

<i>NORTHWOODS UNITARIAN UNIVERSALIST CHURCH</i>	TITLE: Service Auction	
	DOC No./ REV.	P023 Rev A
	ORIGINATOR	Helen Sherwood
	COMMITTEE	Service Auction Committee
		PAGE 1 OF 7
		APPROVED DATE: 6/18/07

1. POLICY:

The Service Auction Committee is appointed by the Board of Trustees and is in charge of designing, organizing and executing the annual NUUC fundraising each fall. The Committee is further responsible for publicity, decorations, food, volunteer recruitment, RE class projects, auction day activities and all recording of auction items and funds received.

2. REFERENCED DOCUMENTS:

- Past service auction catalogs and records

3. DEFINITIONS:

- The Northwoods Service Auction is an annual fundraising event benefiting either the operating budget or capital fund as determined by the Board of Trustees. It is a major fundraising event in addition to the canvass/pledge drive.
- The Service Auction Committee consists of the following: Committee Chairperson; catalog/database coordinator; volunteer coordinator; publicity coordinator; decorations coordinator; food coordinator; and RE classroom baskets/projects coordinator. Each coordinator may have a subcommittee of one or more people to assist. Also important, but not members of the committee, are the BOT Treasurer and the Financial Secretary, who handle the money the evening of the event.
- **BOT** - Board of Trustees
- **NUUC** – Northwoods Unitarian Universalist Church

4. PROCEDURE STEPS:

Step	Activity 1: Chairman Duties	Responsibility
A	Lead kick-off meeting in August	Chairperson
B	Recruit committee members	Chairperson
C	Make sure committee members are on task	Chairperson
D	Help all other committee members as needed (decorations, volunteer recruitment, skits, catalog, writing, problems, etc.)	Chairperson

<i>NORTHWOODS UNITARIAN UNIVERSALIST CHURCH</i>	TITLE: Service Auction		
	DOC No./ REV.	P023 Rev A	
	ORIGINATOR	Helen Sherwood	PAGE 2 OF 7
	COMMITTEE	Service Auction Committee	APPROVED DATE: 6/18/07

Step	Activity 1: Chairman Duties	Responsibility
E	Lead wrap-up meeting in November	Chairman
F	Buy Purchase Orders and pens	Chairman
G	Write Beacon articles – September, October and November	Chairman

Step	Activity 2: Catalog/Database Management	Responsibility
A	Update donation form	Catalog Coordinator
B	Work with Publicity Coordinator to make form available via e-mail and NUUC website	Catalog Coordinator
C	Maintain service auction records in Access Database	Catalog Coordinator
D	Print service auction sign-up sheets for day of auction	Catalog Coordinator & Church Administrator
E	Mail service auction catalog via e-mail to all NUUC members and friends	Catalog Coordinator & Church Administrator
F	Print hard copies of service auction catalog for day of auction	Catalog Coordinator
G	Work with auctioneers regarding catalog and number of offers for donated items	Catalog Coordinator & Auctioneers
H	Print service auction bidder numbers	Catalog Coordinator
I	Record sales on night of auction	Catalog Coordinator & volunteers (2)
J	Update database with sign-up information	Catalog Coordinator
K	Send sign-up information to party/service hosts, either via e-mail or regular mail (printed copy)	Catalog Coordinator
L	Make copy of final sales and sign-ups available to Chairperson and to NUUC Church Administrator	Catalog Coordinator

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	ORIGINATOR	Helen Sherwood
	COMMITTEE	Service Auction Committee
		PAGE 3 OF 7
		APPROVED DATE: 6/18/07

Step	Activity 2: Catalog/Database Management	Responsibility
M	Reconcile money received with sales receipts	Catalog Coordinator & Treasurer
N	Recruit subcommittee members, if necessary	Catalog Coordinator

Step	Activity 3: Publicity	Responsibility
A	Write Beacon articles – September, October, November	Chairperson
B	Write and perform skits four weeks prior to event	Publicity Coordinator
C	Write Beacon Bits announcements	Publicity Coordinator
D	Make donation form available on website	Publicity Coordinator & Webmaster
E	Make donation form available via e-mail	Publicity Coordinator & Church Administrator
F	Write Beacon article and Beacon Bits announcement regarding pot luck preferences (i.e., who brings what.)	Food Coordinator
G	Work to develop a themed print ad/flyer	Publicity Coordinator
H	Recruit subcommittee members, if necessary	Publicity Coordinator

Step	Activity 4: Decorations	Responsibility
A	As part of Service Auction Committee, help select theme	Decoration Coordinator
B	Develop plan for themed decorations: table coverings, centerpieces, decorations around sanctuary & doors, etc.	Decoration Coordinator
C	Plan layout of sanctuary	Decoration Coordinator
D	Purchase, rent, borrow or make decorations	Decoration Coordinator

NORTHWOODS UNITARIAN UNIVERSALIST CHURCH	TITLE: Service Auction		
	DOC No./ REV.	P023 Rev A	
	ORIGINATOR	Helen Sherwood	PAGE 4 OF 7
	COMMITTEE	Service Auction Committee	APPROVED DATE: 6/18/07

Step	Activity 4: Decorations	Responsibility
E	Plan and set up the "Head Table"	Decoration Coordinator
F	Plan themed music	Decoration Coordinator
G	Recruit subcommittee members, if necessary	Decoration Coordinator

Step	Activity 5: Food	Responsibility
A	With Service Auction Committee, decide on type of food service (potluck all the way, pot luck appetizers/desserts, catered, etc.)	Food Coordinator
B	Coordinate drinks being offered by Committee (beer, wine, margaritas, etc.)	Food Coordinator & volunteers
C	If catering the entrees, coordinate with the caterer and arrange for delivery or pick-up of the entrees	Food Coordinator & caterers
D	If church members are donating the entrees, work with them to make sure the entrée fits the theme and is manageable (transport cooked, or cook on site.)	Food Coordinator & donators
E	Coordinate volunteers to help serve	Food Coordinator
F	Coordinate volunteers to help clean-up	Food Coordinator
G	Write Beacon article and Beacon Bits announcement regarding pot luck preferences (i.e., who brings what.)	Food Coordinator
H	Recruit subcommittee members, if necessary	Food Coordinator

Step	Activity 6: Recruiting Volunteers for day/night of auction	Responsibility
A	Recruit people to help set up sanctuary	Volunteer Coordinator
B	Recruit people to help decorate	Volunteer Coordinator
C	Recruit people to help post sign-up sheets	Volunteer Coordinator
D	Recruit people to help set-up and serve food	Volunteer Coordinator
E	Recruit people to help clean-up food	Volunteer Coordinator

NORTHWOODS UNITARIAN UNIVERSALIST CHURCH	TITLE: Service Auction		
	DOC No./ REV.	P023 Rev A	
	ORIGINATOR	Helen Sherwood	PAGE 5 OF 7
	COMMITTEE	Service Auction Committee	APPROVED DATE: 6/18/07

Step	Activity 6: Recruiting Volunteers for day/night of auction	Responsibility
F	Recruit people to help clean-up sanctuary after event	Volunteer Coordinator
G	Recruit people to help at check-in table	Volunteer Coordinator
H	Arrange for childcare during the night of the auction.	Nursery/RE Committee
I	Recruit people to help sell raffle tickets	Volunteer Coordinator
J	Recruit people to help man publicity/volunteer recruitment tables for four weeks prior to event	Volunteer Coordinator
K	Recruit two or three auctioneers	Volunteer Coordinator

Step	Activity 7: RE Classroom Baskets or Projects	Responsibility
A	Coordinate with the RE Committee and RE teachers regarding whether the classrooms want to create a themed basket or a project for the service auction	Classroom Basket/Project Coordinator
B	Write a letter to the parents explaining the basket/project idea, with deadlines and suggestions for donations. Send letter four weeks prior to the event.	Classroom Basket/Project Coordinator
C	Follow-up with the teachers weekly.	Classroom Basket/Project Coordinator
D	Follow-up with parents two weeks prior to event, then one week prior to event.	Classroom Basket/Project Coordinator
E	If classroom opts to do a project, coordinate with the teacher regarding that project. Does she/he want to plan and execute the project or does the Basket Coordinator need to plan and execute that project? Complete project in time for service auction.	Classroom Basket/Project Coordinator
F	If classroom opts for the themed basket, then pick up all items for that basket at deadline, then assemble baskets in time for service auction.	Classroom Basket/Project Coordinator
G	Recruit subcommittee members, if necessary	Classroom Basket/Project Coordinator

NORTHWOODS UNITARIAN UNIVERSALIST CHURCH	TITLE: Service Auction		
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	ORIGINATOR	Helen Sherwood	PAGE 6 OF 7
	COMMITTEE	Service Auction Committee	APPROVED DATE: 6/18/07

Step	Activity 8: Day of Auction Activities	Responsibility
A	Set up sanctuary with tables and chairs according to layout	Volunteer Coordinator & volunteers
B	Decorate sanctuary	Decorations Coordinator & volunteers
C	Set "Head Table" (Purchased table)	Decorations Coordinator
D	Post sign-up sheets, with pens	Catalog Coordinator & volunteers
E	Set up check-in table – check-in forms, pens, catalogs, raffle tickets, purchase orders and auction number placards	Volunteer Coordinator & Catalog Coordinator & volunteers
F	Set up food area (Garden Room)	Food Coordinator & volunteers
G	Set up music	Decorations Coordinator
H	Make sure babysitters are in nursery and upstairs	NUUC Nursery & RE Committee
I	Set up live-auction items	Chairperson and volunteers
J	Help serve food	Food Coordinator and volunteers
K	Help clean-up food area after auction	Food Coordinator and volunteers
L	Help clean-up sanctuary after auction	Volunteer Coordinator and volunteers
M	Track "who bought what for what price"	Catalog Coordinator & volunteers
N	Record and accept payment after auction	Treasurer

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		PAGE 7 OF 7
		APPROVED DATE: 6/18/07

Step	Activity 9: Receiving Money	Responsibility
A	NUUC Treasurer and NUUC Financial Secretary receive money after the auction is over: one receives cash/checks, the other receives credit card purchases	BOT Treasurer
B	Reconcile purchase orders with money received night of auction	Catalog Coordinator and BOT Treasurer
C	Deposit money	BOT Treasurer
D	Tell Service Auction Committee what the grand total "so far" is for announcement at the next day's Sunday service	BOT Treasurer

5. OTHER INFORMATION - (Attachments, records, other comments as needed):

- Past catalogs from NUUC and other churches are kept in the bottom drawer of the lateral file cabinet in the church office. We keep complete records (donors names, sales, etc.) for three years, then keep only the catalogs after that.
- The credit card machine is also kept in the lateral file cabinet, along with any extra blank purchase order forms.