**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 3:30pm until the event starts at 6:30pm) and taking everything down (when the event ends around 9:45pm).

**Set-up (everyone available)**

* Hang banners in appropriate locations – marking Registration, Silent Auction, Raffle, etc.
* Setting up registration/pre-registration areas
* Setting up raffle/silent auction room

**Preregistration (3 volunteers)**

Materials

* Tables and chairs as needed – probably going to be in the cubby (last year’s location)
* Chairs as needed
* **Main Document** with all the details
	+ - Names
		- Shirt orders
* **Lane assignment document**
* Cash box
* Bracelets (for shoes)
* Drink tickets (for full lanes) – **THE SINGLE BLUE TICKET**

Tasks

* Ensure smooth arrival of participants
* **Check off when people are there – both on preregistration life, and lane assignments**
* Give them all their materials – drink ticket (if lane is full), shoe bracelet, lane assignment and shirts
* If anyone asks for raffle tickets, direct them to one of the mobile sellers

**Walk-In Registration (3 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. The table below is available for every walk in – look it over, ask questions before the event, fill it out!

* Assign lane
* Keep track of payment methods/totals
* 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 (separate clipboard with DOUBLE LETTERS available)

**Silent Auction & Raffle (5 volunteers)**

**Raffle Rules**

Silent auction will end at 9:00.

Raffle will end at 9:30 - 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 4 clipboards, EVENS/ODDS/LETTERS/DOUBLE 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 3 will be in Auction/Raffle room or roaming.

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

EXTRA DISNEY TICKET RAFFLE: for those that spend $50 or more on raffle tickets, they are eligible to be entered in a separate raffle for 2 Walt Disney World Park Hopper Tickets. As long as the records are kept by the ticket sellers, Sean will be in charge of selecting this winner once the main raffle has closed at 9:30pm – no special ticket is needed for the extra raffle.

Please indicate how the person paid, how much they spent, and if they are eligible for the Disney raffle.
If someone comes back and spends more, just one-line-cross-out the old total, and update the new total spent.

*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/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 9:30pm)

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.

Please be respectful to all AAZK officers, volunteers and guests. It is a busy and stressful night, but we are representing our organization and must maintain our professionalism. If any issues arise, please contact Sean Ramsdell, BFR Coordinator, as soon as possible – 978-257-1785.

Once Silent Auction is set up, we don’t need too much help until the end to collect money and coordinate sales. We do need to monitor the room and answer questions. It is important at the end of the auction to turn all the sheets over when the coordinator calls “time.”

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