



1931
ST. MARY'S HIGH SCHOOL
on the Frank J. Bommarito Campus

AUCTION VOLUNTEER FORM

Dear St. Mary's Parents,

The Legacy Gala Dinner Auction is St. Mary's most important fundraising event. Funds generated from the Auction keeps our tuition one of the lowest in the St. Louis area and provides tuition assistance to many of our students. Please save the date and plan to join us on **April 6, 2019** for the annual St. Mary's High School Legacy Gala Dinner Auction!

We need your assistance to make this event a success. Our goal is always **100% participation**. Please fill out the committee sign-up sheet and return it to the office.

Committee	Description
Acquisitions	Collect donations and certificates for Silent Auction baskets and Auction catalog.
Basket Makers	Attend basket making nights prior to the auction to create gift baskets.
Clean-Up	Help put the gymnasium back in order on Sunday after the auction.
Check-Out	Collect any final payments and hand out winning certificates.
Data Entry	Work with St. Mary's staff to enter donated items into Auction software.
Decorations	Create room decorations and centerpieces. Help set up two days before the Auction.
Dinner Service	Serve dinner, oversee student volunteers, and serve beverages.
Live Auction	Solicit and collect donations for Live Auction.
Parking Services	Arrange parking areas and keep parking lot secure.
Raffles	Help run the multiple raffles and sell tickets the night of the event.
Set-Up	Availability is needed during the day, Wednesday-Friday before the Auction to help setup auction display areas.
Silent-Auction Night	Help run the Silent Auction the night of event.
Volunteer Dinner	Obtain donations, organize and oversee volunteer dinner.
Welcoming	Greet guests, direct them accordingly, and hand-out bid packets.

For any questions regarding auction volunteering, please contact Christina Bianchi, Special Events Coordinator. Telephone: 314.481.8400 ext. 116 or Email: bianchic@stmaryshs.com

Name _____ Student Name _____

Email _____ Phone Number _____

Committee Interest(s) _____