

# WAYS TO GET INVOLVED

## 2018 AUCTION

### **Donation Solicitation Team** **\*\*MOST HELP NEEDED HERE\*\***

- Anyone can help!
- Assist the Solicitation Team in contacting past and prospective donors.
- Help gather donations and list the values, contact person, and any restrictions.
- Soliciting as little as 2-3 donations can be a huge help!
- **Time Commitment:** *Flexible 1-10 hours*

**Sign Me Up Team** – SMU parties are created for students and parents alike to sign up for at the auction. Examples include: Airsoft Wars for Grade 2- 3rd Boys, Pinterest Cooking Class for Grade 6-12 Girls, Italian Poolside Dinner Party for adults, Ladies Night Bookclub, Backyard BBQs.

- We want your ideas and we need 1-2 parents to help with the coordination of all the information. We are also looking for hosts.
- Help oversee the school SMU events.
- **Time Commitment:** *Flexible 1-5 hours*

### **Class Basket/ Wrapping Team**

- Lead or assist in the wrapping and collection of baskets in the month before the auction.
- **Time Commitment:** *Flexible 3-5 hours*

### **Student Volunteer Coordinator/Assistant**

- Work with Leads to connect and assign work jobs to student volunteers
- Help manage students on the night of the event

### **Décor/Setup Teams – Everyone will be invited to take part in these work parties!**

- Work with Lead – assist in gathering of supplies and setting up of décor work parties, pre-auction day set up.

## **AUCTION NIGHT**

**Guest Registration** - Greet guests the night of the Auction, check in at registration table, distribute name tags and table assignments. Assist in printing receipts or collecting payment after auction.

**Time Commitment:** *Auction Night, 4pm-6pm*

**Silent Auction Distribution** - Distribute all purchased silent auction items in Eagle Court for couples and individuals to pick up. Assist with direction and pickup. These volunteers will miss some of the Live Auction.

**Time Commitment:** *Auction Night, 7:30pm-9:30pm*

**Clean-up** - After Auction clean up. Ensure that décor gets taken down and assist caterer with clean-up.

**30 minutes** – 10-15 adults needed to clear tables

**30 minutes** – 10 adults needed to help clear decorations

*To volunteer contact Michelle Rogers at 651-757-4314 or [michellerogers@newlifacademy.org](mailto:michellerogers@newlifacademy.org)*