

Pam Posthumus Signature Auction Event

Wednesday, May 14, 2014

Volunteer Application

(Please print clearly or type)

Name _____

Address _____

City/State/Zip _____

Phone: H _____ W _____ C _____

Email (required) _____

Have you volunteered for this event before? Yes No If yes, indicate year? _____

Volunteers will work in teams at the event. Please select your first & 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 & second choice, from the following selections, by using the number 1 for first choice & the number 2 for second choice (Please note we cannot guarantee first 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 by team lead. **Team members will need to arrive at the Lansing Center by 9:00 a.m. on May 14.**

Check-In Team: This team will be responsible for checking in guests as they arrive at the auction. Primary responsibilities are to greet guests, locate name tags, and check guests' names against the rosters provided. **Team members will need to arrive at the Lansing Center by 3:30 p.m. on May 14.**

Greet Team: This team will greet guests as well as assist guests in locating their assigned table. While escorting guests to their respective tables, review the location of restrooms, coat racks, food stations, bars, silent auction tables, etc. After guests are seated, members of this team will float throughout the event to assist guests as needed. **Team members will need to arrive at the Lansing Center by 1:00 p.m. on May 14.**

Silent/Live Auction Team: Members of this team will remain at silent auction tables throughout the silent auction to address questions, close the silent auction at designated time and collect bid sheets. This team will transport auction items to the Gift Distribution area immediately following the closing of the silent auction tables. Members of this team will also assist in the Live Auction by running winning bid #'s to the check-out area as needed. **Team members will need to arrive at the Lansing Center by 1:00 p.m. on May 14.**

Gift Distribution Team: This team will sort auction items, delivered by the Silent/Live Auction Team, and prepare for winner bidders to pick-up their auction items. This team will fill winning bidders' invoices with the corresponding items/packages purchased. The team leader or designee will sign each invoice to confirm order is complete. **Team members will need to arrive at the Lansing Center by 1:00 p.m. on May 14.**

Your willingness to volunteer for the twelfth annual *Pam Posthumus Signature Auction Event* is greatly appreciated. Your time and energy is truly a gift to Michigan's children and families!

Please return the Volunteer Application by *Monday, April 14, 2014*

Return To:

**The Children's Trust Fund
c/o Tricia Headley
235 S. Grand Ave., Suite 1411, Lansing 48933
Fax: (517) 241-7038
Phone: 517-373-4320**

**Additional copies of this form and other event documents can be found at:
www.michigan.gov/ctfsignature**