

**WESTMINSTER SCHOOL**  
**2018-19 SPECIAL EVENTS**  
*Volunteer Opportunities*

Please join in volunteering at Westminster School by checking the activities of interest to you. Return this form to **Jon Trudgeon** in the Development Office or **Emmery Frejo** in the Communications Office in the Middle School by **September 1<sup>st</sup>**. Your volunteer time is most appreciated. *Only (1) form per family is needed.*

Parent Name(s) Volunteering: \_\_\_\_\_ Cell#: \_\_\_\_\_

Home#: \_\_\_\_\_ E-mail: \_\_\_\_\_

**WESTMINSTER SCHOOL CARNIVAL**  
**Friday, September 14, 2018**  
**5:00 - 7:30 p.m.**

**140 adult volunteers are needed. Please sign up to work a shift.**

**Carnival Shift Volunteers**

\_\_\_ 4:45 – 6:15 p.m.

\_\_\_ 6:10 – 7:30 p.m.

\_\_\_ Flexible? Let us assign your shift time.

\_\_\_ Work both shifts

**After Carnival Volunteers**

\_\_\_ Clean up 7:00 – 8:00 p.m.

*Families in the Primary Division will be contacted to donate homemade baked goods for sale at the Carnival.*

**Posting of assignments will be in the Sept. 6<sup>th</sup> and Sept. 13<sup>th</sup> Thursday Notes.**

-----  
**WESTMINSTER SCHOOL AUCTION**  
**Saturday, April 13, 2019**  
**Location: Chevy Bricktown Events Center**

**Acquisitions:**

Work with committee members to solicit and acquire items for the silent and live auction. The acquisitions committee begins soliciting items in the fall and all work should be completed by January 31.

**CHECK HERE** \_\_\_\_\_

**Donate an Item:**

Would you like to be contacted by our Acquisitions Committee about donating an item to the 2019 Westminster Auction?

**CHECK HERE** \_\_\_\_\_

**(over for additional opportunities)**

## Class Projects:

Work with other parents in your child's grade to design and produce a class project for the auction. Division art teachers are helpful resources for ideas. All types of talents and skills are needed and appreciated.

\_\_\_ 3-Day \_\_\_ 5-Day \_\_\_ Kindergarten \_\_\_ First \_\_\_ Second  
 \_\_\_ Third \_\_\_ Fourth \_\_\_ Fifth \_\_\_ Sixth \_\_\_ Seventh \_\_\_ Eighth

## OTHER AUCTION COMMITTEES

COMMITTEE	DESCRIPTION OF DUTIES; TIMING OF WORK REQUIRED; NUMBER ON COMMITTEE	INTERESTED? CHECK HERE
<b>Auction Display</b>	Display silent and live auction items on the day of auction and assist in moving items to the Pick Up area the night of auction.  20 people needed.	
<b>Set-Up &amp; Arrangements</b>	Help setting up the event space the day of the auction. Including draping tables and setting-up various stations (such as the wine pull and registration areas).  15 people needed.	
<b>Games</b>	Help put the games together prior to auction night and help run the games at the Auction.  10-15 people needed.	
<b>Clean-Up &amp; Transportation</b>	Help clean-up after the event concludes. This primarily involves packing and loading items onto a truck for return to School.  8 – 15 people needed.	
<b>Pick Up Area</b>	Coordinate and distribute auction items purchased by donors.  8 people needed.	
<b>Raffle</b>	Coordinate distribution of packets and help with ticket sales on Auction night.  3-5 people needed.	
<b>Reservations</b>	Work the reservation table the night of the auction.  12 people needed.	
<b>Silent Auction Closers</b>	Pick up silent auction bid sheets when area closes and take to tabulators.  8 people needed.	
<b>Thank You Letters</b>	Write thank you notes to donors of merchandise.  15-20 people needed.	
<b>Tabulators and Cashiers</b>	Work the back office the night of the auction. Jobs include inputting sales information into the computer and act as cashier for Quick Pay and other purchases.  8-12 people needed. These volunteers also receive complimentary admission into the auction.	