



**Children's Trust Fund**  
Protecting Michigan's Children

# 7<sup>th</sup> Annual "Cherish the Children" Signature Event

Wednesday, September 30, 2009

Lansing Center

In support of the Michigan Children's Trust Fund



**Children's Trust Fund**  
Protecting Michigan's Children

## Volunteer Application

(Please print clearly or type)

Name \_\_\_\_\_

Agency/Affiliation \_\_\_\_\_

Address \_\_\_\_\_

City, State & Zip \_\_\_\_\_

Phone H \_\_\_\_\_ W \_\_\_\_\_ Fax \_\_\_\_\_

Email (**required**) \_\_\_\_\_

Have you volunteered for this event before?  yes  no If yes, what year? \_\_\_\_\_

If yes, in what capacity? \_\_\_\_\_

**Volunteers will work in teams at the event. Please indicate your first and second team choice, from the list below. Each team will have a team leader. The team leader will take lead at the event to ensure the responsibilities of their team are met. You will be notified of your team leader prior to the event.**

*Please indicate your first and second choice, from the following, by indicating 1 (first choice) and 2 (second choice):*

**Site Set-up Team:** This team will be responsible for displaying auction items on-site, including bid sheets, pens, signs throughout the property, and any additional site set-up needs as determined. This team will need to arrive at the Lansing Center by 9:00 a.m.

**Guest Services Team:** This team will greet guests as well as assist guests in locating their assigned table. While escorting guests, review "the flow of the auction". This will include: guest check-in/out, gift distribution, the location of restrooms, coat racks, food stations, bars, silent auction tables, etc. A "flow of the auction" will be provided prior to event for your review. After guests are seated, members of this team will float throughout the event to answer questions, provide guest services, and assist event coordinator and the CTF staff as needed.

**Silent/Live Auction Team:** Members of this team will remain at silent auction tables throughout the silent auction to address guests' questions, close the silent auction, collect the bid sheet, etc. This team will transport auction items to the Gift Distribution area. A few members of this team will also be asked to assist in the Live Auction by running winning bid #'s to the check in/out area.

**Gift Distribution Team:** This team will sort auction items, delivered by the Silent/Live Auction Team, and prepare for gift pick-up. This team will package gifts and assure that the correct items are given to the winning bidder. Prior to guests picking up their auction items, this team will assist Silent/Live Auction Team as needed.

Your willingness to volunteer for the 7<sup>th</sup> Annual “Cherish the Children” Signature Event is greatly appreciated....your time and energy is truly a gift to Michigan’s children and families!

Thank you for returning the Volunteer Application by **September 1, 2009**

**Return to:**  
**Children’s Trust Fund, 235 S. Grand Ave., Suite. 1411, Lansing, MI 48933**  
**Fax: (517) 241-7038**  
**Phone: 1-800-CHILDREN or (517) 373-4320**

**Visit [www.michigan.gov/ctfsignature](http://www.michigan.gov/ctfsignature)**