**PRE-EVENT VOLUNTEER MEETING**

There will be a volunteer meeting at Sean’s house (308 E 120th Ave., Tampa, FL 33612) to prepare things for BFR. We need shirts sorted and folded. We need to inventory and organize all silent auction and raffle items - including categorizing, pricing, packaging and filling out silent auction forms as well as preparing winner posterboards and labeling raffle bags. We need raffle tickets pre-torn.

We are looking to have about 10 people or less (because that's all my house can fit). If you can't come to this meeting, that is okay.

Please let us know if you plan on volunteering at the event via e-mail or facebook.

We still need help at the event with set up and take-down at the actual BFR event on May 25th. Sean (BFR Coordinator) will be there at 2pm to start setting things up, as the event starts at 5:30pm.

I will have pizza, snacks and some soda for anyone that comes.

RSVP on facebook - <https://www.facebook.com/events/208286186628561/>

**DISNEY TICKETS**

Walt Disney World has changed how they donate tickets - it is not based on offering family volunteer opportunities...so if you’d like to sign up your family as interested in volunteering at our event (you don’t necessarily have to commit to coming), please do so at the following link. It will help is to get Disney tickets for our event. Kids over the age of 10 are a plus.

<https://www.allforgood.org/projects/R8OGm68M>

**VOLUNTEER INFORMATION**

Thank you for volunteering for this year’s Bowling for Rhinos. There are a number of tasks during the event that you may be assigned and those are described below. A lot of the event is setting everything up (which will be happening from 2pm until the event starts at 5:30pm) and taking everything down (when the event ends around 9:45pm).

**Registration (Sean Ramsdell, plus 1 or 2 additional volunteers)**

The most important thing for Registration is to record everything!!! Our records are really important in tracking the money we raise, where it came from and reporting our event to National afterwards.

Materials

* Two tables – though this may change if we can have it where we had it last year (cubby)
* Chairs as needed
* Laptop? Document?
	+ - Lane assignments
		- Pre-registrations
* Cash box
* Bracelets (for shoes)
* Drink coupons (for full lanes)

Tasks

* Ensure smooth arrival of participants
* People may be preregistered, but in order to facilitate the flow of the line, we might not have 2 separate lines – it always kind of depends on the night of
* Are you preregistered?
	+ - Yes -> information will be on laptop/document, give them their items and lane assignment(s)
		- No -> go to the next person/step
* Are you bowling, buying a shirt or both?
	+ - Both
			* Here they are…which size? Which color? We will have a hanger with the shirts on them, so hopefully they already know.
			* What time for bowling?
			* Assign lane
			* Take payment
		- Bowling only
			* What time for bowling?
			* Assign lane (Bowling with more people? Preferences?)
			* Take payment
		- Shirt only
			* Here they are…which size? Which color?
* Answer questions
* Explain raffle and silent auction
* Some people may want to buy raffle tickets there – we usually tell them to go to the raffle room, unless we are not busy

**Shirts (Morgan Lashley – 1 additional)**

Materials

* Shirts
* Pre-purchases
* List to fill out sales (on laptop or document)

Tasks

* Work with registrar to obtain shirts for participants
	+ Pre-purchases (in separate box)
	+ Walk-ins (other boxes)

**Silent Auction & Raffle (Christy Layton – at least 2-3 additional)**

**Raffle Rules**

Silent auction will end at 9:00.

Raffle will end at 9:15 - you need to be present to win (if leaving, you may give your tickets to a friend who will claim your prize for you).

We will have 3 clipboards, EVENS/ODDS/LETTERS, where people can write their name on the clipboard and be assigned a letter or number, and then they only have to write that letter/number on their tickets. One clipboard will be at Registration, the other 2 will be in Auction/Raffle room or roaming.

You keep the "Keep This Coupon" side of the ticket to verify a match.

*Prices – 1 for $1 – 6 for $5 – 12 for $10 – 30 for $20*

Materials

* Sheets for items – hopefully, most of them will be filled out this year
* Items up for auction
* Pens
* Tablecloths
* Tables as needed
* Chairs as needed
* Raffle tickets
* Cash
* Apron
* Clipboards with evens/odds/letters

Tasks

* Coordinate set-up of silent auction room (tables, chair, items)
* Ensure all items have proper paperwork
* Keep valuable items in safe place
* Watch over items, answer questions as needed
* Ensure safety of items and participants
* Work with BFR Coordinator to ensure smooth auction
* Coordinate winners/items/payments at end of auction (Silent Auction ends at 9pm)
* Sell raffle tickets
* Answer questions about raffle
* Draw winners at end of raffle and facilitate giving prizes to winners (Raffle ends at 9:15pm)

Most items should already be assigned to the raffle or silent auction – we may have a few items come in the day of the event that will have to be taken care of.

Once Silent Auction is set up, we don’t need too much help until the end to collect money and coordinate sales

At least 3 people selling raffle tickets – Christy and 2 more (1 of which should have access to Paypal Here – need to install the app)

Christy will be stationed inside the auction/raffle room.

Auction/Raffle close – 4 people (Christy Layton/Sean Ramsdell/2 additional)

* Need Paypal Here
* Record everything
* 2 people for auction – accepting payments, handing out items, recording information
* 2 people for raffle – drawing winners, posting it on large posterboards, once all winners are drawn and posted, the items may be given out
* Some items require us to get information – like the PRP Wine Tasting

**Announcer**

* Make announcements on bowling alley audio system