

October 5, 2019

Volunteer Positions

SETUP CREW Setup crew volunteers are responsible for assisting staff with tables, decorations, auction items and various other preparatory tasks prior to the start of the event.

Setup Crew Should Be:

- Willing and able to easily follow direction from staff lead
- Punctual and reliable
- Cautious and careful when handling auction items
- Comfortable lifting decorations, chairs and tables as well as standing, bending and reaching for the duration of setup time needed:
 - 8 a.m. to 5 p.m. Friday, November 20
 - 10 a.m. to 5 p.m. Saturday, November 21

Suggested two-hour commitment either day.

REGISTRATION VOLUNTEERS Registration volunteers are responsible for obtaining and verifying guest information. This includes taking down names, payment information and billing addresses as well as distributing programs and bid numbers. At the end of the evening, registration volunteers will finalize sales transactions, provide receipts and ensure guests know where to pick up their items.

Registrars Should Be:

- Friendly and enthusiastic as the first face most guests will see when they arrive
 - Very detail-oriented
 - Preferably have some sales or registration background
 - Have strong problem-solving skills
- Time needed: 4:30 p.m. to 8:00 p.m.

Suggested three-hour commitment.

HEADS AND TAILS SALES ASSISTANTS

These volunteers will be assigned to a section of tables and will approach each table to sell Heads and Tails necklaces. Some of these assistants will be asked to work at the table near registration to assist guests with the purchase of Heads and Tails necklaces. All sales volunteers will be required to obtain a signature and bid number for each item and/or collect cash for items. These volunteers will be our main advocates to encourage guests to stay until the end of the auction to participate in the game.

Sales Volunteers Should Be:

- Outgoing! (e.g., willing to enthusiastically encourage guests to purchase multiple chances)
 - A natural salesperson who can promote items
 - Knowledgeable about the event
 - Comfortable approaching guests and tables and encouraging purchases
- Time needed: 5 p.m. to 8 p.m.

Suggested two-hour commitment.

USHERS AND GREETERS Volunteers in this position will greet guests and ensure they find the correct table and seating arrangement. They will assist with guest questions regarding general information and scheduling as guests arrive.

Ushers/Greeters Should Be:

- Cheerful and enthusiastic
 - Good with directions (e.g., can quickly orient themselves with new surroundings)
 - Very good at explaining directions/events/procedures to a variety of audiences
- Time needed: 5 p.m. to 8 p.m.

Suggested three-hour commitment.

SILENT AUCTION VOLUNTEERS Silent auction volunteers are responsible for monitoring the silent auction items. This includes ensuring names and bids are written legibly, notifying the coordinator about items not being bid on, checking to be sure minimum bid requirements are being met and being familiar with auction items (especially big ticket items). These volunteers will also be responsible for end-of-auction tasks (e.g., circling highest bid, closing bids when time arises and assisting with payment and closing out). Silent auctioneers are also asked to remind guests to buy Fish Heads and Flippers necklaces.

Silent Auction Volunteers Should Be:

- Very detail-oriented
 - Comfortable encouraging guests to bid more for items
 - Knowledgeable about auction items
 - Efficient multitaskers; able to watch several items at once
 - Comfortable discreetly alerting MCs to items not being bid on
- Time needed: 5 p.m. to 9 p.m.

Suggested four-hour commitment.

SPOTTERS FOR LIVE AUCTION These volunteers will be issued a lantern and will be responsible for spotting bidders and notifying the auctioneer to incoming bids. These volunteers must be willing to help increase bid amounts, promoting bidding wars and fostering a festive and fun environment.

Spotters Should Be:

- Animated and excited when item is won by a bidder
 - Comfortable getting the attention of the auctioneer as needed
 - Outgoing and lively; happy to get the guests excited about bidding
- Time needed: 7 p.m. to 10 p.m.

Suggested three-hour commitment.

PACKAGING CREW Responsibilities for these volunteers include carefully and neatly packaging auction items for bidders to take home. Ensuring guests receive appropriate items in a timely manner will be the top priority for the packaging crew. Prior to packaging, this crew will monitor items up for auction, assisting the silent auctioneers as needed.

Packers Should Be:

- ' Professional and courteous
- ' Able to work quickly and efficiently
- ' Have a good ability to multitask (e.g., talk to guests while packaging items carefully)
- ' Familiar with the packaging needs of various objects
- ' Time needed: 5 p.m. to 9:30 p.m.

Suggested one-hour commitment.

VOLUNTEER APPLICATION

Name: _____

Date: _____

Current Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

Email: _____

Desired Volunteer Positions

1 _____

2 _____

3 _____

We can't guarantee you'll be placed in your top positions, but we will try our best to put you in a position you will enjoy. Please take note of the times you must be available for each position.

What time are you available on the day of the gala? For example 10 a.m. to 1 p.m., "all day," 8 a.m. to 10 p.m., etc.?

Are there any positions you would be uncomfortable doing?

Will you be available to attend a training lunch on Thursday, October 3rd from noon to 1:30 p.m.? Please circle your response.

Yes No Not Sure/Maybe

Do you have any special skills, knowledge or experience that will help you in your desired position? For example: A knowledge of auctions, how to package items, registration, etc.:

Thank you for offering your time and energy to support The Arctic Slope Community Foundation Annual Gala. For any questions regarding volunteering, email events@arcticslopecommunity.org or call 907-339-6026