

Sub Committee Roles

Corporate Donations

- Send out request for donations to multiple corporations for the silent auction, outside of student canvassing zones
- Follow up with companies on donations and arrange delivery or pickup
- Use signed donation request letter, template available

Student Canvassing Packages

- Distribute student packages to groups of students
- Packages include area students are to canvas for donations to add to the silent auction, as well as signed donation request letters
- Decide on prize incentive for groups, ie first donation acquired, most donations from zone, donation that makes most money at the event

Silent Auction

- Track items collected
 - Corporate, student, family donations
- Coordinate package assembly and bid sheets
- Run silent auction
 - Set up tables and items
 - Supervise and answer questions
 - Collect bid sheets
 - Collect payment - obtain cash float from treasurer
- Send out thank you message via blog to all donors

Food

- Decide on what food and drinks to purchase for the evening
- Purchase all items needed for concession
- Set up of concession
 - Set up all food and drink
 - Obtain cash float from treasurer
 - Set up use of square
 - Supervise volunteers

Decorations

- Decorate the gym and hallway according to the theme decided on for MLK
- Take down decorations at end of night

Tickets

- Determine price of tickets as well as how to sell
- Track ticket sales
- Collect tickets with volunteers on event night

50/50

- Determine price of tickets
- Determine method of selling tickets
- Coordinate selling tickets night of
- Work with President to obtain raffle license
- Conduct ticket draw and coordinate with president and treasurer to pay winner

Volunteer Coordinator

- Organize parent volunteers for the evening
- Each parent requested to take a 30 min shift to cover areas such as silent auction, concession, ticket taking, etc.
- Send out sign up genius link with all shifts set out and ensure they are filled (previous sign ups available for template)