

# **SEAS AUCTION COMMITTEE MANUAL**

## ***PURPOSE, PROCESS & RESPONSIBILITIES***

### **Purpose of the Auction(s)**

The purpose of auction style fundraising events at SEAS is to raise money for the operating budget of the school.

### **Responsibilities and Events**

The PVO is charged by the School Board with coordinating all auction events.

An Auction Committee has been established as a sub-coordinating under the direction of the PVO. The Auction Committee is charged with organizing and executing all auction events.

There are currently two events held as our primary fundraiser. The main event focuses on corporate support of the school. The secondary event is an offshoot of the primary event and is an attempt to encourage non-parent parishioner involvement in the support of the school.

The main event is traditionally held in early November. The secondary event will be held approximately two weeks after the main event with consideration of the Thanksgiving Holiday. The status of procurement and demonstration of Parish interest and volunteer support will be considered when determining the size and focus of the secondary event.

### **Process**

This manual is an attempt to document the process for organizing and executing the auction. The first course of business in the organization of these events is the ongoing effort of soliciting for potential auction chairs and coordinators.

### **Auction Chairs**

The Auction Chairs direct the organization and execution of both the primary and secondary events.

The Co-Chair arrangement is preferred with an experienced departing chair stepping into the advisory role after two years of service.

Chair A Is a returning chair who has served the previous year.

Chair B Is an incoming volunteer who has previously served as a coordinator in a prior year.

Advisor Has served as a chair for two years – this position acts as an advisor to the other co-chairs on as needed basis.

The returning chair (Chair A) will work with the PVO to solicit and select the incoming chair (Chair B).

The rotation of volunteers through the levels ensures that an experienced Chair is always in a primary position.

### **Main and Secondary Event Coordinators**

Coordinators assist the Chairs by assuming responsibilities in specific areas of auction organization and execution. There are 23 coordinators. Many play a dual role in both events, as the secondary event relies on the resources of the primary event. There is one main coordinator position for the secondary event.

Volunteers are solicited on an ongoing basis by the PVO and Auction Chairs to fill the coordinator positions. Coordinators are selected by the Chairs on or before the second auction meeting. A list of all coordinators and their responsibilities are attached to this document.

### **Term Limits**

To provide ample opportunity for maximum involvement by as many parents as possible, a term limit for Chairs and coordinators of approximately two to three years is suggested.

### **Approval Process**

#### **Budget**

The auction budget is prepared by the Chairs with the assistance of the Financial Coordinator. The budget is prepared and presented to the PVO at the January meeting. The PVO approves the budget and presents it to the Board at the January board meeting for the final approval.

Spending of the auction discretionary funds on items or services with a value exceeding \$100 requires PVO approval.

### **Fund-a-Project**

The School Community and Parish are solicited for ideas. All ideas are compiled and presented to the auction committee for review. The Auction committee selects a maximum of three ideas to be presented to PVO for approval. When a project impacts the Parish, Parish Council approval is required. The 3-item list is presented to school board for approval. All approved ideas are presented to community for comment. The Auction committee reviews community comment and selects the fund-a-project.

### **Reporting Process**

Budget            The budget is prepared for the upcoming events by the auction Co-Chairs with approval by the PVO prior to presentation to the Board.

Internal            Weekly reports on incoming donations and ticket sales will be made available to the Chairs for distribution to committee members at the weekly meetings.

A master of all weekly reports will be maintained at auction office.

External            A status report will be provided at each monthly PVO meeting.

### **Lending Policy**

Lending of auction equipment is coordinated by the Auction Chairs. A master record will be maintained at the auction office.

### **TimeLine**

A written timeline for the execution of the events is a separate section in this document.