**Auction Chair:**

* Over all “go-to” person for all auction details
* Work with team to set auction theme
* Call Auctioneer to reserve their services for our event ASAP
* Organize and gather the year’s auction team members
* Oversees/Checks -In on all team members
* Sets deadlines team member, ether for them or to be handed down to volunteers
* Be sheer leads and coordinators know their budget
* Review and approve procurement letter, donation form and procure instruction document
* Receive and organize incoming donations
* Works directly with the Data Management Person to create entire Auction Catalog
* Works directly with the Data Management Person to create Auction Certificates
* Create and send home pre-sales/sign up letter
* Works directly with auction basket fluffer to create some baskets from the inventory of donated items week or two before auction event
* Select a door prize from our donations, ensure that we have a door prize tickets to hand out at check in.
* Have president discuss Fund -A-Item with principle at monthly meeting, ask to attend
* Have shopping list ready for president
* Organize the set-up of the event the night before
* Check -In on stations the night of the auction:
	+ Cashier Station
	+ Pick-up Room
	+ Bid Rooms
	+ Ripper/Runner Team
	+ Registration and Sign in
	+ Dinner and Refreshments table
* Work with data management to send out thank you letters and tax information to all donors once the auction is over
* Tie Up Loose ends to prepare clean slate for next year (i.e. distribute unclaimed items, arrange pick up of any unclaimed items that were purchased)

**Data Management:**

* Resets a new procurement list
* Updates the Procurement letter and donation form, have approved
* Updates the procures letter, have approved
* Shares all letters with procurement team lead
* Oversees the mailing of letter and donation form in the first week of November the stuffing the envelopes, and mails the letters.
* Receives donation information as it comes in from procurers
* Inputs donation data into the computer
* Works with Auction Chair in proofing donation forms and setting descriptions in Auction Catalog
* Aid the Auction Chair in creating the Auction Catalog and Auction Certificates
* Work with auction chair to send out thank you letters and tax information to all donors once the auction is over

**Procurement Team Lead:**

* Organizes the Parent Volunteers to call and collect donations for the auction
* Delegates out procurement list
* Shares procurement letter, donation form and procure instruction document, needs to be PDF
* Shares online procurement list with all parent volunteering to procure
* Helps to collect donations and donation forms, delivering them to the Data Management Person and Auction chair
* Update the Auction database whenever possible (I.E. recording new businesses, contact info and business that need to be removed)
* Must be willing to pick up any slack associated with parent volunteers not able to finish their designated list of businesses
* Pick up last minute donations from local businesses.
* Keeps tabs on which businesses have been contacted and which are still needing to be contacted
* Enforces the call and Donation Deadlines

**Ad Coordinator:**

* Calls all past add clients and or any newly interested businesses
* Communicates pricing and size with businesses
* Notes all calls into the procurement list
* Coordinates payment, to be handed over to GWPO treasure
* Collects ad photos & info that businesses wish to be placed, hand off to auction chair

**Class Project Coordinator:**

* Finds grade level leads, you can do one or more grades yourself
* Grade leads will work with teachers to pick a proposed class project
* Coordinates with action chair to gain approval for projects
* Over sees the leads to ensure class project deadline and budget is kept

**Auction Publicity Coordinator:**

* Get the word out in Scappoose and surrounding communities
* Crease a PSA (public service announcement) to submit to local radio and newspaper so they can be sure to feature our event whenever possible
* Ensure reader boards, newspapers, radio stations and local news letters are publicizing our event
* Keeps tabs on the papers and makes sure they are mentioning our event in a timely manner
* Contact local businesses to arrange advertising for our auction on their reader boards:
	+ Ichabod’s
	+ Scappoose High School
	+ Chinook Plaza (Grocery Outlet)
	+ Scappoose Middle School
	+ Roadrunner
	+ Jackpot
	+ Any other
* Take flyers around to local businesses for advertising purposes
* To talk to GWPO bulletin board lead to have them create a colorful and creative display for the to advertise the auction (suggest working with auction decoration lead)
* Hand out catalogs to the community 2 weeks before the event

**Decorations lead Coordinator:**

* Coordinate decorations to the theme
	+ Centerpieces
	+ stage
	+ Banners
	+ Entry way
	+ Flyers
* Helps with decorating tables

**Auction Basket Fluffer:**

* Works directly with auction chair to create some baskets from the inventory of donated items week or two before auction event
* Helps to fluff all the donated items that are supposed to be put into the baskets
* Available the day of set up and the day of for last minute fluffing

**Dinner and Refreshments Coordinator:**

* Work with Auction chair to find a caterer and come up with a menu for the night of the auction
* Contact school kitchen staff to set up time and dates needed
* Ensure there is enough to feed the attendees of the event
* Coordinate refreshments table for the night of the auction

**Dessert Auction Coordinator:**

* Collects fancy backed goods using our volunteer list and procurement list (select businesses)
* Record all calls in procurement list
* Coordinates droop off time and spot
* Decorated tables night of, can gain help from decorating coordinator

**Grade Level Basket Coordinator:**

* Creates themes for each grade level based on auction them if possible, get approved
* Sends out flyers in Tuesday folder, creates posters and has info posted to FB
* Puts together baskets with donated items
* Commitment of about 6 weeks before auction to collect items from school as they come in from the grade levels

**Slideshow Coordinator: -** Is or works with GWPO yearbook coordinator

* Collects pictures throughout the year from GWPO sponsored events
* Create slide show with pictures for the night of the auction
* Create slide show for live auction items

**Raffle Coordinator:**

* Coordinate or fined a raffle item though donation or perches, get approval
* Works with Auction Chair to get 1000 tickets printed
* Create flyers
* Creates flyers and FB post to be used
* Organizes parent volunteers to help sell tickets
* Delegates out tickets with collation envelops – 1 or3
* Collects stubs and money to turn into chair and treasure

**Child Care Coordinator:**

* Contact preschool teacher at High School
* If they are no longer interested reach out to DC trip coordinator
* Coordinates a set deal, they provide cares, entertainment and volunteers and will receive first 300 in profit. We will provide the space and food.
	+ Get in writing….. email ok
* Give dinner shopping list to auction lead
* Create flyers
* Set up food station night of

**Data Enter Volunteers:** - GWPO treasure is usually the lead for this

* Collects bid sheets from rippers and runners
* Identifies and highlights the last legitimate bid amount and corresponding bidder number from each bid sheet
* Inputs each winning bid into the computer
* Usually contains 4 volunteers
* This commitment starts 30 min before the opening of the auction and runs for the duration, with a 30 min training the day before

**Auction Cashier/Registration:** - GWPO treasure is usually the lead for this

* Acts as cashier and registration the night of the auction
* Helps people sign in at the time of arrival
* Assigns bid numbers and gathers contact information
* Checks people out and collects payment
* Directs winning bidders to the gym for pick up after they pay for their items
* 4 - 6 volunteers would be best for the night of the auction
* Each cashier has a cash box, the use of a visa machine
* This commitment starts 30 min before the opening of the auction and runs for the duration, with a 30 min training the day before

**Rippers & Runners:**

* After the each closing you will be quickly pulling the silent bids sheets, then delivering them to the data entry area
* 3 mins of time after each closing

**Auction Set Up Volunteers:**

* Help set up the day before the auction
* This is a full day commitment and starts at 3pm the Friday before the auction and goes until all the set-up is completed-usually until 9pm
* We try to have refreshments for all the set-up volunteers
* Don’t forget about the last chance table, needs one volunteer

**Auction Pick up room Volunteers:**

* Helps the night of the auction in the pick-up Room
* This is a commitment during the night of the auction only and it starts after the 1st closing and goes until the end of the oral auction
* Pick up room usually has between 2-5 volunteer helpers with 1 person designated to hand out gift certificates only.
* It is helpful for the pick-up room volunteers to help with the set up the day before to get familiar with the inventory.