

BIDS FOR KIDS BENEFIT AUCTION

VOLUNTEER OPPORTUNITIES

Bids for Kids
36th Annual Benefit Auction

Saturday, March 3, 2012
Hilton Lisle-Naperville 3003 Corporate West Drive



CALLING ALL LITTLE FRIENDS VOLUNTEERS

The 36th Annual Bids for Kids Benefit Auction will be held on Saturday, March 3, at the Hilton Lisle-Naperville, 3003 Corporate West Drive. We hope you will join us for this exciting event!

The Bids for Kids Benefit Auction is one of the agency's largest fundraisers, and typically raises more than \$100,000 each year to support our programs and services. This year's event will take you back in time to the Roaring 20's, and offer you a glimpse into the world of jazz, flapper girls and all the glamour and glitz of the Cotton Club. Festivities will include cocktails, dinner, raffles, silent auction and a rousing live auction. Guests will also enjoy dancing and entertainment.

WE NEED YOUR HELP

The Auction Committee is currently seeking volunteers to assist with this year's auction. If you are interested in volunteering, your help would be greatly appreciated. All volunteers receive free admission to the Auction and meals in the Volunteer Room.

Volunteers are needed to assist with:

AUCTION DAY PREPARATION:

SET UP VOLUNTEERS

Duties: You will help to set up items for the silent auction, assist with decorating and hang event signage.
Time Commitment: 9 a.m.-1 p.m. Attire: Casual (jeans)

AUCTION NIGHT

SECURITY VOLUNTEERS

Duties: You will be responsible for keeping an eye on the auction items between the time that set-up has been completed and the event begins. Additional security volunteers will also be needed during the event.
Time Commitment: Shifts Available: 1-5:30 p.m.; 5:30-10:30 p.m. Attire: Black shirts and black pants or dress attire

TICKET SELLERS

Duties: You will be asked to roam throughout the auction area selling tickets for the Gift Basket Raffle and Best of Live Raffle. Time Commitment: Shifts Available: 5:15-9:10 p.m. Attire: Black shirts and black pants

BALLROOM VOLUNTEERS/ RUNNERS/STAGE ASSISTANTS

Duties: You will assist with tracking winning bids on live auction items, delivering red roses to winning bidders, showcasing items and delivering receipts to the cashier station. Time Commitment: 7-10 p.m. Attire: Business attire

SPOTTERS

Duties: You will be assigned to monitor a section of the audience during the live auction. Spotters will need to shout when a guest places a bid, alerting the auctioneer of the bid. Seeking high-energy people with enthusiastic voices. Time Commitment: 7-10 p.m. Attire: Business attire

SILENT AUCTION TABLE VOLUNTEERS

Duties: Once the silent auction closes, you will be responsible for tearing off the top bid sheet for each item, making sure that no additional bids are placed. Time Commitment: Shifts Available: 5-11 p.m. Attire: Business attire

VOLUNTEER ROOM SUPERVISORS

Duties: You will help to oversee volunteer activity during the Auction by supervising volunteers, teens and adults, throughout the evening. Duties include checking-in volunteers, distributing and collecting supplies and answering questions, among others. Time Commitment: 5-10 p.m. Attire: Business attire

All volunteers will receive dinner and free admission to the Auction. Before or after your shift, you are welcome to enjoy the night's festivities. We ask that volunteers refrain from visiting the Open Bar. Spouses, friends and adult family members are also invited to volunteer. Older children may help with set-up if accompanied by an adult.

For more information or to volunteer, please contact Renee Miklosik, Manager, Special Events & Volunteers at (630) 281-1882 or rmiklosik@lilfriends.com by FRIDAY, FEBRUARY 17. You may also return the form below to the Little Friends Administrative Building at 140 N. Wright Street, Naperville IL 60540. Thank you for helping to make this year's auction a success!



YES, I WOULD LIKE TO VOLUNTEER AT THIS YEAR'S BIDS FOR KIDS BENEFIT AUCTION

Name: _____

Program/Organization: _____

I am: A staff member A family member of a Little Friends student/client A community member

Daytime Phone: _____ Evening Phone: _____

E-mail Address: _____

Address: _____

City: _____ State: _____ Zip: _____

FIRST CHOICE: Volunteer Role _____ Shift: _____

SECOND CHOICE: Volunteer Role _____ Shift: _____

Have you volunteered at the auction before? Yes No

My schedule is flexible- I can work any shift necessary I would like to bring additional volunteers (please include ages if under 18): _____

PLEASE RESPOND BY FRIDAY, FEBRUARY 17. Thank you! You will be notified one week before the auction of your volunteer duties. If you have any questions, please do not hesitate to contact Renee Miklosik at (630) 281-1882 or via e-mail at rmiklosik@lilfriends.com