

2011 NCS Winter Wonderland Auction Volunteer Form

Name(s): _____ **School:** _____

Telephone / Cell: _____ **Email:** _____

Please circle, check or highlight (below) the area(s) for which you wish to volunteer.

Please return form to any school office or NCS Dev. Office.

You will be contacted to confirm duties/times etc.

GOAL - \$200,000 & 200 VOLUNTEERS!

Acquisitions	_____ Assist with securing / follow up of donations. Telephone & personal requests.
Computers	_____ Assist w/technical set up day before _____ or technical support during auction.
Publicity	_____ Newspaper, community, radio, public service announcements. _____ Deliver posters to businesses, churches etc.
Bake	_____ Provide finger friendly holiday desserts. (Three dozen, delivered to Stoney Creek any time on Friday 11/11 or no later than noon 11/12.)
<u>FRIDAY 11/11</u>	HELP IS NEEDED BETWEEN 8:00 A.M. – 8:00 P.M. ON FRIDAY (2-3 HOURS OF YOUR TIME WOULD HELP!)
Transport Decorations/Assembly Set Up	_____ Help transport items from NCHS to Stoney Creek Inn. _____ Help decorate at Stoney Creek Inn. _____ Help assemble any necessary items. _____ Help set up and display Live, Silent and Raffle areas.
<u>SATURDAY 11/13</u>	DURING AUCTION
Raffles	_____ Sell tickets at Raffle Booth _____ Supervise student ticket sellers at auction. _____ Runner – deliver paperwork to Data Entry.
Silent Auction	_____ Booth Volunteer - Early (Begin at 4:45 p.m.) _____ Booth Volunteer - Late (After Dinner, approx. 7:00 p.m.) _____ SUNDAY, 9:00 a.m. Sort bid sheets, call winning bidders on unclaimed items.
Registration (Non-Dinner Volunteers)	_____ Check in / register guests, (approximate 2 hour shifts) (Computer skills needed – training provided) _____ Early 4:15 pm _____ Late 6:30 pm _____ Cashier, approximate 2 hour shifts _____ Early 4:15 pm _____ Late 6:30 pm _____ Pull guest files
Live Auction	_____ Runner – deliver paperwork to Data Entry _____ Bid Recorder
Data Entry	_____ Enter guest purchase data (raffle, live & silent) in computer to create invoices. (Computer skills needed – training provided) _____ Pull & file invoices
Check-Out	_____ Verify invoice w/guest and collect payment.
<u>SUNDAY 11/13</u> Take Down	_____ Clean up, separate and store all decorations & misc. on Sunday, 10:30 a.m. _____ Help load large items picked up on Sunday a.m. _____ I can provide a truck and will help deliver large items. _____ Provide manpower & assist with delivery of large items.

**For further information please call Volunteer Coordinators Cathy Bush, 715-845-7240
or Tori Glenetski 715-842-7799**