, numbered, labeled and transported.~~

“Check In” Chairperson:

- Coordinate with the DataBase Chair for list: paid,blank,staff
- Collect entrance fees, assign bid number
- Train volunteers one week before auction
- Set up Check In area day of Auction
- Learn payment processing system
- Recruit 2-3 volunteers for “Check In” Cmte

“Check Out” Chairperson:

- Train Runners the day/evening of Auction
- Collect and package items sold at Auction
- Ensure that items are given to correct bidders
- Assist with next day reconciling (if needed)
- Recruit 2-3 volunteers to serve as “check out” runners

Volunteer Opportunities the DAY OF & DURING Auction:

Auction Items Transportation Cmte Chairperson:

- Communicate with parents to coordinate with the pickup and delivery time of all auction items
- Pick up auction items and supplies at school and deliver to venue the morning of auction
- Unload items at venue
- Recruit 6-8 volunteers to transport items

Dessert Table Coordinator:

- Collect display stands from school & set up and display desserts (day of auction)
- Monitor dessert table evening of auction
- Recruit 1 additional volunteer to assist with dessert coordination

Decorating

- Set up decorations day of auction
- Recruit 2 additional volunteers to assist with decorating

Volunteer Opportunities for DURING the Auction:

Live Auction Recorders:

- Record winning bids during the live auction and report to

-volunteers needed: 2 dedicated to recording the winning bids (1 to interact with auctioneer)
5 for recording Fund a Need
2 to run bids periodically to check out

Wine Cork Game Coordinator:

- Sell wine bottles for set dollar, as per the rules of the game
- Recruit additional volunteer to assist

Student Artwork Table

- Sell artwork done at Sea Camps by students
- 2 to 4 volunteers needed

Check In/Check Out Facilitators:

Check in: collect entrance fees, assign bid number

Check out: collect cash, checks and credit card payments

-volunteers needed: 6 for check out,

1 bid slips,

1 greeter/flow control

Check Out Runners:

- Collect and package items sold
- Ensure that items are given to correct bidders

Volunteers needed: 6-8 people at the end of auction

Volunteer Opportunities for AFTER the Auction:**Breakdown/Thank you notes:**

- Help collect supplies and unsold items
- transport any remaining items/materials to school
- Compose Thank you notes to vendors and Fund a Need donor by January 15th (school will supply names, letters, envelopes and postage)

Volunteers needed: 2-4 end of evening

Volunteers needed: 2 for thank you notes