



VOLUNTEER DESCRIPTION

Position Title	Silent Auction Attendant	Team	Volunteer Committee & Fundraising Committee
Reports to	Fundraising Coordinator	Responsible for	Assemble and monitor silent auction items for viewing
Volunteer duration & time	Refer to Sign-Up Genius		

POSITION SUMMARY

The **Silent Auction Attendant** will prepare the silent auction baskets and items for viewing and monitor the items for security.

TASKS

	It is the volunteer's responsibility to sign-in and sign-out on the "VOLUNTEER SIGN-UP" form.
	Set up a table (with chairs as necessary) and signage as per event layout. Refer to the "EVENT MAP" specific to the rink. IE: Ladner Leisure Center Winter Ice show layout.
	Obtain items for silent auction from Fundraising Coordinator and display creatively. Obtain re-useable posters/ signage from Volunteer binder to display.
	Obtain from "VOLUNTEER BINDER" or print in advance "SILENT AUCTION BID SHEET" and place in front of each item. If necessary, obtain bid information from Fundraising Coordinator and ensure the information is correctly translated. All silent auction information should be included on bid sheet.

	The volunteer may need to relocate the table and auction items during the event for visual presence. IE: Moved from lobby to another prominent area once Ice Show performance begins, refer to "EVENT MAP"
	Monitor the silent auction items to ensure their safety. Do not leave items unattended.
	When the silent auction time expires, volunteer shall hand over all "SILENT AUCTION BID SHEET" to the Fundraising Coordinator who will then hand it to the MC.
	As the MC announces the successful bidder, the volunteer can relinquish the items upon confirming payment. Club Administrator to confirm.

EQUIPMENT REQUIREMENTS



- "VOLUNTEER BINDER" located in Coach's room which includes re-useable poster/ signage
- "SILENT AUCTION BID SHEET" filled out with all information
- Volunteer badges supplied by Volunteer Committee at event
- Table and chairs located at event location nearby
- Event Plan supplied by Volunteer Committee at event
- Bid items to display