

VOLUNTEER FORM

Auction 2012

St. Michael's parents make the auction a truly special and successful event. Please choose the ways in which you would like to participate.

_____ Solicitations/ Acquisitions/Pick-up

Acquiring items for the silent and live auctions. Select from a list of previous contributors, suggested businesses and/or create your own contacts. Also includes picking-up the items donated by businesses solicited.

_____ Class Projects

Assisting with designing and producing the pre-determined auction project for your child's class.

_____ Invitations

Addressing and stuffing invitations.

_____ Decorations

Assisting with decorating auction venue.

_____ Set-up

Transporting auction items, arranging displays and assisting with removing items following the event. Must be available to set-up November 16.

_____ Registration

Greeting guests as they arrive at the auction. Volunteers scheduled for half-hour shifts.

_____ Finance/Checkout

Assisting with credit card registration, processing winning bids, accepting payments and distributing invoices and gift certificates.

_____ Men at Work: MEN needed!

Assisting with "closing silent auction" tables and spearheading auction breakdown at the event's conclusion.

_____ Recognition

Writing thank you notes to auction contributors.

Name: _____

Phone: _____

Email: _____