



2018 Committee Chair and Member Positions Needed

Auction Item Acquisition Committee – Bring in the pirate’s booty!! Help to strategize and acquire donations both large and small. Committee Members will each chose specific donations to track and acquire (November – March). Must be available for some conference calls or meetings – most work is individual on your own time. ***This is our biggest need - there is no Auction without donations!! You can be a member of this committee and Chair or help in other committees as well!***

Tuition Raffle Chair - Work with Gala Chairs to strategize sales, track incoming sales. Tuition Raffle will start in October and conclude before Christmas Break. (October – December)

Finance Chair - Reconcile checks, enter financial information into auction software. In charge of Wrap Up Committee. (October – March)

Wrap Up Committee – Members will strategize with Finance Chair to coordinate any outstanding collections, thank you letters and assist other chairs with closing out auction items and purchases (March – April)

Advertising and Message Box Sales Chair – Strategize new sales ideas for family or business advertisements, track sales, coordinate advertisement submission. (October – February)

Auction Program Writer - Work to draft and create descriptions for auction items - both live and silent. Work with Silent and Live Auction Chairs to upload content and pictures for sales items. (December – March)

Slideshow Production - Create slideshow for evening of the Gala to include photos of children (to be provided) and strategize other ideas including use of video to highlight this year’s Fund-a-Need. (January – March)

Decorations Chair – Work with Gala Chairs to design and implement all décor for evening of the Gala. Manage Decorations Committee and decorating volunteers. Must be available for set up on March 9 – 10th. (January – March)

Decorations Committee – Work under the Decorations Chair to assist in designing, crafting, and implementing Gala evening décor. (January – March)

Children’s Class Photos – Work with photographer and coordinate parent volunteers at school to photograph children (November – December). Coordinate fulfillment of photo orders (February – March).

Fund-a-Need Chair – Work with Gala Chairs to develop new strategy for Fund-a-Need portion of the live auction. (January – March)