



VOLUNTEER POSITION DESCRIPTIONS

This is an overview of the majority of volunteer opportunities for The Key Event. Please note, ALL families are required to give at least 2 of their fundraising hours to The Key Event.

In reality, there are hundreds of opportunities and thousands of hours available that help enrich student and family life. If you are able, please be generous with your time. Port Catholic is what we make it. Thank you in advance for your time and generosity. It should be a great year!

■ **Communications & Promotions**

Description: ■ This position involves promotion and communication of The Key Event. Includes written and visual pieces, posters, event signage, banners, etc. Works with Marketing, co-chairs, & book designer. Responsible for merging spreadsheet data with letters, forms, etc. Graphic/Excel/Word knowledge necessary.

■ **Corporate Underwriting & Table Sponsor Sales**

Description: ■ Involves soliciting underwriting commitments for event areas, securing cash donations, and securing corporate event sponsorship.

■ **Advertising Coordinator**

Description: ■ Involves coordinating/tracking all corporate, underwriting, & individual ads for inclusion in auction book and thank yous. Requires ad proofing and verification with book designer.

■ **Club & Scout Acquisitions**

Description: ■ Involves contacting all PC related clubs and scout groups for Key Event donation, submitting donor forms, and follow-up.

■ **Sports, Collectibles, & Men's Items Acquisitions**

Description: ■ Involves mailing solicitation letters or in-person ask for Key Event donation, submitting donor forms, and follow-up.

■ **Home & Garden Acquisitions**

Description: ■ Involves mailing solicitation letters or in-person ask for Key Event donation, submitting donor forms, and follow-up.

■ **Travel & Leisure Acquisitions**

Description: ■ Involves mailing solicitation letters or in-person ask for Key Event donation, submitting donor forms, and follow-up.

■ **Kids' Items Acquisitions**

Description: ■ Involves mailing solicitation letters or in-person ask for Key Event donation, submitting donor forms, and follow-up.

■ **Dining Acquisitions**

Description: ■ Involves mailing solicitation letters or in-person ask for Key Event donation, submitting donor forms, and follow-up.

■ **Item Phone Call Follow-Up**

Description: ■ Involves helping acquisitions with follow-up phone calls if needed.

■ **Item Pick-Up**

Description: ■ Involves driving and picking up items when needed for committees. Communication with acquisitions and item coordinators is required.

■ **Event Decorating**

Description: ■ Involves creating/acquiring decorating theme items, picking up items, table centerpieces, decorating ballroom, tent passage way and tent on set-up days.

■ **Thank You Committee**

Description: ■ Involves picking up advertising & donations receipts and sending thank you letters. This is a weekly job, which increases in volume closet to the event. This is a time sensitive job.

■ **Auction Set-Up**

Description: ■ Involves transferring items & supplies from school to hotel, setting up tables, arranging items, hanging signs, and all other aspects of event on-site preparation.

■ **Night of Banker**

Description: ■ Involves such jobs as inputting all winning bids into auction software, printing our receipts, running credit cards, processing payments, end of night balancing, coordinating certificates with runners, etc. Includes mandatory training class prior to event.

■ **Night of Worker**

Description: ■ Involves such jobs as: greeter, registration, raffle ticket sales, auction table closers, runner, pulling bid sheets, delivering receipts, champagne raffle, and other night of tasks.

■ **Set-Up/Technical Support**

Description: ■ Involves coordinating electrical, generators, and heating for tent. Heavy lifting, hanging ceiling banners, and trouble-shooting jobs. Must be available all day Friday before the event and possibly Saturday AM.

■ **Clean-Up & Event Item Transportation**

Description: ■ Involves packing up decoration, bank, signs, props, etc. and transporting back to St. Peter’s storage room. Great opportunity for high school kids!!

■ **Auction Party Host**

Description: ■ Host a party for your child’s class, grade, or for your friends to benefit The Key Event. Party proceeds can go to underwrite a specific area of the event. What a great excuse for a baseball playoff party or a Packer party.

■ **Underwriting Opportunities**

Description: ■ If you would love to financially support The Key Event, but don’t necessarily host a party to do it, simply let us know what area you would be interested in supporting. Event signage, community recognition, and banner recognition is available depending on underwriting level.

■ **Other Ways to Help the Key Event**

Below are a number of Key Event actions that translate to time. Many of these can be done at any time of the year. In many instances, it is as simple as asking for a donation at a business you frequent or your place of employment. If you are not “officially” on one of the Key Event committees, here are a number of ways to help The Key Event:

- Sell 15 raffle tickets 1 hour
- Bring in a solicited donation 1 hour
- Bring in underwriting for the event..... 1 hour
- Sell an ad for the event 1 hour
- Bring 2 non-school family guests to The Key Event..... 1 hour
- Host a Key Event Party 8 hours

Help us make this year’s event a huge success! Thanks in advance for your help.

