



Thank you for Volunteering!

Auction Volunteer signup begins Sunday, December 16th at 5:30 p.m.

We will use Signup Genius to assist with the auction volunteer signup. An email will be sent from ssppauctionmanpower@gmail.com with the subject ***“Old School Auction Invite 2019.”*** The invite will go to the email address you provided to school at registration. If you prefer another email, please email @ ssppauctionmanpower@gmail.com.

If you were assigned *two* auction fundraising positions assignments by Home & School, you will need to sign up for *two separate shifts*. Sign up will be available until 6 p.m. on Thursday, December 20th. Failure to signup will result in one of the remaining shifts being assigned to you. If you do not already have a Signup Genius account, please create one prior to Sunday, December 16th.

You will be able to pick an auction shift and role that best fits with your schedule and interests. Attached is a brief description of each role along with the available shifts. This is an initial template. Changes may be made before December 16, 2019. Please note that a specific date and time of the shift is indicated, if known, and shifts do vary. Signups are on a first come, first served basis.

Since the auction will be held this year at Sts. Peter and Paul gym, *volunteer descriptions and positions have changed.* Volunteers are required to work the ENTIRE shift that you choose or are assigned. Any changes will be at the sole discretion of that specific chairperson.

Please contact Genevieve Gordan and Nikki Knapp at ssppauctionmanpower@gmail.com if you have any questions.

2019 Auction Volunteer Position List

Old School

| Date Time Frame | Slots | Description |
|--------------------------------------|-------|---|
| PRE-AUCTION | | |
| Starting 12/17/18 | 2 | Acquisitions – Responsibilities include: Following up on letters sent for donations and soliciting new donations from businesses. Volunteers will pick up donations and give to acquisitions chairs. Assist in writing thank you notes once donations are received. All work done prior to auction. -Begin December 17,2018 |
| Starting 12/17/18 | 1 | Advertising Coordinator Work with auction chairs for communicating advertising in new media venues. |
| Starting 12/17/18 | 4 | Advertising Responsibilities Include: Contacting a list of prior and prospective advertisers. |
| Starting 01/05/19 TBD | 2 | Children’s Event Assist coordinating auction event for students. Must be available during school hours. |
| 01/07/19 TBD | 2 | Publicity for Class Project Organize going into the classrooms about one month ahead of the auction and take a pic with each grade/ class with their completed class project item. Will have to coordinate with teachers and school. |
| Starting 1/07/19 | 10 | Baskets Work with Baskets Chairs to design and package auction items. Must be available during school hours and the week prior to auction. Each person will put in about 6 hours. |
| 03/16/19 6:30p.m. – 9 p.m. | 3 | Reservations Work with reservations to label and organize reservation materials for upcoming auction. |
| 03/15/19 6:30-8:30 P.M. | 6 | Transport Baskets and Set up Move baskets from the Ministry Center to School along with setting them up in the area designated. |
| 03/15/19 6:30-8:30 P.M. | 2 | Transport and Position Baskets Move heavy items from the Ministry Center School along with setting them up in the area designated. Your job is complete when all baskets have been transported and set up. (must use your own vehicle, heavy lifting, stairs). |
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2019 Auction Volunteer Position List
Old School

| DAY OF AUCTION | | |
|--|----|--|
| 03/16/19 9:00 a.m.- 11:30 a.m. | 1 | Manpower Monitor workers, sign in/out, and distribute name tags at SSPP |
| 03/16/19 11:30am - 2pm | 1 | Manpower Monitor workers, sign in/out, and distribute name tags at SSPP |
| 03/16/19 2-4:30pm | 1 | Manpower Monitor workers, sign in/out, and distribute name tags at SSPP |
| 03/16/19 4:30-7pm | 2 | Manpower Monitor workers, sign in/out, and distribute name tags at SSPP. <i>Actual time of shift may be changed to accommodate staffing needs.</i> |
| 03/016/19 9-11:30am | 2 | Security & Set up Tables |
| 03/016/19 11:30am- 2pm | 2 | Security & Set up Tables |
| 03/016/19 2-4:30pm | 2 | Security & Set up Tables |
| 03/016/19 4:30-7pm | 2 | Security & Set up Tables |
| 03/16/19 9:00am- 11:30 a.m. | 2 | Assist Auction Logistics Efforts /Floater position. Work where needed. |
| 03/16/19 - 11:30am - 2pm | 2 | Assist Auction Logistics Efforts /Floater position. Work where needed. |
| 03/16/19 2:00 p.m.- 4:30 p.m. | 2 | Assist Auction Logistics Efforts /Floater position. Work where needed. |
| 03/016/19 10:30am- 1pm | 3 | Reservations (Label/distribute wine to tables, assemble bid packet, organize Reservations table). |
| 03/16/19 10:00 a.m. to 1:30 p.m. | 4 | Decorations Assist with hanging banners, heavy lifting and must be comfortable low climbing ladders. |
| 03/16/19 9:00 am - 11:30 am | 10 | Set up Day of Auction Set up table and chairs. Help set up decorations and other duties. |
| 03/16/19 11:30 am - 2 p.m. | 10 | Set up Day of Auction Set up table and chairs. Help set up decorations and other duties. |
| 03/16/19 - 10:30am - 1pm | 1 | Technology set up - 1 Work with technology chair to set up day of auction. |
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2019 Auction Volunteer Position List
Old School

| NIGHT OF AUCTION | | |
|---------------------------------------|----|--|
| 03/16/19 7 p.m.- 9:30pm | 1 | Manpower Monitor workers, sign in/out, and distribute name tags at SSPP. |
| 03/16/19 5:30 p.m. to 8:00 p.m. | 10 | BANK Checking people in and providing instructions for bidding system. |
| 03/16/19 8:00pm – 10:30am | 4 | BANK Assisting with check out and distributing receipts. |
| 03/16/19- 5-7:30pm | 3 | Reservations (Man reservations table during check-in (helpful to be outgoing and familiar with school families). |
| 03/16/19 6pm -8:30pm | 1 | Raffle Ticket Sales During Auction |
| 03/16/19 8:30 p.m.-10 p.m. | 1 | Raffle Ticket Sales During Auction |
| 03/16/19 8:30-11pm | 1 | School Spirit/Theme Raffle (Man tables night of the Auction; volunteers will be responsible for pulling the winning tickets and assisting in the creation of a PowerPoint that will be display winners of raffle items. |
| 03/16/19 4:30-7pm | 4 | Assist Auction Logistics Efforts /Floater position. Work where needed. <i>Actual time of shift may be changed to accommodate staffing needs.</i> |
| 03/16/19 7-9:30pm | 4 | Assist Auction Logistics Efforts /Floater position. Work where needed. |
| 03/16/19 9:30 p.m.- 11pm | 3 | Assist Auction Logistics Efforts /Floater position. Work where needed. |
| 03/016/19 6-8:30pm | 8 | Monitor Auction Tables |
| 03/016/19 8:30-11pm | 3 | Monitor Auction Tables |
| 03/16/19- 6-8:30pm | 6 | Security May assist in various duties as in, assist parking, monitor hallways and perimeter of school. |
| 03/16/19 8:30-11pm | 6 | Security May assist in various duties as in, assist parking, monitor hallways and perimeter of school. |

2019 Auction Volunteer Position List
Old School

| | | POST AUCTION |
|--------------------------------------|----|--|
| 04/01/19 5:30-8:00 | 2 | Thank You Notes At home efforts to print, stuff and send thank you notes to bidders, donors and businesses. |
| 03/17/19 8:00-10:30 a.m. | 15 | Clean up Auction at School Take down signs, clean up decorations, and gather unclaimed baskets. Heavy lifting of tables and chairs/standing on low ladders |
| 03/17/18 10:30 a.m.- 1:00 p.m. | 15 | Clean up Auction at School Take down signs, clean up decorations, and gather unclaimed baskets. Heavy lifting of tables and chairs/standing on low ladders |