

# 10 ways

## To Volunteer for Emerson's Annual Auction!

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Home: \_\_\_\_\_ Cell: \_\_\_\_\_

**Save the Date!**

### Emerson's Auction

Friday, March 10, 2017  
Barton Hills Country Club

The Auction is both a wonderful social event for the community and a crucial fundraiser for Emerson. Last year's Auction raised over

**\$163,000!**

#### **Please join us...**

as an Auction Volunteer or in a Leadership Role by checking all areas you are interested in.

#### **Auction staff...**

**Lorna Hildebrandt**  
**Julie Seagraves**  
**Michael Shaw**

#### **Please return this form**

to the Lower School Office.

#### **Questions...?**

#### **Please contact:**

**Lorna at 665-5662 ext. 306**  
**or lhildebrandt@emerson-school.org**

**An Auction Kick-off Meeting will be held in early October!**

**Please join our fun and exciting team!**  
**Volunteer for as little or as much as you wish!**

**1 - ACQUISITIONS...**Volunteers will contact assigned donors to solicit external donations for the Auction. Volunteers will complete paperwork necessary to track donations. The Chair will work with the Auction Staff to manage the acquisitions process, evaluate existing and potential donors, train volunteers, track donors and donations, and other tasks as needed.

*Volunteer focus: December—March*

**2 - DATA TEAM...**Volunteers will work closely with Auction Staff to set data entry guidelines and enter data for all external and parent acquisitions and parent baskets. Volunteers need to be familiar with the Greater Giving auction software.

*Volunteer focus: November—February*

**3 - DECORATIONS...**Volunteers will help develop and implement a decoration plan consistent with the Auction theme. Volunteers will prepare decorations in advance of the Auction and install decorations the day of the Auction. The Chair will work with the Auction Staff to select an Auction theme, manage the decoration budget, develop the decoration and favors plans, and implement the decoration plan through the day of the Auction.

*Volunteer focus: January—March*

**4 - DISPLAYS...**Volunteers will help prepare donations for display at the Auction, including staging sections, assembling baskets, attaching numbers to packages, assembling descriptions, gathering props, and displaying items on the day of the Auction. The Chair will work with the Auction Staff to sequence packages and to oversee volunteers in implementing final displays.

*Volunteer focus: February—March*

**5 - ONLINE AUCTION...**Volunteers will work with Auction Staff to organize and implement the Online Auction.

## **VOLUNTEERING...**

**6 - CLASS/GRADE BASKETS...**Each Class/Grade Basket Coordinator will help create a themed basket of Auction items (assembly optional) and oversee the class basket donation process. The Chair will work with the Auction Staff to recruit basket coordinators, track basket donors, and coordinate basket themes and submissions.

**...makes a difference!**

*Volunteer focus: December—March*

**...feels great!**

**7 - PICK-UP/DELIVERY...**Volunteers will pick-up Auction donations, advertisements, and other items needed for the Auction, including “day-of” final collections. Volunteers will assist with transporting items to the Auction site, usually the day before the event. The Chair will use a tracking system to insure that all items are picked up on a timely basis, follow-up on undelivered items, coordinate transfer of items to Auction site, and supervise “day of” errands.

**...offers shared ideas!**

*Volunteer focus: February—March*

**...helps you get to know parents and staff!**

**8 - TEACHER EXPERIENCES, CLASS PROJECTS & RAFFLES...**Volunteers will help classes plan and implement projects. The Chair will work with the Auction Staff to arrange teacher experiences, coordinate class projects, and implement all steps necessary for the raffles.

**...combines strengths!**

*Volunteer focus: December—March*

**...is manageable!**

**9 - WINE PULL...**Volunteers will help wrap wine. The Chair should have a good understanding of wines and will enter wine information into Auction database and track wine donations. The Chair will work with the Decorations and Displays Chairs to organize Wine Pull display.

**...is a team effort!**

*Volunteer focus: February—March*

**...is FUN!**

**10 - ADMINISTRATION...**Volunteers will help the Auction Staff or Chairs as needed with tasks such as: stuffing envelopes, making photo copies, running errands, etc. These tasks may be planned well in advance or come up with short notice. Flexibility and random “chunks” of time are appreciated. All interested volunteers will be kept on an Auction email list for notification of miscellaneous needs and tasks.

*Volunteer focus: Ongoing*

**#emersonlovesvolunteers!**