**Volunteer Roles for SHW Silent Auction and Raffle Fundraiser**

(#) number of volunteers (not including Organizer)

**Pre – Auction Tasks:**

* Co-Organizer (1)
* Soliciting donations (All Board Members)
* Organization of Contributions including picking up or allowing drop off at your residence. Assist with organization of items into silent auction and raffle items, including preparation of themed baskets. Attend a “fundraiser team” meeting at the Boyles’ Vineyard to prepare and organize items. (3-4)
* Assigning values
* Printing of Bid Sheets

**Auction Tasks:** *Arrive at Turn Verrin around 3pm*

* Transportation of items to the event (1-2 depending on volume of items)
* Setup of tables and display of items (3)
* Sale of Raffle Tickets (2-3)
* Announcement of Winners of the Raffle (1)
* Monitoring of the Silent Auction Sheets and quick collection at the close of the auction (3)
* Announcement of Winners of the Silent Auction
* Collection of money (2)

**Post Auction Tasks**

* Invoices for people that don’t pay at the time (avoid this if possible)
* Return of non-sold items (1-2 depending on volume of items)
* Thank You notes