

Volunteer Position Descriptions

- Auction Booth Worker:** Help bidders with questions about silent auction items, check for invalid bids, help close booth, bring completed bid slips and purchased merchandise to checkout.
- Checkout/Cashier*:** Present guests with purchase totals and collect funds.
- Cleanup:** Help prepare the auction areas for the next day.
- Food/Game Ticket Sales*:** Sell tickets to guests to be used for food and games.
- Food Setup and Service:** Prepare food before event and serve guests during Family Night.
- Game Attendant:** Supervise games run by the cadets.
- Hospitality:** Help guests with registration, coat check and Quick Check.
- Live Auction Worker:** Help during the Live Auction by spotting for the auctioneer or recording bids.
- Packers:** Help prepare items for guests to take home.
- Raffle Ticket Recorder*:** Record raffle sales by number and ticket type.
- Raffle Ticket Sales*:** Sell raffle tickets at a table or while circulating among the guests.
- Security:** Watch merchandise while workers are not around.
- Setup/Decorations:** Help set up booths and decorations, organize merchandise and bid slips.

**Thank you for joining us
for the 2010 STA Community Auction**

www.cadets.com/auction

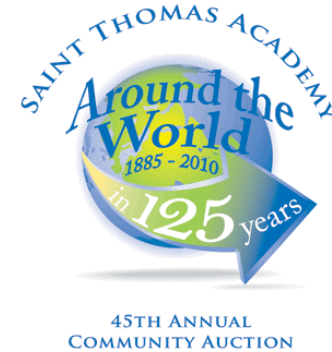
Please visit the Community Auction page of the STA Web site for more information on supporting the Auction, Silent and Live Auction items, sponsors and more.

REMINDER: If you plan to donate an item to the Auction, please contact us at auction@cadets.com by 2/15/10

Saint Thomas Academy

Cadet Incentive Phase II

Parent Volunteer Form



April 16-17, 2010

Points: _____

Company or Grade: _____

Name of Cadet:

Parent's Signature:

Cadet's Signature:

High School Students: Please return this form to your Company Commander by: 1/28/2010

Middle School Students: Please return this form to the Middle School Office by: 1/28/2010

Parents: Please be sure to turn in one form for each of your sons.

Please list adult volunteers

Volunteer #1

Name Day/Evening Phone E-mail

Volunteer #2

Name Day/Evening Phone E-mail

- Shifts are 3-4 hours
- Volunteer for as many shifts as you'd like
- Your specific shift times will be confirmed in late March.

* These volunteer positions require a credit check.

Auction Week Volunteer Opportunities

<u>Volunteer #1</u>	<u>Volunteer #2</u>	<u>Task and Time</u>	<u>Volunteer #1</u>	<u>Volunteer #2</u>	<u>Task and Time</u>
		<i>Thursday, April 15</i>			<i>Saturday, April 17</i>
_____	_____	Set up/Decorations: 11:00 a.m. – 2:00 p.m.	_____	_____	Set up/Decorations: 8:00 a.m. - 11:00 a.m.
_____	_____	Set up/Decorations: 2:00 - 4:30 p.m.	_____	_____	Set up/Security: 9:00 a.m. - 1:00 p.m.
		<i>Friday, April 16</i>			Set up/Security: 1:00 - 5:00 p.m.
_____	_____	Set up/Decorations: 9:00 a.m. - noon			<i>Evening shift 1 (4:30 p.m.)</i>
_____	_____	Set up/Decorations: 1:00 - 4:00 p.m.			Hospitality
_____	_____	Security: 3:30 - 5:30 p.m.	_____	_____	Auction Booth Attendant
		<i>Evening Shift 1 (4:30 p.m.)</i>	_____	_____	Raffle Ticket Sales*
_____	_____	Setup (food or games)	_____	_____	Raffle Ticket Recorder*
_____	_____	Auction Booth Attendant			<i>Evening Shift 2 (7:00 p.m.)</i>
_____	_____	Game Attendant			Live Auction worker
_____	_____	Hospitality	_____	_____	Transition Team Set Up
_____	_____	Food/Game Ticket sales*	_____	_____	Checkout/Cashier*
_____	_____	Raffle Ticket Sales*	_____	_____	Packers
_____	_____	Food Service			
		<i>Evening Shift 2 (6:30 p.m.)</i>			<i>Sunday, April 18</i>
_____	_____	Raffle Ticket Recorder*			Clean-up: 9:00 a.m. to noon
_____	_____	Checkout/Cashier*			
		<i>Evening Shift 3 (8:00 p.m.)</i>			
_____	_____	Clean up/Set up			

We would be happy to help wherever needed.
 Preferred shifts are:

Volunteer #1 Date: _____ Time: _____

Volunteer #2 Date: _____ Time: _____