

## CALLING ALL AUCTION VOLUNTEERS!

PSJSTEM's Annual Gala Auction will be held in the Feist Hall at St Charles Borromeo Catholic Parish and School on Saturday, April 13th, 2024. The only way to make this a success is by having enough enthusiastic volunteers. We need people for various functions at times before, during and after the auction. Below is a listing of jobs available and a description of each. Remember, as a school parent, you have a commitment to five auction service hours. Please remember that children are not allowed as volunteers and that NO children may be with you during the actual auction as it is an adult-only event. Please sign up early to ensure that you get the job that best suits you!

**PROGRAM ASSEMBLY-** Volunteer will assemble guest's programs (place labels, meal choices and bid numbers in program.) Must be done the week of auction at agreed upon time. **Possible Hours Earned: 5 People needed: 1**

**ITEM TRANSFER-** Volunteers will meet at PSJSTEM at 4PM on Friday, April 12th to carry items from the school attic to a box truck to be loaded on the playground. Volunteers will be making multiple trips up and down flights of stairs. Hard working middle and high school students (with parent present volunteering as well) welcome to come help and earn family hours! **Possible Hours Earned: 2 per volunteer People needed: Multiple**

**FRIDAY NIGHT SET UP-** Volunteers will meet at Feist Hall on Friday April 12th @ 5 PM to set up tables and chairs, put up pipe and drape, cloth and set tables and unload the box truck. Manual labor, tennis shoes and water bottles suggested! Hard working middle and high school students (with parent present volunteering as well) welcome to come help and earn family hours! Plan on working until 8PM. **Hours Earned: 4 per volunteer People needed: Multiple.**

**TRANSPORT-** Volunteers will meet at PSJSTEM @ 9AM to load auction items into personal vehicles, transport them to Feist Hall and help unload. Perfect for anyone wanting to attend the Gala. Must be available from 9am until completion on the 13th. **Possible Hours Earned: 3+ People needed: Multiple**

**TABLE SET-UP-** Volunteers will arrive at Feist Hall on the morning of the 13th to decorate, set up silent tables, and arrange auction items. We will need people from 10am until completion, a good way to make all five hours at once! **Possible Hours Earned: 5 People needed: Multiple**

**SECURITY-** Volunteers will arrive at Feist Hall on the 13th to help monitor items and patrol the area beginning at 2pm. **Possible Hours Earned: 3 People needed: 2**

**SERVER-** Volunteers will arrive at the Feist Hall on the 13th at 5PM, meet with the catering staff for instruction on water, coffee and bussing service. You will help the catering team serve guests water, coffee and bus plates when dinner has ended. Perfect job for anyone with server experience. **THIS JOB CARRIES A GUARANTEE OF 6 AUCTION HOURS! Food handler's card required.** This job is a good chance to make up extra hours you need to meet your obligation for the year. Dress Code applies to this job. Dinner Provided. **Hours Earned: 6 People needed: 6**

**REGISTRATION-** Volunteers will place guest's programs at tables prior to the event, greet guests upon arrival, look up table assignments, verify addresses and answer general questions. Dress code applies to this job. Meet at Feist Hall at 3:30PM on the 13th. Dinner Provided. **Hours Earned: 3+ People needed: 4**

**BANKING/ CASHIER**- Volunteers will enter Auction items that were bid on and tally receipts for guests. Volunteers should be confident with computers and money transactions. There will be a training/registration session online/in person the week leading up to the event that is mandatory. This job is suited for someone who needs to be able to sit. Meet at Feist Hall at 4PM on the 13th for set up. Cashiering is intermittent from 5pm-10pm. Dress code applies to this job. Dinner Provided. **Hours Earned: 7 People needed: 4-6**

**RAFFLES** - Volunteers will move throughout the auction during cocktail hour and silent tables selling tickets for multiple drawings. This job is perfect for a salesperson! Sellers need to be outgoing and engaging, willing to approach guests with a big smile and an explanation of the drawing. Meet at Feist Hall at 4pm on the 13th. Dress code applies to this job. Dinner Provided. **Hours Earned: 3 People needed: 6**

**GAMES**- Volunteers will run a game of chance at the auction during cocktail hour. This job is perfect for a salesperson! Gamers need to be outgoing and engaging, willing to call out to guests with a big smile and an invitation to play. Meet at Feist Hall at 4pm on the 13th. Dress code applies to this job. Dinner Provided.

**Hours Earned: 3 People needed: 4**

**RECORDER**- Volunteers will sit below stage during the live auction and record winning bids. Dress code applies to this job and it is suited for someone who needs to be able to sit. Dinner Provided. **Possible Hours Earned: 2 People needed: 2**

**BARTENDER**- Volunteers will set up the bar, run used glasses to the kitchen for washing as necessary and serve guests beer, wine and non alcoholic beverages. Meet at Feist Hall at 3:30 on the 13th, from 3:30-9:30PM. Dress Code applies to this job. Dinner Provided. **THIS JOB CARRIES A GUARANTEE OF 10 AUCTION HOURS!** **MAST Permit required.** Online courses available.

[https://rserving.com/web/pssc\\_state.php?siteid=251&statecode=WA](https://rserving.com/web/pssc_state.php?siteid=251&statecode=WA) **Hours Earned: 10 People needed: 4**

**CLEAN-UP**- Volunteers will arrive at Feist Hall at the close of the auction (9pm) to take down tables, break down decorations, secure any unclaimed items and load everything into the truck. Great job for people already attending the auction! **Hours Earned: 2 People needed: Multiple.**

**CLEAN-UP 2.0**- Meet at Feist Hall at 12:00 on Sunday, April 14th to help clean up, tear down dinner tables, stack chairs and put any remaining items away. Transport remaining items to PSJSTEM and return items to the attic. Manual labor, tennis shoes and water bottles suggested! Hard working middle and high school students (with parent present volunteering as well) welcome to come help and earn family hours! **GUARANTEED hours earned: 6 per volunteer (for approx. 3 hrs work!) People Needed: Multiple**

**Please write in the job(s) you would like to do and add your information. Job Choice can be emailed directly to our volunteer coordinator, Laura Price, (pricel@psjstem.org) or printed and sent into the office. If you have any questions OR have done something in the past you don't see offered here, please feel free to contact Laura Price @ (253) 606-0073. Thank you for your continued support!**

**Name:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Child's Name:** \_\_\_\_\_

**Job desired:** \_\_\_\_\_ **2<sup>nd</sup> Choice** \_\_\_\_\_ **3<sup>rd</sup> Choice** \_\_\_\_\_

**DRESS CODE**- Volunteers choosing jobs during the Gala are being asked to wear black slacks/skirts and white shirts this year. This will eliminate any confusion and allow our volunteers to stand out so guests know to approach them. If you plan on attending the auction and volunteering afterwards, the dress code does not apply.