



Parent-Teacher Organization

Special Education District of Lake County
 Serving students with severe to profound cognitive disabilities and/or multiple disabilities

ANNUAL AUCTION VOLUNTEER FORM

Please consider signing up and making a difference in the lives of our children. Circle the volunteer job you would like. If there is a time slot for your job, please circle or highlight your preferred time. We need a lot of volunteers to make the Annual Auction run smoothly. Here is a list of the JOBS that need to be filled as soon as possible.

Online Donation Solicitations	Solicit general donations via Web searches and completion of online donation requests from various organizations. <i>(Now through April 20th).</i>
Truck Packing	Help load truck at specified location(s), a volunteer's home, on Friday, April 20 th after school.
Auction Set-up	Help unload truck(s), decorate tables, set-up donations, clipboards with bid sheets, place signs / posters. **** <i>(Friday, April 20th after 5:00 PM or Saturday, April 21st, 8:00 AM)</i> ****
Registration	Check-in guest(s), distribution of Program Book and other material as directed. 4:15 - 6:00PM 6:00 - 7:30PM
Raffle Ticket Sales	<i>Selling tickets for all raffles and contests</i> 4:00 - 5:00PM 5:00 - 6:00PM 6:00 - 7:00PM 7:00 - 8:00PM 8:00 - 9:00PM 9:00 - 10:00PM
Silent Auction Table Closers	Marking bid sheets for last bid when silent auction closes by category. Approximately 5-10 minutes every 1/2-hour or so during the auction starting at 8:00 PM, going thru 9:30 PM. Run section items to back room for pick-up.
Silent Auction Data Entry Runner	Deliver and organize Silent Auction Bid Sheets to Data Entry Coordinator. Post Item Win Reports at each section. Deliver data reports to Volunteer Coordinator.
Live Auction Spotters	Help auctioneer identify bidders during the Live Auction starting at 8:15 PM until end of live auction.
Live Auction Data Entry Runner	Deliver and organize Live Auction Bid Recording Sheets to Data Entry Coordinator.
Item Security	Man the door to the back room to ensure that NO ONE enters and attempts to pick up their own items. Remind guests that their items will be delivered to their tables.
Table Runners	Retrieving items and/or gift cards and delivers to purchaser after guest has paid. 8:15 - 9:30 PM 9:30 PM - Close
Check Out Receipts	Provide guest(s) checking out with receipt for the items they bids on and directing guest(s) to payment processors. 8:00 - 9:30 PM 9:30 - 11:00 PM
Check Out Payment	Process payments from guest(s), making sure a runner is provided with receipt to retrieve merchandise. 8:00 - 9:30 PM 9:30 - 11:00 PM
Clean Up	Ensure all tables are cleaned up, donations put on truck, risers and all PTO supplies put on truck at the end of the night. <i>(Approximately ½ hour).</i>
General Volunteer	I would like to volunteer! Please feel free to contact me and let me know where help is needed.

YES! I would like to be involved. Please contact me:

NAME:	PHONE:
EMAIL:	STUDENT'S TEACHER:

Please return to School or your child's teacher. Attention: Laremont PTO Vice President

YOU CAN CONTACT THE PTO VIA OUR WEBSITE: WWW.LAREMONTPTO.ORG TO SIGN UP FOR A VOLUNTEER POSITION OR INQUIRE ABOUT A POSITION.

KIDS DO BETTER WHEN WE ALL WORK TOGETHER!