

2014-15 AUCTION TEAM

Auction Chair:	Allegra Storm
Auction Co-Chair:	Freedom Gassoway
Procurement Chair:	Tanya Chappelle
Class Project Manager:	OPEN
Compliance & Wrap Up:	Kristy Williams
Current Database Manager:	Jennifer Pond
Database Analysis:	Asia Haralson
Database Manager:	Jason Ratten
Description Writer:	Kristin Ratten
Event Set Up and Tear Down:	5-8 OPEN
Facilities:	Ken Puttman
Gift Basket Team:	3-4 OPEN
Graphics/Printed Materials:	Keli Hamilton
Invitation Manager:	Camrynne Six
Item Intake:	Kristy Williams
Item Pick Up:	3 OPEN
Live Auction Package Manager:	OPEN
New Opportunities Manager:	Kristin Ratten
New Opportunities Team:	Karen Nicholson
Packaging Manager:	Freedom Gassoway
Procurement Team:	Kristin Ratten, Jennifer Pond, Asia Haralson, (NEED 3 MORE)
Raffle Manager:	OPEN
SSA Donor Manager:	OPEN
Thank You Notes:	2 OPEN
Theme Chair:	OPEN
Web Manager:	Asia Haralson

Auction Volunteer Job Descriptions

Class Art Manager

The CAM will manage the class art projects, K-3rd with Kathy Mier and 4th-6th with homeroom teachers. This will involve setting dates for idea entry, budgets, and final production. It will also include item description collection from each teacher.

Gift Basket Team

A team of people is needed for assembling gift baskets the two weeks before the auction. This usually takes up to 4 hours. Gathering supplies, assembling baskets and taking pictures of baskets will be led by the Silent Auction Chair.

Item Pick Up

Need 3-4 people to pick up items as local businesses donate items that cannot be mailed.

Procurement

Procurement Chair: The PC will be responsible for managing the procurement calendar, facilitating the generation of new leads, communicating with item intake manager, packaging manager and auction chair.

New Opportunities Manager: The NOM will go after new opportunities based on ideas generated by procurement team and past data analysis.

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SSA Donor Manager: The SDM will approach and follow up with past donors from SSA. They will also be in charge of sending out communications soliciting help from SSA families based on the direction of other auction team members.

Live Auction Package Manager: The LPM will help facilitate and manage post auction any packages, i.e. Wine Country Tour, Hawaii Trip.

Raffle Manager: Will help procure and set up raffles, including running them the night of the auction.

Signage

Do you love to scrapbook and have lots of supplies? Then we need you the week prior to the auction to help Robin Herriott. This can be done from home.

Thank you notes

Hand written thank you notes need to be written and sent after the auction. This can be done from home.

Theme

Creative people needed to build upon this years classical literature theme. This will include working on decor and ambiance. You can be a part of multiple different areas from brainstorming ideas, to putting together centerpieces.

Upper School Student Manager

One Upper School parent is needed to work with the auction chair in the involvement of the Upper School. Specific involvement TBD.