



McCarthy-Towne Auction 2012 Volunteer Form

The Annual McT Auction is taking place on Saturday, March 24th, 2012 and we need your help! There are many ways, big and small, to get involved. Come be part of a fantastic community of people and have lots of fun participating in a great MCT fundraising event.

Name: _____ Phone: _____ Email: _____

- Auction Vice-Chair:** Interested in taking the lead for the 2013 auction? Come and be a part of all the fun and excitement in planning this year's auction to see what it's all about!
Approximate Time Commitment: This position is way too much fun to count the hours!
- Business Donations Committee:** There is no cold calling. The businesses are sent a mailing and committee members then follow-up with calls and in-person visits to pick up the generous donations.
Approximate Time Commitment: 10 hours spread out from December through February
- Parent Donations:** The committee is responsible for collecting the parent donation paperwork and creating files that will be used the night of the auction. The volunteers for this committee will make phone contact with the parent community to encourage auction participation.
Approximate Time Commitment: 5 hours spread out from January through early March
- Classroom Projects:** A few volunteers are needed to assist with helping the students create the classroom projects in January and also to help assemble the classroom projects in February.
Approximate Time Commitment: 15 hours spread out from January through early March
- Communications Committee:** These individuals will help with the personalization of communications with donators, parents, faculty and the community. Responsibilities include writing notes and letters to our generous supporters and families.
Approximate Time Commitment: 10 hours in February through early March
- Event Design:** This group is responsible for decor assemblage according to the auction theme. This commitment involves a few creative sessions before the auction and/or room assistance on the morning of the auction.
Approximate Time Commitment: 15 hours spread out from January to auction day
- Raffle:** The raffle is a significant fundraising component of the auction. We need someone to coordinate the volunteers that will sell tickets for an hour or two at places like Roche Brother's and Donelan's on two weekends. We also need someone that will keep track of ticket sales.
Approximate Time Commitment: 10 hours spread out from January through early March
- Set-up:** This group will meet in Acton the morning of the auction to help load, deliver and organize all the donated items and set up the donations for auction night.
Approximate Time Commitment: 5 hours on auction day
- Auction Night Back Room:** This committee works in shifts on the night of the auction. Jobs include signing people in, tracking the auction bid sheets, data entry, and checking people out.
Approximate Time Commitment: 5 hours on auction night

Please return this form by **October 21st** to your child's teacher or the school office. Any questions please email Jill DeFoe (defoe@verizon.net) or Heidi Dalaklis (hm.dalaklis@verizon.net). Thanks!!