

Bishop's Peak Elementary School

Auction Chair

Job Description/Procedures

Auction Chair—Responsible for the coordination and smooth running of the Silent and Live Auctions, which include overseeing the following: Collection of items, advertising, set-up, cashiering, follow up, and thank yous. (Works with Auction Chair Assistant throughout the process.)

Auction Co-Chair—Responsible for the collection, logging, and storage of items, in addition to the creation of sample gift certificates for display and bid sheets. (Works closely with two Auction Co-Chair Assistants during the week of the Carnival/Auction.)

Auction Chair Assistant—Works closely with the Auction Chair to handle responsibilities as needed (with the intent of moving into the Auction Chair position the following year). Assists with the coordination of the Live Auction.

Auction Co-Chair Assistants (2 volunteers)—Work closely with the Auction Co-Chair the week of the Carnival/Auction to combine items, if applicable (i.e., baskets), make sample gift certificates, create bid sheets, make sure all donations have been received, work with the Decorating Committee to place items on tables, assign consecutive item numbers (marked on item and written onto corresponding bid sheet), and determine minimum/incremental bid amounts.

Decorating Committee—Made up of three to five volunteers who handle table and linen rentals, table/linen set up Thursday prior to the event, hang signs, and do any additional staging/decorating deemed necessary. Assist with placement of Live Auction items (for display purposes) and Silent Auction items with corresponding bid sheets. Note: Producers Milk crates work well to give height to tables (10 is a good number). Call "Big Joe" at Producers to ask if we can borrow crates Thursday prior to Carnival (#471-0988).

Cashier Chair—Works with at least three designated Cashier Volunteers and three Runners to ensure the smooth check-out and payment of winning bidders.

Before the Auction:

- Get spreadsheet of all items from Auction Chair, print them out (listed by item #), and post on wall during Silent Auction (for Runners)

As Soon as Auction Closes:

- Runners collect bid sheets, bring them to cashier table, and start organizing them by item #
- Person beside Cashier reads off winner (last name first) and winning bid amount to cashier to enter into spreadsheet
- Bid sheets handed to third person to keep in numerical order for reference later if needed

At 8:00 PM (Cashiering Opens):

- People form a single line
- Cashier reads off what they won and total amount to person sitting next to Cashier, who writes the receipt
- Cashier marks person off as paid as they head to third person to turn in money
- After paying, they hand receipt to Runner who helps them get their items

After Auction:

- Go through bid sheets and spreadsheet to make sure all information matches
- Notify all winners who didn't pay/pick up item(s) Friday night

Auction Clean-up Crew—Four to six volunteers to assist with Auction clean up. Items not picked up that night are to be moved (along with corresponding bid sheet) to the Staff Room and placed on the bookcase by the window.

Auction Follow-up—All winning bidders who did not pick up and pay for their item(s) the night of the Auction are to be emailed (or called if no email available) with the items they won and the total due with request to bring in a check to the Office by the following Friday at Noon, and pick up their item(s). Any items still remaining by the Wednesday following the Auction will warrant a phone call to the winning bidder with the same request. Note: Any items NOT bid on during the Auction may be offered to staff members via the School Secretary.

Thank You Coordinator—Responsible for mailing or hand-delivering a thank you letter from Bishop's Peak Elementary School, including the school's tax ID #, to each business or individual (other than Bishop's Peak families) who donated to the Auction.