

THE ALASKA CENTER ANNUAL AUCTION
POWERING A BRIGHTER
FUTURE

MAY 11, 2018
VOLUNTEER ROLES

ROOM SETUP: Volunteers will assist with the loading/unloading of auction items, decorations, and supplies from our office to the auction location. Then work to hang banners, setup tables, and arrange visuals according to the floorplan along with other prep tasks as needed.

Expectations of Room Setup Volunteers

- Willing and able to follow instructions from staff
- Punctual and present
- Comfortable lifting tables, chairs, decorations, etc. as well as standing, bending, and extending for the duration of shift
- Volunteer shift: **Thurs, May 10, 4 - 8 PM**
Fri, May 11, 12 - 4 PM, 2 - 6 PM

CHECK IN: Welcomes guests and checks them in as they enter the event. To check a guest in you will swipe their credit card, hand them a bid packet matched to their registration and explain how to bid on items.

Expectations of Room Setup volunteers

- Willing and able to follow instructions from staff
- Friendly, helpful and enthusiastic
- Able to problem solve on the fly
- Volunteer shift: **Fri, May 11, 4 - 8 PM**

ADVOCACY TABLE STAFFING: Sit/stand at one of three issue advocacy tables with other volunteers and/or staff. Provide information about the advocacy effort, pass out materials, get petitions signed and answer any relevant questions.

Expectations of Advocact volunteers

- Knowledgeable about our issue areas
- Friendly and enthusiastic about our work
- Volunteer shift: **Fri, May, 11 4 - 7 PM, 7 - 10 PM**

SILENT AUCTION: Keep auction tables clean and organized. Answer guest questions. Circle winning bids when silent auction closes. Bring auction item and backside copies of all silent auction bid forms to data entry person at checkout area. Ensure guests don't take the wrong slip or items that are not theirs.

Expectations of Silent Auction Volunteers

- Fast and focused role
- Friendly, talkative and encourage bidding
- Comfortable moving auction items and directing people to check-out/not letting them remove items
- Volunteer shift: **Fri, May 11, 4 - 8 PM**

HEADS/TAILS BEAD SELLERS: Walk around during event selling heads/tails beads. Can sell beads using bidder numbers and a signature or with cash. People can purchase as many beads as they want, but can only play with 8.

Expectations of Silent Auction volunteers

- Outgoing and persuasive!
- Comfortable selling beads until sold out
- Able to keep track of cash and bid sheets
- Volunteer shift: **Fri, May 11, 5:30 - 8:30 PM**

LIVE AUCTION - RECORDERS/RUNNERS: Three recorders write down the top bid amount on the live auction invoice and in a catalog as redundancy. During fund-a-youth they keep track of the multiple donors pledging and cumulative total for the auctioneer. Runners will pick up bid sheet for items just sold from Recorder's table and brings to data entry.

Expectations for Live Auction volunteers

- Detail oriented
- Ability to multi-task: Things are moving quickly!
- Volunteer shift: **Friday, May 11, 7:30 - 9:30 PM**

CHECK OUT: At the conclusion of the silent auction we will station volunteers at the checkout table. Guests will approach checkout to see if they won any items - winning items will be associated with the bidder number. Each guest will have a credit card on file linked to the bidder number, so you only need to gather their items and they are free to go. Credit cards will be charged the following business day.

Expectations for Check Out volunteers

- Detail oriented and patient
- Good customer service
- Ability to problem solve on the fly
- Volunteer shift: **Fri, May 11, 7:30 - 10 PM**

BREAKDOWN: Help staff breakdown all the decorations, gather equipment, carefully package unclaimed auction items, and load it all in a truck to be taken back to our office.

Expectations of Breakdown Volunteers

- Willing and able to follow instructions from staff
- Comfortable lifting tables, chairs, decorations, etc. as well as standing, bending, and extending for the duration of shift
- Able to work at the end of the evening
- Volunteer shift: **Fri, May 11, 9 - 11 PM**

Regardless of your volunteer shift time on Friday, all volunteers are required to check-in at 4:30 PM the night of the event to meet staff leads and review your role. Food will be provided from 4:00 - 5:15 PM

VOLUNTEER APPLICATION

NAME: _____

PHONE: _____

EMAIL: _____

DESIRED VOLUNTEER POSITIONS:

- 1.
- 2.
- 3.

While we can't guarantee you'll be placed in your desired volunteer position, we'll try our best to get you in a spot where you can enjoy your role.

Please let us know what time you will be available to volunteer on the day of the auction. We are asking that volunteers commit between 2-4 hours depending on the role.

(i.e. 12-4pm, 5-9pm, all day)

HOURS AVAILABLE:

Are there any volunteer positions that you would be uncomfortable or unable to perform?

Will you be able to attend a volunteer training on Wednesday, May 9, 12:30 - 1:30 PM?
(Lunch will be provided)

Yes No Maybe

Do you have any special skills, knowledge, or experience that will help you in your desired volunteer position? If so, please let us know so we can place you appropriately.

(i.e. prior experience with check in/check out, registration, or selling raffle tickets):

Thank you for volunteering your time and support for our annual auction. If you have any questions or concerns about volunteering please contact Michael at:

michael@akcenter.org or (907) 274-3647

