

Pam Posthumus Signature Auction Event

Wednesday, May 18, 2011

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 both your first and second choice, from the following selection, by using the number 1 for your first choice and the number 2 for your 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. on May 18.

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. This team will need to arrive at the Lansing Center by 2:00 p.m. on May 18.

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 bid sheets, etc. This team will transport auction items to the Gift Distribution area. Members of this team will also assist in the Live Auction by running winning bid #'s to the check in/out area as needed. This team will need to arrive at the Lansing Center by 3:00 p.m. on May 18.

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 fill winning bidders invoice with the corresponding items/packages that were purchased. The team leader or designee will sign each invoice to confirm order is complete. This team will need to arrive at the Lansing Center by 4:30 p.m. on May 18.

Your willingness to volunteer for the **Pam Posthumus Signature Auction 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 **April 15, 2011**

Return to:

Children's Trust Fund, Grand Tower Suite 1411, P.O. Box 30037, Lansing, MI 48909

Fax: (517) 241-7038

Phone: 1-800-CHILDREN or (517) 373-4320

Additional copies of this form and other event documents can be found at:

www.michigan.gov/ctfsignature