

WAYS TO GET INVOLVED 2019 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 – **MOST HELP NEEDED HERE****** SMU parties are created for students and parents alike to sign up for at the auction. Examples include: SkyZone for Grades 4-6, Cooking Class for Grade 7-12, Poolside Dinner Party for adults, Ladies Night Book Club, 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*

Flyer Creation/Marketing – Knowledge of Publisher helpful. Create flyers for gift packages to advertise ahead of auction, and at the Silent Auction. **Work with mentor this year, become lead next year.**

- **Time Commitment:** *Sporadic work in Feb and Mar, most work done in week before auction. 5-15 hrs.*

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. **Work with mentor this year, become lead next year.**

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 (651-757-4314) michellerogers@newlifacademy.org
or Chelsea Clyne (651-757-4389) chelseaclyne@newlifeacademy.org*