

CHRISTMAS AT RALSTON VOLUNTEER POSITIONS – 6 OPEN
OPEN POSITIONS as of August 27, 2011

For questions regarding the positions below, please contact Karen Stuart, VP of Fundraising

Solicitation Co-Chair 1 OPEN

Job Description:

- 1) Work with a team to brainstorm, procure and organize all donations to the silent (and possibly live) auction.
- 2) Send letters to all previous donors and follow up with phone calls.
- 3) Send letter out to NDE families to solicit donations.

Time Required:

- 30+/-
- Busiest Time: Aug – Oct
- All duties can be done from home;

Silent Auction Chair 1 OPEN

Job Description:

- 1) Assembles a team of 5 to 10 individuals to put the silent auction together.
- 2) Throughout the beginning of the school year, collects donated items and keeps a spreadsheet of these items.
- 3) Meets with team monthly to group items together and write a short description of the items.
- 4) Sends descriptions of silent auction items to software input person.
- 5) Ensures items are decorated and wrapped prior to event night with team members.
- 6) Guides team to set up each section/category of items using decorating items as necessary to enhance display.
- 7) Ensures team takes down silent auction tables during event and brings items to check out.

Time Required:

- Busiest Time: September to Event Day (can have a full time job and fulfill duty from home).

Live Auction 1 OPEN

Job Description:

- 1) Solicit (with help from the solicitation committee), organize, oversee and display all live auction items.
- 2) Assemble a team of 4 to 5 people to record high bidders the night of the event

Time Required:

- 30 +/-
- Busiest Time: Sept - Oct

Gala Volunteer Coordinator OPEN

Job Description:

- 1) Organize and oversee volunteers for the Gala
- 2) Schedule parent assignments (check-in, check-out, raffle ticket sales, bar ticket sales)
- 3) Reminds parents of volunteer assignment and fills in where needed during event

Time Required:

- 30+
- Busiest Time: Oct-Nov

- Can do work from home but need to be at the Gala

Set-Up Team (Gala and Auctions) OPEN

Job Description:

- 1) Assist Gala and Auction Coordinators to prepare Ralston Hall for the event

Time Required:

Day of event

Raffle Ticket Coordinator OPEN

Job Description:

- 1) Have raffle tickets printed.
- 2) Distribute tickets to NDE families.
- 3) Obtain volunteers to sell raffle tickets for tree raffle to guests the evening of the event.
- 4) Manage the drawing the night of the event.

Time Required:

- Busiest Time: November - event night.