

Project Data Sheet
A Chocolate Affaire @ The Carolina Club
February 13, 2005

Primary Purpose

To assist the Cornucopia House with their annual fundraiser.

Description: Fundraiser for the Cornucopia House Cancer Support Center. We will be volunteering for the silent auction and assisting with set-up and other various activities. Dress: Business casual, wear a Jaycees nametag/badge if you have one. Let the CD VP know by 2/8 meeting if she needs to make one up for you.

Goals

Goal A: We will provide the manpower to set-up, run, and break down the materials for the silent auction.

Goal B: Involve approximately 6 Jaycee members.

Goal C: Activate 1 members.

Goal D: Involve 1 guests in the project.

MANPOWER	Name	Daytime Phone	Evening Phone	Email
VP	Charlene Bass			CommunityDevelopmentVP@chapelhilljaycees.org

Materials (List all materials that are necessary to conduct this project)

Item	Source of Donation or amount spent
Sign up sheet	CD VP
Name tags	CD VP
Directions to the event	CD VP

Contact Info (List contact info for any individuals who helped with this project)

Name	Email	Phone number	Role in project
Charlene Bass, CD VP	n/a	n/a	Chairperson Contacted Trisha House to coordinate volunteer opportunity
Trisha House	houser_tl@yahoo.com	929-0794	Volunteer Coordinator, The Cornucopia House
Marcia Friedman	marcia@huckie.com	933-2339	Volunteer Coordinator, The Cornucopia House
Becky Carver			Executive Director, The Cornucopia House

Time Line (check when these tasks have been scheduled/include date):

	<u>Scheduled</u>	<u>Actual</u>
<input type="checkbox"/> Date of project established.	2/13/05	2/13/05
<input type="checkbox"/> Schedule presenter	Charlene Bass, CD VP	Varied
<input type="checkbox"/> Initial abbreviated PDS approved by the VP in charge.	N/A	N/A
<input type="checkbox"/> Project put on website calendar.	Jan. 2005	Jan. 2005
<input type="checkbox"/> Announce at General Membership Meeting.	2/8	2/8
<input type="checkbox"/> Information sent out on email lists (e-newsletter & Yahoo Group).	Newsletter: included the week of the event or as dictated by the CD VP Yahoo!Group: It was not announced via the group this year.	Same
<input type="checkbox"/> Final abbreviated PDS approved by the board.	N/A	N/A
<input type="checkbox"/> Wrap-up at General Membership Meeting	Meeting directly following event	No Wrap-up

Evaluation of Goals

Result A: We accomplished this goal by providing the manpower to set-up, run, and break-down the silent auction.

Result B: 3 members attended; 50% of goal.

Result C: 0 new members; 0% of goal.

Result D: 0 guests attended; 0% of goal.

Helpful Information for future chairs

Be sure to contact the volunteer coordinators; Becky Carver, the ED, preferred that we “just come” to the auction rather than volunteering for it.

The following was the volunteer instruction sheet from the event.

A Chocolate Affaire – 2005

Volunteer information

Thanks for volunteering for *A Chocolate Affaire* this year. We can't do this without you and count on your help to make the event a success in every way.

When you arrive on Sunday, read “Auction Guidelines and Order of Events,” “Reminders,” “Checkout Guidelines,” and “Disclaimer” near the front of your program.

Read ALL of *this* information, even if it is not your job assignment. Participants may ask your help. Highlights from the program and ADDITIONAL INFORMATION FOR YOU follow.

Each person attending *A Chocolate Affaire* will be asked to sign in with their name, address, and phone number and will be assigned the bid number which will be on the back of the program – VOLUNTEERS TOO!

Each auction item will have a number and accompanying bid sheet. That and the bidder numbers will be used to determine who wins/pays for each auction item.

TABLE VOLUNTEERS AND CAPTAINS

- Familiarize yourself with your items and others, especially those relatively near you.
- People should write their bid number (*not name*) and the dollar amount on the item bid sheet.
- VOLS check to make sure minimum bids and increases are being followed. If you see someone has NOT followed the minimum bid increase, point it out to person. If person has moved away and you don't know who it is, mark through their inappropriate bid and put little note saying see minimum increase.
- If an item has not received any bids by 2:45 pm, let the Table Captain know.
- TABLE CAPTAINS notify auction coordinator if items are not moving. She will decide about lowering opening bid or minimum increase.
- If someone is interested in a particular item, encourage him or her to bid on it and to check out similar/like items that you know of at other tables.
- If someone is bidding on an item and you know they have been outbid, be sure to tell that person if you see him or her walk by again.
- Table captains will let you know when it's a good time for you to take a SHORT break. We really need you at the tables during AND after bidding.
- As sections close, VOLS highlight winning bidders' numbers.
- Table captain and assistant will record information on chit sheets (these are forms in triplicate that are perforated and when torn apart are about the size of receipts at the bottom of many restaurant checks).

****TABLE CAPTAINS and ASSISTANTS – for each item, write the WINNING BIDDER number on the chit sheet, the ITEM number and the \$ AMOUNT of the winning bid. As a chit sheet is filled, ask one of your area volunteers to take it to the check out area. THE BID SHEET REMAINS AT THE TABLE WITH ITS ITEM.**

AFTER the paperwork has gone up front, TABLE VOLS continue to monitor tables, where they confirm an individual's bid number (it's on the back of person's program) before winning bidder takes his/her item. Bid sheets REMAIN at the table until the end for TABLE CAPTAINS to collect.

As items are picked up, TABLE CAPTAINS collect bid sheets to put in numerical order and then put into big manila envelopes that are provided to you. When all your items have been picked up, give the envelope to Joan Boone.

CHECK-OUT VOLUNTEERS

We'll have 2 boxes with cubbyholes numbered 100-199 and 200-299. We will have more than 200 bidder numbers assigned so the cubbyholes "double up." The box with 100-199 will cover bidder numbers BEGINNING with an odd number (100s, 300s, 500s) and the 200-299 will cover bidder numbers BEGINNING with an even number (200s, 400s, 600s).

Therefore, if it turns out that bidder numbers 101, 301, and 501 all actually have winning bids, their chits will all go in cubby number 101. (Professional auctioneer assures me this is not a problem. You just have to look carefully at the winning BID number before totaling amount owed.)

As chit sheets come to you, tear apart the chits, keeping triplicate forms together. Place chits in cubbyholes by winning BID number (NOT item number). When all the tables are closed and you have all the chit sheets in cubbyholes, begin to total them.

There will be three people taking money – two lines for checks/cash and one for credit cards.

ADDITIONAL VOLUNTEERS work with people waiting in checkout lines. These vols ask one person at a time for their bid number and ask them to make their check out to Cornucopia House. While they do that, go see what chits exist for them, total and go back with amount for them to write onto check.

HAVE FUN and THANKS, AGAIN!