

Auction Volunteer Positions – Job Descriptions

Procurement Chair (or co-chairs) - Review and update procurement spreadsheet prior to mailing donor solicitation letters and procurement forms. Review spreadsheet of businesses that require online submission. Mail solicitation letters and procurement forms. Submit online donation requests. Coordinate procurement follow up calls about two months prior to event. Work with the Data Entry Chair to track donations received. Coordinate pickup of donations.

Data Entry Chair – Supervise data entry of auction donations into auction software program (schoolauction.net). Work with Procurement Chair to track donations received.

Volunteer Coordinator – Recruit volunteers for auction set up and auction night and create a Sign Up genius for AH community to volunteer for these jobs. Manage volunteer at the auction.

Decorating- Coordinate centerpieces and linen needed for dinner tables, balloons and décor for silent auction with this year’s auction theme.

Drinks - Negotiate beer/wine/champagne prices. Decide on signature drink and purchase needed ingredients.

Slide Show- Create Power point slide show with an individual slide for each live auction item (including classroom projects).

Video- Create a video to be shown prior to Raise the Paddle at the auction. Video should try to include all students and staff.

Sound System- Obtain and setup sound system for both dining room and silent auction room. The hall only provides the projector screen. Bring projector to run slide show and Raise the Paddle video during auction.

Classroom Projects- Recruit parent volunteers to coordinate individual classroom projects. Coordinate with parents to ensure completion prior to auction and delivery to Fauntleroy Hall.

Dessert Dash- Procure desserts for dessert dash during live auction. Coordinate delivery of dessert on the day of the auction. Arrange the dessert dash table.