

Hourly Task Volunteer

** indicate with which tasks you would like to assist.*

January – February

- Solicitation of silent & live auction lots, raffle prizes, etc.
- Solicitation of event sponsors
- Solicitation of program ads

March

- Invitation preparation & distribution
- Ticket sales at school and/or after masses
- Auction program description writing, business ad and sponsor ad preparation
- Work with students to help design event décor

April

- Auction program preparation & distribution
- Auction lot inventory (view all donations and re-organize into auction lot ordering and packaging)
- Auction lot preparation (wrapping baskets,

- preparing display certificates and individual auction lots for bidding, etc.)
- Movement of auction lots from St. Mary's to the auction location

Day of May 1 Event Volunteer Opportunities

- Set up
- Security
- Check-in
- Staffing auctions during event
- Silent auction bid monitors
- Live auction bid spotters
- Sell raffle tickets
- Check-out
- Lot Pick-up
- Clean-up

Notes/Comments...

2010

St. Mary Auction

. . . SAVE THE DATE . . .

Saturday, May 1, 2010
6:00 p.m.

American Polish Cultural Center
2975 East Maple Road, Troy



St. Mary Auction Volunteer Interest Survey

Return completed form to the St. Mary School Main Office to the attention of Anne Snyder, Auction Co-Chair.
Questions? Contact Anne at jamsnyder@comcast.net or 248.584.0175.

Name _____ E-mail _____

Street Address _____

City _____ State _____ Zip _____

Home Phone _____ Alternate Phone _____

Many volunteering opportunities exist from dedicating a few hours one day or night to being a committee member or lead. More will be identified and exact dates will be finalized as the auction draws near. Service opportunities will be filled on a first request basis. Please indicate your interest & availability below.

Commitment Level Interest

- Committee Chair (approx. 15+ hours)
- Committee Member (approx. 7-8+ hours)
- Task Volunteer (1-2 hours at a time)

Availability

- Weekday
- Weekend
- Evenings

Committee Chair Openings * indicate which committee you would like to lead.

- Auction Lot Solicitation
(manage the auction lot solicitation process & volunteers)
- Auction Program Advertising
(oversee program ad solicitation)
- Check-in
(manage the guest check-in table the night of the auction)
- Marketing
(work closely with the co-chairs to promote the auction through school newsletter articles and fliers, parish bulletin ads and announcements)
- Teacher/Club Liaison
(work closely with teachers, classrooms & club leaders to identify items that they can donate to the auction)

Committee Member Openings * indicate on which committee you would like to serve.

- Auction Lot Solicitation
(contact an assigned 10-20 local businesses; call script & solicitation letter provided)
- Specialty Raffle Coordination
(help identify and organize the raffles)
- Sponsorship Solicitation
(contact assigned 2-3 local businesses; call script & solicitation packet provided)
- Auction Program
(help write auction lot descriptions)
- Event Check-in
(help prepare bidder paddles and check-in information)
- Event Check-out
(help check-out guests the night of the auction)
- Lot Pick-up
(help with lot pick-up the night of the auction)

Hourly Task Volunteer *see reverse side