



Learn, Live and Love Through Jesus

# St. Monica School "Winter Wonderland" Auction & Dinner Dance November 12, 2011

(Please return this form in addition to the Home & School Volunteer form to the school office by March 18th)

The St. Monica "Winter Wonderland" Auction & Dinner Dance largely funds our Home & School activities. Without these fundraising efforts, tuition dollars would have to fund many of our school purchases, thereby raising tuition for all school families.

With this in mind, **each school family** is asked to volunteer for at least one activity (**whether or not you attend the dinner dance**). **Thank you.**

Amy Strother  
414-962-8043  
ejamy@sbcglobal.net

Maria Van Dyke  
414-962-6344  
mvandyke@wi.rr.com

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

Phone: \_\_\_\_\_

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

**AUCTION CO-CHAIRS:** Duties include coordinating & overseeing the following volunteer positions:

1) \_\_\_\_\_

2) \_\_\_\_\_

**I will volunteer for the following position(s):**

- \_\_\_\_\_ Auction Solicitation
- \_\_\_\_\_ Underwriting- Secure donations for underwriting
- \_\_\_\_\_ Auction Booklet Advertising
- \_\_\_\_\_ Auction Donor Party- Host the event at your home
- \_\_\_\_\_ Auction Donor Party- Co-Host the event
- \_\_\_\_\_ Table Captains- Responsible for solicitation and display of Auction Items within a section
- \_\_\_\_\_ Table Closers- Collect bid sheets the evening of the event

**THURSDAY & FRIDAY PRIOR TO EVENT:**

- \_\_\_\_\_ Auction Set-up
- \_\_\_\_\_ Gathering donated items
- \_\_\_\_\_ Teacher Treasures-Solicit and coordinate teacher donations and Organize "Sleep Under" Party
- \_\_\_\_\_ Donor Receipts/Thank You Notes

**DINNER DANCE CO-CHAIRS: Joanne Boettinger and Emma Gillette**

Duties include coordinating volunteers and activities for the following: catering, rentals, entertainment, decorations, invitations, reservations/name tags, set-up, clean-up, check-in, communications, and 8th grade volunteers.

**I will volunteer for the following position(s):**

- |   |  |
|---|--|
| <input type="checkbox"/> Invitation Design/Printing | <input type="checkbox"/> Reservations/Nametags |
| <input type="checkbox"/> Dinner Set-up              | <input type="checkbox"/> Check-in              |
| <input type="checkbox"/> Assist Caterer/Food Prep   | <input type="checkbox"/> Clean Up              |
| <input type="checkbox"/> Babysitting                |  |

**DECORATION CO-CHAIRS: Denise Phillips and Jenna Greene**

**I will volunteer for the following position(s):**

- Centerpieces
- Table Setting/Set Up
- Lighting
- Classroom Photo Boards

**SUNDAY TAKE DOWN CO-CHAIRS:** a perfect job for dads!

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_

**RAFFLE CO-CHAIRS: Nikki Renouard and Kristin Kuesel**

Duties include publicizing and coordinating volunteer sales of raffle tickets.

I volunteer to assist raffle Co-Chairs

**CLASS PROJECTS COORDINATOR:** \_\_\_\_\_

Secures and displays class donations from each class. Assists project leaders with ideas if needed.

I will be a Class project leader – works with classroom teachers to create and coordinate class donations \_\_\_\_Grade

**TREASURER: Kate Began**

**Volunteers also needed for the following positions:**

- Checkout manager
- Checkout volunteer- Assist with organizing and implementing the checkout of purchases the night of the Auction
- Hardware/Software Coordinator

We ask that you prayerfully consider what this event means to our school community. Please complete and return this form by **Friday, March 18th**. Thank you!