

VOLUNTEER FOR THE EMERSON AUCTION

Save the date for the annual Emerson Auction: Friday, March 11, 2016 at 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 \$173,000. A great way to connect with the Emerson community is to volunteer to plan and implement the Auction. Individuals can volunteer for as little or as much time as they wish to. Individuals in a Chair role make a deeper time commitment to planning and implementing the Auction in collaboration with Auction Parent Director, Barbara Hoffman and the Auction Staff: Beth Anderson, Sue Johnson, and Mike Shaw. Most volunteer time is focused between January and March 2016.

If you are interested in assisting with the Auction in a volunteer or leadership role, please check all areas you are interested in. Please return this form to the Lower School Office. If you have any questions, please contact Beth Anderson 665-5662 ext. 305 or banderson@emerson-school.org. An Auction kick-off meeting will be held on October 13, 2015 at 9am.

Name _____ Email _____

Home Phone _____ Cell Phone _____

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 is in December-March.

VOLUNTEER

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 is in November-February.

VOLUNTEER

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 the 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 plan, and implement the decoration plan through the day of the Auction. Volunteer focus is in January-March.

VOLUNTEER

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 is in February-March.

VOLUNTEER

ONLINE AUCTION: Volunteers will work with Auction Staff to organize and implement the Online Auction.

VOLUNTEER

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. Volunteer focus is in December-March.

VOLUNTEER

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. Volunteer focus is in February-March.

VOLUNTEER

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. Volunteer focus is in December-March.

VOLUNTEER

WINE PULL: 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. Volunteers will help wrap wine. Volunteer focus is in February-March.

VOLUNTEER

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 is ongoing.

VOLUNTEER