

15th Annual Benefit Auction Volunteer Form

It's your chance to volunteer! Pick a job on the committee of your choice. There is a job for everyone – remember, many hands make light work. If you have a question about a specific committee contact the specific chairperson or the Auction Chairwomen at Auction@MaryofNazareth.org or Mary Stefanelli 301-869-8079 and Jessy Reing 301-916-2836

Name _____ email address _____

Solicitations –

Responsible for acquisition and maintenance of all auctioned items.

_____ Visit local business and retail stores

_____ Telephone follow-up

_____ Computer Entry

Silent Auction

_____ Organize donations into auction sections in the weeks before the Benefit Auction

_____ Organize and transport items to KFC on Thursday, March 18 and Friday, March 19

_____ Monitor tables at the Benefit Auction, pick up bid sheets, and prepare items for pick-up.

Class Art Projects – Jeanette Staton

GOT IDEAS? We need to think of a Class Art Project idea for each class. Every year, each grade helps create a unique, personal work involving each student to auction off at the Benefit Auction. All ideas are welcome!

_____ Parent volunteers help during the school day, usually during the scheduled art class time.

Galleria –

This will be carried out by the room parents this year. Please contact your room parents if you are willing to help. This project requires parent assistance in the classroom during the school day.

_____ Assist with the preparation of art projects/galleria.

_____ Help children with their project during their scheduled art class.

_____ Assist with put the finishing touches on art projects/galleria.

Ticket Sales –

Responsible for sales of tuition raffle tickets and assorted Auction Night tickets.

_____ Sell tuition raffle tickets from November through the night of the Auction.

_____ Sell raffle and drink tickets at the Auction in ½ hour shifts.

Welcome Committee -

We have lots of new families at MoN and families who may have not yet experienced the Auction. We are looking for a veteran attendee to lead a group of greeters at this year's Auction. We want to make everyone feel welcome and have questions answered so all attendees can enjoy the FULL Auction experience.

_____ Welcome guests from 6:00-6:30

_____ Welcome guests from 6:30 to 7:00

Bank –

Responsible for all finances the night of the Auction.

_____ Check in guests as they arrive at the Auction.

_____ Check out guests at the end of the evening.

Decorations –

Do you love getting ready for a party? Tap your inner creativity and share your talents. We need a creative, organized individual or group to assist in coordinating this very important aspect of the event.

_____ Decorate the Katie Fitzgerald Center Friday, Thursday March 18 and March 19

Desserts –

_____ Donate a cake

_____ Donate \$ for committee to purchase a cake

Advertising / Sponsorship

Responsible for finding sponsors for Auction and advertisers for the program. Complete follow-up calls with targeted advertisers and sponsors. Track ad copy and payment.

_____ I can help find sponsors and advertisers for the program.

_____ I can make follow-up phone calls to targeted businesses.

Friday Night Flix Chair

Coordinate Friday Nite Flix (FNF)with teacher representative, collect and catalogue FNF participants, purchase items for FNF, staff the evening and help clean up.

General

_____ I'm fun and want to help. Let me know what I can do.

_____ I can help with general set up on Thursday, March 18,

_____ I can help with odd jobs on Friday, March 19.

_____ I can stay after the Auction for a while to help clean up.

_____ I can help with clean up on Sunday morning, March 21 between 9 and noon.

Thanks for volunteering! You will be contacted by the chairperson of the committee for which you've volunteered. Please return this form to the Development Office as soon as possible.