

St. Mary School Blue and White Auction Committee
Bylaws, Policies and Procedures

I. Name:

The name of this organization is The St. Mary School Blue & White Auction Committee (The Committee). The Committee is a non-profit, non-political, non-partisan fellowship that, in cooperation with the pastor, principal and School Advisory Board, is committed to supporting St. Mary School in Gilroy, California.

II. General Purpose:

- A. In cooperation with the pastor, principal, and School Advisory Board, The Committee shall raise funds, via a silent/live auction, casino, or other fund-raising function for St. Mary School that will benefit various areas. Those areas are defined as, but not limited to:
1. School Operating Budget – funds given to the operating budget help defray administrative costs and overall operational costs.
 2. Special Fund -- each year, a representative from The Committee, along with the Development Committee, shall determine a special need within the school (i.e., new desks, library resources, technology upgrades, etc.).
 3. Endowment Fund – provides for the long-range financial stability of the school and helps to keep tuition affordable for all who desire a Catholic education.
 4. The Auction Committee shall recommend, on a yearly basis, a portion of the Auction proceeds to be designated for the School Operating Budget. This amount will be determined by the School Advisory Board with concurrence of the Principal.

III. Committee Members and Qualifications

- A. The Committee consists of one General Chairperson and a General Co-Chairperson. Committee responsibilities/job descriptions/policies and procedures are included as "Attachment A." The Committee recommends a Chairperson & Co-Chairperson for each of the following sub-committees: Finance, Live Auction, Silent Auction, Procurement, Publicity, Sponsorship, Cuisine, Inventory, Data Input, Reception, Decorations, Prize Distribution, Classroom Theme, Volunteer Coordinator, Catalog, and Reservations.
- B. The General Co-chairperson shall become the General Chairperson for the following year.
- C. The Co-chairperson for each sub-committee accepts responsibility for chairmanship of that sub-committee for the following year.
- D. The General Chair/Co-Chair must be approved by the School Administration.
- E. In order for a General Chairperson to be presented to the School Administration for approval, the candidate must first serve as a past General Chairperson, a General Co-Chairperson, or a Chairperson of a sub-committee].
- F. The prior year's Chair will act as an advisor to the Committee, as needed.

IV. Duties of Chairpersons

- A. The General Chairperson shall guide and oversee all sub-committee chairpersons and is responsible for the overall management and outcome of the Blue and White Auction.
1. The General Chairperson shall present plans to the sub-committee chairs for review and shall present reports to the general membership.
 2. The General Chairperson will call a general meeting, to be held in September, October, January, February, March and April (or until the Auction date), and ending with the wrap-up meeting following the Auction.
 3. During the planning process the General Chairperson shall, as needed, attend monthly School Advisory Board meetings to provide an update for the Advisory Board. A final Auction Financial Review is to be presented at one of the two School Advisory Board Meetings that immediately follow the Auction.
 4. The Chairperson shall ensure that budgets are being adhered to and enforce budget / spending restrictions.
 5. The Chairperson shall attend, upon request, Development Advisory Council meetings.
 6. The Chairperson shall wrap-up all auction business prior to handing over the function to the incoming Chairperson. This shall include:
 - all disbursements/checks cut to cover all expenses incurred.
 - ensure that an inventory list has been completed and handed over to the incoming chair. This list shall include all past inventory as well as all newly-acquired inventory for the current year, as well as where the inventory can be located. (See details under Inventory Chair position).
 - A list of all auctioned items, the price at which they are auctioned, and the cost incurred for each auctioned item (i.e., gift certificates, hotel rooms, etc.).
 - a complete a list of all auctioned items and the successful bidders name, date of activity, if available, that will require decorations, services, etc. (i.e., VIP Dinner, Spaghetti VIP Dinner, Reserved Parking Place, VIP Seating for Graduations, Advent Program, etc.)
- B. The Committee Chairpersons shall oversee their specific Committee and give updates, as requested, by the General Chairperson.
1. Each sub-committee Chair or Co-Chair shall inform the General Chair of all activities, via an update at each monthly Committee Meeting.
 2. Each sub-committee Co-chair shall assist their respective chairperson as appropriate, and be appropriately prepared to act as the committee chairperson for the following year.

V. General Policies and Procedures

- A. The Committee shall adhere to all rules and regulations set forth by the Diocesan Council or any of its divisions and shall act in a manner that exemplifies the values of St. Mary School.
 1. The Committee shall meet once a month beginning in September, and ending with a wrap-up meeting following the Auction.
 - a) The Chairperson and Co-Chairperson for each sub-committee shall attend each meeting. If both cannot attend, one shall be in attendance. If three (3) consecutive meetings pass without representation from either a sub-committee Chairperson or Co-Chairperson, without adequate cause, the General Chairperson may declare that position open and assign a new committee Chair and/or Co-Chair for that sub committee.
 2. The membership of The Committee may petition to remove any Chair or Co-chair through a 2/3 majority of present active committee members, at a general meeting.
 3. All active Committee members present at any given meeting shall constitute a quorum.
 4. All new members of The Committee shall receive, review, and adhere to these Policies and Procedures.
 5. The Principal of St. Mary School is the only representative that may enter into a contract with an individual or company on behalf of the Blue and White Auction.

VI. Finances

- A. The financial goal established by The Committee, in conjunction with The School Advisory Board, shall be presented at the first General Meeting.
- B. All funds raised or expenses incurred by The Committee shall be clearly accounted for by the Finance Chairperson and made available for review by the Principal, School Advisory Board, and general committee upon reasonable request.
- C. All requests for reimbursement of expenses must be accompanied by a receipt. No exceptions will be granted without the written approval of the General Chairperson. All reimbursement requests must be submitted no later than one week after the conclusion of the Auction. No exceptions will be made, as the Accounting Books will be closed after the aforementioned deadline.
- D. The General Chair and Finance Chair shall present a draft final financial report to the School Advisory Board at the School Advisory Board meeting following the Auction.
- E. All monies raised through the Auction shall be turned over to the Auction Finance Chair and placed in a designated Auction account.
- F. The Committee shall ensure that adequate funds remain in the account for the following year's start-up budget. A guideline of \$5,000 has been established, which shall cover venue deposit, VIP table, printing costs, etc.
- G. After meeting all financial goals and commitments, and with adequate funds reserved for the following year's operating budget, excess funds, properties, and assets shall be presented to the Principal to be held on deposit in the name of the St. Mary Blue and White Auction.
- H. All decorations or other items purchased for the auction that are re-usable, shall be reported to the Inventory and Finance Chairs and added to the Inventory Log.

- I. In the event the Blue and White Auction Committee shall for any reason cease to operate, all remaining funds, property or assets on hand shall be used to pay all remaining debts incurred by the Auction Committee. Any remaining funds shall be gifted to the St. Mary School Endowment Fund.

Attachment A
Blue and White Auction
Committee Responsibilities, Policies and Procedures

General Auction Chair:

1. Interfaces with all committees and school administration.
2. Coordinates and manages overall Auction operations and committees.
3. Selects Auction location and date in coordination with the school and school/parish calendar.
4. Sets the committee budgets and provides verification to all committee chairs and the finance chair.
5. Orders stationery as dictated by the Inventory Control List.
6. Schedules meeting at beginning of school year with Principal to identify areas of need for Auction proceeds (e.g. Wish List & Fund-A-Need).
7. Updates Auction disk copy by obtaining any changes on mailing list or mailing letters from the Committee Chairs and provides updated copy to the school at the conclusion of the Auction.
8. Creates the agenda for each general meeting; sets schedule for meetings in coordination with school calendar.
9. Secures Auctioneer, DJ, and works with venue coordinator to ensure all audiovisual equipment is available.
10. Prepares the Auction timeline.
11. Determines Auction theme or puts ideas to a vote of the Auction Committee.
12. Attend School Board meetings to provide an Auction update.
13. Ensures the letter templates have the school's Tax ID number 994-2734503, and have been updated for the current Auction.
14. Discusses cost of event based on considerations of venue, cuisine and auctioneer and presents to the School Advisory Board the proposed ticket price for faculty and staff.
15. In setting ticket prices take into consideration the fixed expenses of the Auction: cuisine, gratuity, tax, venue rental, audio/video rental, DJ/Entertainment and Auctioneer, discounted Auction night volunteer dinners, special complimentary tickets and faculty/staff and their significant other discounted tickets
16. In determining whether an expense should be incurred for an Auction package the following shall be taken into consideration:
 - A. Can the item be donated.
 - B. What is the total projected cost for the package
 - C. Will the cost be recovered and profit made at the Auction?
 - D. If it is a sound investment, state the minimum bid for the item in the catalog so that it covers the expense. Apprise all committee members of this procedure. Every purchased package or donated item that requires a minimum payment must have a stated minimum bid in the catalog that covers the expense or the required payment to the donor.

Auction Committee in order to determine if someone has a contact for the item or can obtain the item for free or discounted. This type of communication can be done via E-mail. If after 2 days a discount/free/contact is not available the Auction Chair will then authorize the expense.

18. Apprise all committee members that a receipt must accompany request for reimbursement of expenses and final reimbursement requests must be received within one week of the conclusion of the Auction or the expense will be considered a donation. (Finance must have all expenses in order to close the Auction Accounting Books for school funds disbursements)
19. Commission design of Auction invitation; obtains approval of design and format from school administration before going to print.
20. Identifies with the Auction Committee the allocation of funds above the standard \$15,000 commitment to the school and the donation for the Endowment Fund.
21. Schedules Auction tagging one week prior to the Auction. General Auction Chair/Co-Chair, Procurement, Live Auction and Silent Auction Chairs and Co-Chairs should attend tagging. Bring envelopes for certificates, pens, and catalog for checking off items, blank generic gift certificates and pre-typed labels. Labels for Silent Auction should start with S-1, S-2, etc. Labels for Live Auction should start with L-1, L-2, etc. Bring catalog addendum even if it is not complete to tag those items.
22. Welcomes everyone to the Auction and thanks everyone involved with the Auction.
23. Special thanks to the Auction evening volunteers – who happen to be fellow parents at St. Mary School.
24. Accumulates all auction records and prepares them for future Auction chair.
25. In coordination with the Finance Chair, determines final income for the auction and disburses monies to the school as appropriate. Leave enough start up funds for the following years' Auction - approx. \$5,000. This should be enough to cover any start up fees, deposits for facility, VIP costs, etc.
26. At conclusion of the Auction holds a wrap-up meeting to discuss comments/feedback, discuss monies and allocate funds to the school. Gives future year Auction chair all auction records.

Attachment A
Blue and White Auction
Committee Responsibilities, Policies and Procedures

Catalog Chair:

- 1 Interfaces with the General Auction Chair and provides updates at general Auction meetings.
- 2 Inputs all procurement items, sponsors and classroom theme donors in catalog format onto the computer.
- 3 Submit's an itemized budget to the Chairperson and the Finance Chair at the beginning of the Auction planning process.
- 4 Prepares the Auction catalog for printing by providing descriptions for donated items. Descriptions should be verified with the Procurement Committee Chair
- 5 State the minimum bid for the item in the catalog so that it covers the expense. Every purchased package or donated item that requires a minimum payment must have a stated minimum bid in the catalog that covers the expense or the required payment to the donor. All items in the catalog should have a minimum value stated when know.
- 6 Edits and reviews the catalog with the General Auction Chair and the Procurement Chair.
- 7 Prepares the catalog mock-up per the catalog template.
- 8 Provide copy of catalog disk to the General Auction Chair.
- 9 The Catalog mock-up is reviewed by the General Auction Chair then submitted to school administration for final proofing.
- 10 After school administration proofs the catalog mock-up, provide it to the typesetter/designer of the catalog. The catalog is needed 4 weeks prior to the Auction for printing. The typesetter/designer copies the catalog covers and provides one copy of the Auction Catalog information. When ordering the catalogs order exact for Auction attendees. Copies of original catalog will be mailed and sent in Wednesday envelope to all with a note that the original will be provided at the Auction (to save on costs of printing twice as many originals).
- 11 Interfaces with Procurement Chair for any items for a catalog addendum and make final copies one week prior to the event and provides to General Auction Chair for review prior to making copies. Any items that come in after that time will be copied and provided to Reception Chair the day before the Auction. In addition to providing addendums to attendees make copies for Silent Auction Chair, Live Auction Chair, Finance Chair, General Auction Chair (for tagging) a total of 9 additional. Interface with Procurement the week of the event to inquire of any last minute catalog additions for the addendum.
- 12 Secures volunteers with assistance from the Volunteer Coordination Chair for stapling and copying finished catalogs. Provides finished catalogs to reservations for mailing. Provide the catalogs for mailing 2 weeks prior to the event.
- 13 Following the Auction, accumulates all catalog records and prepares them for future Auction catalog chair.
- 14 Throughout and following the Auction, maintain an inventory list of items purchased for this position. Turn in updated list to Finance and Inventory Chair, and turn over all inventory items to the Inventory Chair. All inventory items, shall be neatly packaged in a box and clearly marked .

Classroom Theme Chair:

- 1 Develops and packages theme package for each classroom for Silent/Live Auction in coordination with the General Chair.
- 2 Interfaces with Procurement, Catalog, Publicity and General Auction Chair
- 3 Submit's an itemized budget to the Chairperson and the Finance Chair at the beginning of the Auction planning process.
- 4 Secures committee members needed to create the theme packages.
- 5 Identifies storage site for Classroom Theme packages.
- 6 Works within the budget set by the General Auction Chair.
- 7 Interfaces with teachers and Room Mothers regarding scheduling time for children to participate in the theme packages (e.g. planters, paintings, benches, etc...)Upon obtaining monies from donor logs donor's name and amount and leaves check in the envelope with a note for the Finance Chair for processing/deposit
- 8 Provides updates at general meetings.
- 9 Following the Auction, accumulates all classroom theme records and prepares them for future Auction classroom theme chair.
- 10 Throughout and following the Auction, maintains an inventory list of items purchased for this position. Turns in updated list to Finance and Inventory Chair, and turns over all Inventory items to the Inventory Chair. All inventory items, newly purchased or otherwise, shall be neatly packaged in a box, clearly marked with the committee name, with an inventory sheet included in the box.

Attachment A
Blue and White Auction
Committee Responsibilities, Policies and Procedures

Cuisine Chair:

- 1 Interfaces with the General Auction and provides updates at the General Auction meetings.
- 2 Coordinates menu to go along with Auction theme.
- 3 Submit's an itemized budget to the Chairperson and the Finance Chair at the beginning of the Auction planning process and works within that budget.
- 4 Selects hors d'oeuvres and champagne/wine for the one-hour reception during the Silent Auction.
- 5 When necessary appries the Auction Chair of the need of procuring wine and champagne for the reception and dinner.
- 6 Provides the Catalog Chair with a full description of the dinner meal and reception for printing.
- 7 Interfaces with Volunteer Coordination Chair to obtain number of volunteers that will be volunteering the night of the auction who will not be paying guests. Coordinates with Auction venue to order a cost effective meal for those volunteers. Interfaces with General Auction Chair regarding the cost of that meal.
- 8 Contacts the Auction venue to coordinate the food order once the final number is provided by the General Auction and Reservations Chair.
- 9 Investigates comparable/larger Auction venues for the future Auction by contacting the Gilroy, San Juan Bautista, Hollister and the Morgan Hill Chamber of Commerce for any new venues that may now be in the surrounding areas. Provides information to General Auction Chair and General Auction Co-Chair.
- 10 Following the Auction, accumulates all cuisine records and prepares them for future Auction cuisine chair.
- 11 Throughout and following the Auction, maintains an inventory list of items purchased for this position. Turns in updated list to Finance and Inventory Chair, and turns over all Inventory items to the Inventory Chair. All inventory items, newly purchased or otherwise, shall be neatly packaged in a box, clearly marked with the committee name, with an inventory sheet included in the box.

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Data Input Chair:

1. At the beginning of the Auction process, updates the database with all new contacts/families.
2. Throughout the Auction, inputs data into the indicated segment of the Auction software.
3. Works closely with the Finance Chair re: computer input
4. Submits and itemized budget to the Auction Chair.
5. Audits the database to ensure that contacts that have not replied in several cycles are deleted from the mailing lists.
6. Throughout and following the Auction, maintains an inventory list of items purchased for this position. Turns in updated list to Finance and Inventory Chair, and turns over all Inventory items to the Inventory Chair. All inventory items, newly purchased or otherwise, shall be neatly packaged in a box, clearly marked with the committee name, with an inventory sheet included in the box.

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Decorations Chair:

- 1 Interfaces with General Auction Chair and provides updates at general Auction meetings.
- 2 Develops tabletop decorations and table numbers in coordination of Auction theme.
- 3 Submit's an itemized budget to the Chairperson and the Finance Chair at the beginning of the Auction planning process. Works within the budget once approved by the General Chairperson.
- 4 Interfaces with Silent and Live Auction Chair for decoration needs.
- 5 Please see policies and procedures regarding purchasing and inventory of decorations.]
- 6 Decorates the following Auction winning bid items: Advent Program front row pew, Christmas Eve front row pew, Eighth Grade Graduation front row pew and arranges valet parking for all the three aforementioned items.
- 7 After conferring with the venue site staff, decorates the VIP table specially in order to make it stand out from the rest of the table decorations. Check decorations inventory located at the school.
- 8 Accumulates all decoration records and prepares them for future Auction decoration chair.
- 9 Throughout and following the Auction, maintains an inventory list of items purchased for this position. Turns in updated list to Finance and Inventory Chair, and turns over all inventory items to the Inventory Chair. All inventory items, newly purchased or otherwise, shall be neatly packaged in a box, clearly marked with the committee name, with an inventory sheet included in the box.

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Finance Chair:

1. Interfaces with General Auction Chair and provides updates at general Auction meetings.
2. Signs bank card to obtain check authorization from the school.
3. Submit's an itemized budget to the Chairperson and the Finance Chair at the beginning of the Auction planning process.
4. Review past Auction finance records for use as a reference and time frame of finance requirements.
5. Arranges training for receipt writing and credit card handling for committee members and volunteers.
6. Prepares analysis of fixed auction expenses vs. proposed individual ticket pricing to determine final cost of tickets and any discounted tickets.
7. Prepares budget spreadsheets for Auction on individual committee budgets
8. Provides Asset & Liability Statement at all Auction Committee Meetings as well as on an ad hoc basis.
9. Handles and accounts for all funds.
10. Pays bills associated with Auction, obtains signature from the Principal on all payments.
11. Interfaces with Volunteer Coordinator Chair to secure necessary committee members for Auction checkout. 2 spotters are needed during the Live Auction to note all winning bidders and auction item bids and amounts. They will each have a set of index cards with each live item on it and they will record the winning bid amount and bidder number on the card. 1 runner is needed to go between the spotter and Finance table to provide winning bidder, item and amount information. The runner obtains the card from the spotter and then brings it to the Finance Chair at the Finance table. The Finance Chair then records the information on the spreadsheet and puts the information on the bidders bill card.
12. Prepares monthly report for school Finance, Principal and Auction Chair.
13. Tracks all Auction related expenditures and income.
14. Distributes Auction expenditure reimbursements after obtaining original receipt and written approval of General Chair.
15. Works closely with all sub-committee Chairs to obtain and verify an updated inventory list for each particular sub-committee, including the Finance committee.
16. Throughout and following the Auction, maintains an inventory list of items purchased for this position. Turns in updated list to the Inventory Chair, and turns over all inventory items to the Inventory Chair. All inventory items, newly purchased or otherwise, shall be neatly packaged in a box, clearly marked with the committee name, with an inventory sheet included in the box.
17. Collects Auction RSVP's and records/deposits money and then provides the RSVP's to the Reservations Chair.
18. Obtain a copy of the Auction catalog and addendum prior to the Auction from the General Auction Chair in order to set up record keeping documents of successful bidders and items.
19. Obtain a copy of the Auction guests with their table and bidder numbers prior to the Auction from the Reservations or Reception Chair in order to set up record keeping documents of successful bidders and items.
20. Revise and finalize all paperwork necessary for the Auction checkout in coordination with the Prize Distribution Chair.
21. Review procedures and processes with volunteers assisting finance committee.
22. Organizes the Quick Check system and receipts the night of the Auction for credit card purchases.
23. Processes credit card/cash/check purchases and provides receipts the night of the Auction and obtains credit card machine from school Finance.
23. Prepares final profit and loss statement at Auction conclusion. Makes recommendations to the Auction Chair regarding carry forward minimum amounts needed for future year auction.
24. After receiving written authorization from the Auction Chair, ensures that funds are left in the bank account for startup for the future year's Auction. Funds should include venue deposit, DJ deposit, Auctioneer deposit, stationary/envelopes money and postage monies and any carry forward

25. After receiving written authorization from the Auction Chair, writes check to St. Mary School based on distribution of funds at the conclusion of the Auction wrap-up meeting per agreements made at the beginning of the Auction or per changes made at the request of the school administration and approved by the School Advisory Board in conjunction with the Auction Committee.
26. Accumulates all finance auction records and prepares them for future Auction finance chair.

Attachment A
Blue and White Auction
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Live Auction Chair:

1. Interfaces with General Auction Chair and provides updates at general Auction meetings.
2. Secures props necessary for displays. Identifies props in the display so that they are not mistakenly taken home with the Auction item.
3. Submit's an itemized budget to the Chairperson and the Finance Chair at the beginning of the Auction planning process and works within that budget once approved by the General Chairperson.
4. Interfaces with Decorations Chair for decoration needs.
5. Interfaces with Procurement Chair for last minute addendum items.
6. Assists in tagging of the Auction items one week prior to the Auction.
7. Arranges display of Live Auction items on the morning of the Auction.
8. Takes home all the props after the Auction in order to return to the school.
9. Accumulates all Live Auction records and prepares them for future Auction Live chair.
11. Throughout and following the Auction, maintains an inventory list of items purchased for this position. Turns in updated list to Finance and Inventory Chair, and turns over all inventory items to the Inventory Chair. All inventory items, newly purchased or otherwise, shall be neatly packaged in a box, clearly marked with the committee name, with an inventory sheet included in the box.

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Prize Distribution Chair:

1. Interfaces with General Auction Chair and provides updates at general auction meetings.
2. Oversees distribution of the prizes at the end of the Auction.
3. Submit's an itemized budget to the Chairperson and the Finance Chair at the beginning of the Auction planning process.
4. Informs Volunteer Coordination Chair of the number of volunteers needed.
5. Trains volunteers. Runners bring Live Auction items to Prize Distribution Chair immediately after successful bid. Live Auction presentation volunteer displays items per listed order of the catalog to the auctioneer/attendees.
6. Distribute prizes to guest after receiving written confirmation from Finance Chair of received payment.
7. Provide balloons to volunteers for Balloon Pop sales and distribute prizes to balloon pop recipient.
8. Provide treasure chest/keys to volunteers for sales.
9. Work closely with Finance Chair the evening of the Auction to ensure items are paid for prior to distribution.
10. Log any items not picked up and ensure they are distributed the following week dependent on Finance Chair receiving final payment. Interface with Finance and General Auction Chair regarding this matter.
11. Work with Volunteer Coordination Chair to secure committee members/volunteers for the night of the Auction. 2 people are needed to display Live Auction items, 4 people are needed to sell balloons for Balloon Pop, and 4 people are needed to distribute items at the end of the Auction.
12. Accumulates all prize distribution auction records and prepares them for future Auction prize distribution chair.
13. Throughout and following the Auction, maintains an inventory list of items purchased for this position. Turns in updated list to Finance and Inventory Chair, and turns over all inventory items to the Inventory Chair. All inventory items, newly purchased or otherwise, shall be neatly packaged in a box, clearly marked with the committee name, with an inventory sheet included in the box.

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Procurement Chair:

1. Secures auction items utilizing mailing list provided.
2. Interfaces with Catalog, Publicity and General Auction Chair.
3. Submit's an itemized budget to the Chairperson and the Finance Chair at the beginning of the Auction planning process.
4. Secures committee for folding letters, hand-addressing envelopes, stuffing and placing stamps on envelopes and picking up donations.
5. Identifies the storage site for the donated items.
6. Strategize with Procurement Committee for items to procure.]
7. Provides donation package ideas to the school parents by providing the Publicity Chair with the information.
8. Creates gift certificates as needed.
9. Mails the first procurement letter the first week of November and the follow-up letter on the last week of February. Include a procurement form in mailings.
10. Provides mailing list updates to the Auction Chair.
11. Maintains log of donated items in order to later send thank you letters.
12. Distributes the completed procurement forms as follows: Original Copy stays with donor, Yellow to Procurement, Pink to Catalog and Gold to Auction Chair (when picking up donations try to obtain a brochure, as that will assist the Silent Auction Chair in decorating the tables). Provide photocopy to Finance Chair.
Sends initial Thank You letter to donor after confirming donation.
13. Provides Catalog Chair with completed procurement forms upon receipt in order for that Chair to input information into the catalog draft.
14. Coordinates with General Auction and Silent Auction Chair to package items for Catalog Chair. When numbering Silent items for the six tables ensure that gift certificates and large items are evenly spread out.
15. Assist in tagging items one week prior to the Auction.
16. Holds separate meetings outside of general meetings with Procurement Committee and General Auction Chair.
17. Provides and update at General Auction meetings to inform of progress, requests and to provide Publicity Chair with an update of donated items.
18. Interfaces with Catalog Chair, Silent Auction, Live Auction Chair and General Auction Chair to apprise of last minute catalog addendum items.
19. Make a copy of the balloon items from the catalog and cut them out to put into the balloon the

- 20.** Creates Balloon Pop items by securing helium rental/return, balloons and ribbon. On the morning of the Auction inserts the balloon with precut prize slips of papers that indicates prize won which will be redeemed from the Prize Distribution Chair. Fills the balloons with helium and secures them with string and provides them to the Prize Distribution Chair who in turn will provide them to the Live Auction Chair that evening.
- 21.** Provide final listing of balloon items to the Finance Chair.
- 22.** Accumulates all procurement auction records and prepares them for future Auction procurement chair.
- 23.** Sends another Thank You letter within two weeks of Auction's conclusion to donors with brief summary of the success of the auction and hoping for their participation in future auctions.
- 24.** Provides names of donors to Development for coordination and publication.
- 25.** Throughout and following the Auction, maintains an inventory list of items purchased for this position. Turns in updated list to Finance and Inventory Chair, and turns over all inventory items to the Inventory Chair. All inventory items, newly purchased or otherwise, shall be neatly packaged in a box, clearly marked with the committee name, with an inventory sheet included in the box.

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Publicity Chair:

1. Interfaces with Procurement, Classroom Theme and General Auction Chair to obtain updates for School Bulletin.
2. Provides frequent Auction updates for the School Bulletin in order to keep the school parents updated, due by Monday for the Wednesday envelope.
3. Submit's an itemized budget to the Chairperson and the Finance Chair at the beginning of the Auction planning process.
4. Interfaces with Volunteer Coordination Chair to obtain list of volunteers needed in order to publicize list through the Wednesday envelope.
5. Sends "donation request" letter to Parent's in Wednesday envelope. Letter includes explanation of Classroom Theme, Sponsorship, and Procurement as well as SRO explanation. Letter goes out in November, January and March.
6. Provides updates at the general Auction meetings.
7. Announces the date of the Auction in the Local Newspaper and Parish newsletter.
8. Responsible for the advertisement of the Auction (e.g. secures committee members to handle Theme Mascot Pickup donation project. The project consists of delivering the Auction theme Mascot to unsuspecting school family's lawns with a note that it will be picked up for a donation of the families choice when the specified phone number is called. The note will instruct the family to send the money with the enclosed note in the Wednesday envelope. If a call is not made within a day for pickup the committee member must then pickup the Mascot. The entire project is built around surprise and should start 3 weeks prior to the day of the Auction. Procedures should be in place to ensure that the mascot is not left at the same household more than once).
9. Accumulates all publicity auction records and prepares them for future Auction publicity chair.
10. Throughout and following the Auction, maintains an inventory list of items purchased for this position. Turns in updated list to Finance and Inventory Chair, and turns over all inventory items to the Inventory Chair. All inventory items, newly purchased or otherwise, shall be neatly packaged in a box, clearly marked with the committee name, with and inventory sheet included in the box.

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Reception Chair:

1. Interfaces with General Auction Chair and provides updates at General Auction meetings.
2. Obtains bidder number designations from Reservations Chair and places large print bidder numbers with the attendee's name on the back of the Auction Catalogs. Obtain the catalogs from the Auction Chair.
3. Submit's an itemized budget to the Chairperson and the Finance Chair at the beginning of the Auction planning process.
4. Greets guests at Auction and hands out catalogs with attendee's name and bidder number. Assists guests in locating their table, if necessary. Arrives to the Auction 1 hour prior to the event to set up.
5. Working in coordination with the venue's guidelines and facilities, handles coat check and provides ticket number for articles.
6. Informs the Finance Chair of any last minute changes to bidders or numbering system.
7. Accumulates all reception auction records and prepares them for future Auction reception chair.
8. Throughout and following the Auction, maintains an inventory list of items purchased for this position. Turns in updated list to Finance and Inventory Chair, and turns over all inventory items to the Inventory Chair. All inventory items, newly purchased or otherwise, shall be neatly packaged in a box, clearly marked with the committee name, with an inventory sheet included in the box.

Attachment A
Blue and White Auction
Committee Responsibilities, Policies and Procedures

Reservations Chair:

1. Interfaces with General Auction Chair and provides updates at General Auction meetings.
2. Secures committee for mailing (addressing envelopes with computer generated labels, place stamps on envelopes by hand, stuffing envelopes) invitations, and also for copying original catalogs for Wednesday envelope.
3. Submit's an itemized budget to the Chairperson and the Finance Chair at the beginning of the Auction planning process.
4. Prints labels utilizing the invitation mailing list.
5. Interfaces with General Auction Chair to order invitations and apprise typesetter/catalog designer of number of invitations needed.
6. Mails invitations approximately 6 weeks prior to the Auction.
7. Upon receiving reservations from the Finance Chair, logs RSVP's name(s) and table seating requests.
8. Interfaces with Catalog Chair to obtain finished Auction Catalogs. Mail catalogs to attendees that do not attend the school and for the school parents attending the Auction forward a copy of the original catalog via the Wednesday Envelope.
9. Designates table assignments based on reservations requests, and provides information to the Reception Chair.
10. Obtains list of VIP Table Auction winners in order to ensure that they are all seated together.
11. Assigns bidder numbers to Auction attendees then provides table assignment and bidder number information to the Reception and Finance Chair.
12. Updates mailing list by entering names and addresses of new school families and staff on the invitation mailing list. Add previous Auction's attendee's to list if they are new (look at seating list). Information of new school families and changes of addresses and/or deletions can be obtained from the school office. Prior to mailing have school administration go over the list as there may be alumni to add and school administration can ensure the list is accurate.
13. Accumulates all reception auction records and prepares them for future Auction Reception chair.
14. Throughout and following the Auction, maintains an inventory list of items purchased for this position. Turns in updated list to Finance and Inventory Chair, and turns over all inventory items to the Inventory Chair. All inventory items, newly purchased or otherwise, shall be neatly packaged in a box, clearly marked with the committee name, with an inventory sheet included in the box.

Attachment A
Blue and White Auction
Committee Responsibilities, Policies and Procedures

Silent Auction Chair:

1. Interfaces with General Auction Chair and provides updates at the General Auction meetings.
2. Secures paper needed for and prepares bid sheets for all Silent Auction items, also prepares description cards for each item. Bid sheets should list the name and number of the item, the starting bid price, and minimum bid increments.
3. Submits an itemized budget to the Chairperson and the Finance Chair at the beginning of the Auction planning process.
4. Works with Procurement and General Auction Chair to determine order of Silent Auction items to print in the catalog.
5. Secures props necessary for display and decorates. Please note that props need to be so identified separately from the auction item so that the bidder does not take them. Give list of acquired items to the Inventory Chair.
6. Interfaces with Procurement Chair for last minute addendum items.
7. Interfaces with Decorations Chair for decorations needs.
8. Assists in the tagging of the Auction items one week prior to the Auction.
9. Confirms set up area, and available space at auction venue. Determines number of tables needed and communicates needs to the venue coordinator. Confirms set-up location with Auction Chair.
10. Please see Auction Decorations policy and procedures regarding purchasing decorations and inventory.
11. Provides listing of silent auction items and values to the Finance Chair.
12. Arranges display of the items on the Silent Auction Tables the morning of the Auction.
13. Confirms final listing of silent auction items and table assignments with Finance Chair.
14. Arrive at the Auction before it starts to coordinate committee.
15. Close Silent Auction Tables at the prescribed time. Tables 1 & 2 close one hour after Auction commences, tables 3 & 4 close 10 minutes later and tables 5 & 5 close 10 minutes after that.
16. Accumulates all silent auction records and prepares them for future silent auction chair.
17. Throughout and following the Auction, maintains an inventory list of items purchased for this position. Turns in updated list to Finance and Inventory Chair, and turns over all inventory items to the Inventory Chair. All inventory items, newly purchased or otherwise, shall be neatly packaged in a box, clearly marked with the committee name, with an inventory sheet included in the box.

Attachment A
Blue and White Auction
Committee Responsibilities, Policies and Procedures

Sponsorship Chair:

1. Interfaces with General Auction Chair and provides updates to the Auction Committee at General Auction meetings.
2. Secures committee members for mailing (folding, addressing by hand, placing stamps on envelopes by hand, stuffing envelopes) letters.
3. Submit's an itemized budget to the Chairperson and the Finance Chair at the beginning of the Auction planning process.
4. Update the sponsorship mailing list by adding names of graduating families and interface with Procurement Chair to ensure that letters are not going to the same people from different committee's.
5. Sends sponsorship letters to the community utilizing the sponsorship mailing list. Send the 1st letter mailing the first week of November, send the 2nd mailing the first week of January and send the 3rd mailing the first week of March to those that have not responded.
6. Provides sponsorship mailing list updates to the General Auction Chair.
7. Maintains log of donors, sponsorship levels and amounts to provide information to Catalog Chair and to send thank you letters.
8. Upon receiving monies from sponsors, logs donor, level, amount and leaves check in the envelope with a copy of Sponsor document for the Finance Chair for processing/deposit.
9. Sends initial Thank You letter for donation.
10. Sponsorship levels are as follow:

Principal's List	\$50+
Pastor's Club	\$100+
Monsignor Dwyer's Circle	\$250+
Monsignor Hudson Society	\$500+
Blue and White Guild	\$1,000+
11. Sponsorship differs from Procurement in that Sponsorship receives cash donations and Procurement receives item donations.
12. Accumulates all sponsorship records and prepares them for future Auction Sponsorship chair.
13. Sends final Thank You letters to the donors within two weeks of the conclusion of the Auction. This letter should include brief summary of Auction success and a request that they support future auctions.
14. Provides names of sponsors to Development for coordination and publication.
15. Throughout and following the Auction, maintains an inventory list of items purchased for this position. Turns in updated list to Finance and Inventory Chair, and turns over all inventory items to the Inventory Chair. All inventory items, newly purchased or otherwise, shall be neatly packaged in a box, clearly marked with the committee name, with and inventory sheet in the box.

Attachment A
Blue and White Auction
Committee Responsibilities, Policies and Procedures

Volunteer Coordination Chair:

1. Interfaces with General Auction Chair and provides updates at general Auction meetings
2. Recruits volunteers for each Auction committee Chair based on their needs.
3. Secure volunteers to work the evening of the Auction for Balloon Pop sales, Treasure Chest Key sales/Tuition Benefit Drawing, presentation of Live Auction items, Spotters and a Runner to assist Finance Chair, two assistants for processing Finance payments, and also to assist Prize Distribution Chair at the end of the evening. Approximately 12 volunteers are needed for the evening of the Auction.
4. Submit's an itemized budget to the Chairperson and the Finance Chair at the beginning of the Auction planning process.
5. Completes volunteer sign up form to track positions filled/needed and reminds the volunteers for the Auction evening of their commitment one week prior to the event.
6. Completed Volunteer forms are obtained from the Committee Chairs and submitted to the Publicity Chair. The Publicity Chair will then submit the list of needed people in the Wednesday envelope with the Volunteer Coordination Chair as a contact to notify of interest to volunteer.
7. Provide names of Auction evening volunteers to the Catalog and General Auction Chair.
8. Apprises the Auction Volunteers that will work the night of the Auction of the dinner arrangements.
9. Throughout and following the Auction, maintains an inventory list of items purchased for this position. Turns in updated list to Finance and Inventory Chair, and turns over all inventory items to the Inventory Chair. All inventory items, newly purchased or otherwise, shall be neatly packaged in a box, clearly marked with the committee name, with an inventory sheet included in the box.

Attachment A
Blue and White Auction
Committee Responsibilities, Policies and Procedures

Inventory Chair:

1. Provides initial inventory list to all Committee Chairs.
2. Tracks incoming/outgoing inventory; date inventory taken and by whom.
3. Submit's an itemized budget to the Chairperson and the Finance Chair at the beginning of the Auction planning process.
4. Adds newly purchased inventory to each subcommittee and master list.
5. Apprise all committee members to inventory all newly purchased decorations.
6. Verify that each sub-committee inventory sheet is returned at the end of the Auction. Work with the Finance Chair to confirm that each item that was reimbursed has been added to the inventory list, unless it was reimbursed on a Procurement Reimbursement form.

