

CALLING ALL AUCTION VOLUNTEERS!

PSJSTEM's Annual Gala Auction will be held at the McGavick Conference Center on Saturday, March 28th, 2026. The only way to make this a success is by having enough enthusiastic volunteers. We need people for various functions at times before, during and after the auction. Below is a listing of jobs available and a description of each. Remember, as a school parent, you have a commitment to five auction service hours. Please remember that children are not allowed as volunteers (unless specified) and that NO children may be with you during the actual auction as it is an adult-only event. Please sign up early to ensure that you get the job that best suits you!

PROGRAM ASSEMBLY- Volunteer will assemble guest's programs (place labels, meal choices and bid numbers in program.) Volunteers will assemble and display programs at McGavick, meet in the lobby at 11AM on the 28th.
Possible Hours Earned: 5 People needed: 2

ITEM TRANSFER- Volunteers will meet at PSJSTEM at 4PM on Friday, March 27th to carry items from the school attic to a box truck to be loaded on the playground. Volunteers will be making multiple trips up and down flights of stairs. Hard working middle and high school students (with parent present volunteering as well) welcome to come help and earn family hours! **Possible Hours Earned: 2 per volunteer People needed: Multiple**

TRANSPORT- Volunteers will meet at PSJSTEM @ 8:30AM on Saturday, March 28th to load auction items into personal vehicles, transport them to McGavick and help unload. Perfect for anyone wanting to attend the Gala. Must be available from 8:30am until completion on the 5th. **Possible Hours Earned: 3+ People needed: Multiple**

TABLE SET-UP- Volunteers will arrive at McGavick on the morning of the 5th to decorate, set up silent tables, and arrange auction items. We will need people from 10am until completion, a good way to make all five hours at once! **Possible Hours Earned: 5 People needed: Multiple**

SECURITY- Volunteers will arrive at McGavick on the 5th to help monitor items and patrol the area beginning at 2pm. **Possible Hours Earned: 3 People needed: 2**

REGISTRATION- Volunteers will greet guests upon arrival, look up table assignments, verify addresses and answer general questions. Dress code applies to this job. Meet at McGavick at 3:30PM on the 28th. Volunteer meal provided. **Hours Earned: 3+ People needed: 4**

BANKING/CASHIER- Volunteers will enter Auction items that were bid on and tally receipts for guests. Volunteers should be confident with computers and money transactions. There will be a training/registration session online/in person the week leading up to the event that is mandatory. This job is suited for someone who needs to be able to sit. Meet at McGavick at 4PM on the 28th for set up. Cashiering is intermittent from 5pm-10pm. Dress code applies to this job. Volunteer meal provided. **Hours Earned: 7 People needed: 4-6**

BAR BACKS- BONUS HOURS JOB!Volunteers will assist the bartending staff at their stations with various tasks such as cutting citrus, restocking supplies and keeping a fresh supply of glasses on hand. Dress code applies to this job. Meet at McGavick at 4PM on the 28th. Must take MAST class, available online. This job will be for the duration of the Auction, completed at 10PM Volunteer meal provided. **Hours Earned: 10 People needed:2**

SERVERS- BONUS HOURS JOB! Volunteers will assist the catering team with serving dinner at the auction. Tasks will include plate service at dinner followed by clearing of plates and coffee service. No prior experience necessary, you will be paired with experienced servers! Servers will need a food handler's permit for this job, the

course is available online, please reach out to Laura Price about any questions regarding this requirement. Meet at McGavick at 5PM, completed by 9PM. High school students are encouraged to sign up for this job- let them get your hours in while also earning their community service hours for school! Volunteer meal provided. **Hours earned:10 People Needed: Multiple**

RAFFLES - Volunteers will move throughout the auction during cocktail hour and silent tables selling tickets for multiple drawings. This job is perfect for a salesperson! Sellers need to be outgoing and engaging, willing to approach guests with a big smile and an explanation of the drawing. Meet at McGavick at 4pm on the 28th. Dress code applies to this job. Volunteer meal provided. **Hours Earned: 3 People needed: 6**

GAMES- Volunteers will run a game of chance at the auction during cocktail hour. This job is perfect for a salesperson! Gamers need to be outgoing and engaging, willing to call out to guests with a big smile and an invitation to play. Meet at McGavick at 4pm on the 28th. Dress code applies to this job. Volunteer meal provided. **Hours Earned: 3 People needed: 2**

RECORDER- Arrive at McGavick at 6PM. Volunteers will sit below stage during the live auction and record winning bids. Dress code applies to this job and it is suited for someone who needs to be able to sit. Volunteer meal provided. **Possible Hours Earned: 4 People needed: 2**

CLEAN-UP- Volunteers will arrive at McGavick at the close of the auction (9pm) to take down tables, break down decorations, secure any unclaimed items and load everything into the truck. Great job for people already attending the auction! **Hours Earned: 2 People needed: Multiple.**

CLEAN-UP 2.0- Meet at PSJ on the playground at 12:00 on Sunday, March 29th to help return items to the attic. Manual labor, tennis shoes and water bottles suggested! Hard working middle and high school students (with parent present volunteering as well) welcome to come help and earn family hours! **GUARANTEED hours earned: 6 per volunteer (for approx. 3 hrs work!) People Needed: Multiple**

Please write in the job(s) you would like to do and add your information. Job Choice can be emailed directly to our volunteer coordinator, Laura Price, (pricel@psjstem.org) or printed and sent into the office. If you have any questions OR have done something in the past you don't see offered here, please feel free to contact Laura Price @ (253) 606-0073. Thank you for your continued support!

Name: _____

Phone Number: _____

Email: _____

Child's Name: _____

Job desired: _____ 2nd Choice _____ 3rd Choice _____

DRESS CODE- Volunteers choosing jobs during the Gala are being asked to wear black slacks/skirts and white shirts this year. This will eliminate any confusion and allow our volunteers to stand out so guests know to approach them. If you plan on attending the auction and volunteering simultaneously, the dress code does not apply.