

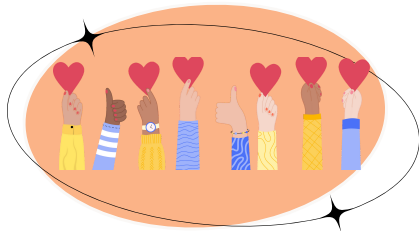
LEAD VOLUNTEER POSITIONS



HOMEROOM PROJECTS CHAIR & CO-CHAIR

IN PERSON & WORK FROM HOME

WORK WITH EACH HOMEROOM, RECRUIT PARENTS AND COME UP WITH A PROJECT THAT IS AGE APPROPRIATE AND WILL SELL AT AUCTION. EACH CLASS HAS A BUDGET OF \$300. ALL RECEIPTS TURNED IN WITH AN EXPENSE FORM, BEFORE GETTING REIMBURSED. ALL PROJECTS MUST BE DONE BEFORE CATHOLIC SCHOOLS WEEK.



AUCTION VOLUNTEER LEAD **2023 AND DAY OF AUCTION**

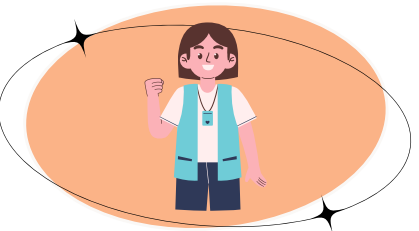
PLANS AND OVERSEES ACTIVITIES IN ORGANIZING VOLUNTEER POSITIONS. ORGANIZE AND COMMUNICATE WITH VOLUNTEERS, SCHEDULING, COORDINATING BEFORE, AND THROUGHOUT DAY OF AUCTION. CAN WORK FROM HOME, BUT WILL DAY OF AUCTION



ITEM STORAGE LEAD

JANUARY, BEFORE AND DAY OF AUCTION

COORDINATE WITH AUCTION COORDINATOR. COORDINATE STORAGE AND TRANSFER OF AUCTION ITEMS. KEEP ITEMS ORGANIZED, NUMBERED AND LABELED ACCORDINGLY. COORDINATE WITH TRANSPORT CREW TO PACK UP ITEMS TO BRING TO VENUE.



CLEAN UP CREW CHIEF **IN PERSON - DAY OF AUCTION**

DIRECT VOLUNTEERS TO PACK UP ITEMS FROM GALA VENUE TO SCHOOL GYM VESTIBULE. WILL LEAD CLEAN-UP CREW AND COORDINATE WITH ITEM STORAGE COORDINATOR



MERCHANDIZING DIRECTOR

THROUGHOUT THE YEAR, PARTIAL WORK FROM HOME AND IN PERSON DAY OF AUCTION

OVERSEES ACTIVITIES IN MERCHANDIZING AUCTION ITEMS. WORK WITH VOLUNTEER COORDINATOR TO MAKE AUCTION ITEMS PRESENTABLE AND ATTRACTIVE FOR POTENTIAL BIDDERS.



VOLUNTEER SIGN-UP SHEET

VOLUNTEERS

NEEDED

Name: _____ Contact: _____

Who is volunteering? Mother: _____ Father: _____

Grandparent/s: _____

**St. Vincent de Paul Parents we would be thrilled to have you as a parent volunteer!
We have many opportunities for you to choose from to enrich your child's education.**

Please fill out the form below to let us know you would like to help.

Homeroom Volunteer Positions: (you can also work with a buddy)

- | | |
|---|---|
| <input type="checkbox"/> Homeroom Project chair | <input type="checkbox"/> Olympics Parent Volunteer |
| <input type="checkbox"/> Homeroom Project Co-Chair | <input type="checkbox"/> Blanchet Parent Volunteer |
| <input type="checkbox"/> Mt. Rainier Parent Volunteer | <input type="checkbox"/> San Juan Parent Volunteer |
| <input type="checkbox"/> Sandy Point Parent Volunteer | <input type="checkbox"/> Mt.St.Helens Parent Volunteer |
| <input type="checkbox"/> Spokane Parent Volunteer | <input type="checkbox"/> Crystal Mt. Parent Volunteer |
| <input type="checkbox"/> Nehalem Parent Volunteer | <input type="checkbox"/> Hurricane Ridge Parent Volunteer |

Notes:

Please note some volunteer positions requires more than 1 person. You can always work with another parent volunteer.

Please return form before 10/27/2023.

✓	AUCTION VOLUNTEER TEAM	NO.OF PEOPLE NEEDED	AVAILABILITY (*approx. time listed)
	Auction Volunteer Lead	1	November 2023 - Day of auction
	Item Storage Lead	1	Need by January and before day of auction and day of auction 8am-11am
	Merchandizing Director	1	Throughout the year and day of auction
	Merchandizing Team	3-4	Set-up day of event - 3pm-6pm
	Transporters (to venue; own large vehicles)	5-7	8:00am - 11:00am
	Check-in support	4-6	4:30pm - 8:00pm
	Raffle Keepers	6	5:00pm - 7:00pm
	Table Closers	3-4	5:30pm - 7:00pm
	Data Entry	3-4	5:00pm - 9:00pm
	Spotters	2	7:00pm -10:00pm
	Gala Auction Recorder	1	5:00pm-10:00pm
	Certificate Pick-up	1	5:00pm - 10:00pm
	Dessert Dashers	3-4	6:00pm - 9:00pm
	Runners	3-4	7:00pm - 10:00pm
	Clean up Crew	6	8:30pm- 11:30pm