

*Pam Posthumus Signature Auction Event*

Wednesday, May 13, 2015

**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? \_\_\_\_\_

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

Our volunteers work in teams at the event and the team lead ensures the responsibilities of their team are met. *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:** 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 13.*

**CHECK-IN TEAM:** 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 13.*

**GREET TEAM:** Responsible for greeting guests and assisting them in locating their assigned table. While escorting guests, review the location of restrooms, coat racks, food stations, bars, silent auction tables, etc. After all 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 2:00 p.m. on May 13.*

**SILENT/LIVE AUCTION TEAM:** 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 2:00 p.m. on May 13.*

**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 2:00 p.m. on May 13.*

**Please return the Volunteer Application to Anne Stokes by Friday, April 10, 2015.**

Children's Trust Fund, 235 S. Grand Ave, STE 1411, PO Box 30037, Lansing 48909

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