

2011-2012 BVNW All School Fundraiser  
**Boost Up! Northwest**

**Student Volunteer Opportunities**

**Friday, November 11, 2011**

**Set-up Auction Tables (Gym) Still Need 1** **5:00 – 8:00 p.m.**  
Need **15 students** to help set up tables and equipment in the gym for the auction.  
*\*Specific auction items will not be delivered and set-up until Saturday morning.*

**Saturday, November 12, 2011**

**Set Up & Decorations (shift 1) Still Need 1** **9:00 a.m. - 11:00 a.m.**  
Need **10 students** per shift to help with set up and decorations, and other tasks as directed. Decorations team needs help to put lights up, fold napkins and tie them, put all the linens on the tables, other decorations etc. Auction team needs help to unload items from vehicles with carts and take items to gym. Parent volunteers will direct students to correct auction table for items.

**Set Up & Decorations (shift 2) Still Need 4** **11:00 a.m. - 1:00 p.m.**  
Need **10 students** ... *(Same description as shift 1 above)*

**Greeters Need 1** **5:00 – 6:00 p.m.**  
Need 4 students to greet guests and direct to coat check and check-in area.

**Coat Check** **\*\*CHEERLEADERS\*\*** **5:00 – 10:00 p.m.**  
Need 5 students to manage the coat check area during the evening of the event.

**Serve Dinner Still Need 37** **6:15 p.m. - 9:30 p.m.**  
Need **50 students** to serve dinner, beverages and dessert to guests at their assigned table(s). Clear tables and other help as directed. *(Training THURS, Nov 10 8:00AM in Room 505)*  
*\*Note: As this is a fundraiser for our school, meals will only be provided to adult guests paying for dinner/auction; student volunteers should eat before coming to work their shift(s).*

**Check-out and Clean-Up Still Need 10** **9:00 p.m. - 11:00 p.m.**  
Need **25 students** to help transport auction items to cars, break down tables, put carts/equipment away, take down decorations, and general clean-up at the end of the evening. *(Training 8:45 – 9:00 meet near front doors of Gym)*

**Post-event Follow Up**

**Thank You Notes Still Need 8** **Complete by (date TBD)**  
Need **10 students** the week following the event to complete handwritten Thank You notes to business/corporate donors. We will provide note cards, sample content for message, and mailing labels.

If you can help in one or more of these student volunteer opportunities, go to the BVNW Parent Booster Club Website ([www.bvnw.org](http://www.bvnw.org)); under Fundraisers, select **ASF Volunteer Sign-Up** and complete the **Online Sign-up Form**.