

ST. BEDE ACADEMY - 2019/2020 SPECIAL EVENTS

PARENT VOLUNTEER FORM

Contact Bonnie Prokup at 815.250.0342 or bprokup@st-bede.com

The purpose of our Special Events is to raise money to help offset the cost of tuition for every student who attends St. Bede. The cost to educate each student is approximately double of what you pay. We need your help to be successful.

We ask parents to find **FIVE** ways to help. Whether it's attending the events, a donation or volunteering, your participation is necessary. If you need more clarification on job duties please email bprokup@st-bede.com. Simply fill out this form and return to St. Bede, attention Special Events or email bprokup@st-bede.com. We look forward to working with you!

PARENT INFORMATION

Mother's Name _____ Email _____ Phone _____
Father's Name _____ Email _____ Phone _____
Child's Name and Grade Level _____

The events/sales below all happen prior to the Annual Auction to be held on Saturday, April 25, 2020.

SPECIAL PARTIES THAT YOU WON'T WANT TO MISS

Yes, I would like to purchase a ticket for \$50 to attend Fiesta Like There Is No Manana with food, drinks and music by Steve & Steve on Saturday, September 28 at 6:00 pm at Dave & Ginger Ludford's home.

Yes, I would like to purchase a ticket for \$75 to attend Abbot Philip's Rock & Roll Party with food prepared by Chef Charlie Klinefelter and music from Steve Sharp & Wake the Sheep on Sunday, October 27 at 4:30 pm.

FANGEAR SALES

Help sell fan gear at the various locations below. Job duties include set-up, selling merchandise, take down and return to office.

FULL - Friday, August 30 Varsity Football Game 6:00 pm – 9:00 pm (as soon as it become dark pack up items and return to office)

FULL - Thursday, September 19 Homecoming Parade 5:00 pm – 8:00 pm (start packing up and put away items in concession stand at 7:30 pm)

Saturday, September 21 Homecoming

Tailgate area - Shift 1: 12:00 pm – 4:00 pm

FULL - Tailgate area - Shift 2: 4:00 pm – 8:00 pm (at 7:00 pm pack up and return to office)

ST. BEDE PRESENTS DUELING PIANOS – SATURDAY, DECEMBER 7, 2019

Be a part of a sensational evening with dueling pianos, food, drinks and tons of fun. Act fast! This event & positions fill up fast!

Purchase a Table at choice of \$300, \$500 or \$1,000

Purchase a ticket at \$30

Donate 3 dozen appetizers

Organize and replenish appetizers 5:30 pm – 9:30 pm

Raffles 5:30 pm – 9:00 pm

Bartend 5:30 pm – 11:00 pm

Clean-up 10:45 pm – 11:45 pm

Set-up 3:00 pm – 6:00 pm

FULL - Donate three dozen of each: acrylic plates/napkins/silverware

Yes, I can donate 2 bottles of wine

Yes, I can donate a case of beer

Yes, I can donate lotto tickets

Yes, I can donate gift cards

FULL - Yes, I can donate 2 cases of water

FULL - Yes, I can donate 6 liters of soda

Yes, I can donate 2 bottles of liquor

2020 CALENDAR RAFFLE (MANY NEEDED)

Calendars cost \$10 and make perfect gifts. Winners are chosen every day in February, 2020 with a chance to win over \$3200.

Yes, I can sell 10 calendars entry tickets (\$100 total) between October and January (students can earn park out front & other privileges for selling)

Yes, I can donate \$100 to have my family name/company name or logo listed on the calendar (1 - \$100 donation is equal to TWO ways of helping)

WINNER'S CHOICE \$10,000 RAFFLE (MANY NEEDED)

These are perfect gifts for the holidays or wonderful opportunities for you to win. Sales begin in Fall and winners will be chosen 4/25/20.

I would like to purchase a Cash Raffle for \$100 or 3 for \$200 with a chance to win a total of \$10,000 or the choice of 3 fabulous trips

Yes, I can sell Cash Raffles tickets to my friends and family

DONATE ANY OF THE FOLLOWING

These items help us create enticing gift baskets. Can you help?

Yes, I can donate 2 bottles of wine (min value \$15 per bottle)

Yes, I can donate lottery tickets

Yes, I can donate gift cards

Yes, I can donate 2 bottles of liquor

Yes, I can donate a service or item

(SEE BACK)

Be a part of the Annual Auction by helping. The Auction is our single – largest fundraising event. The past few years we keep breaking awesome records, which is fantastic news for our students. It takes many attendees, volunteers and supporters to make this event possible. We hope you will be a part of this.

ACQUISITIONS - From January 15 – March 1

- Follow up and pick up 5 to 8 items from local businesses that received a letter of request from St. Bede
- Yes, I have airline miles, hotel stays or a condo that can be sold at the Auction
- Yes, I have tickets to concerts or sporting events that can be sold at the Auction
- Yes, I have unique - one of a kind opportunities that can be sold at the Auction
- Yes, I would like to organize a trip to be featured in the Live Auction or Super Silent Auction

AUCTION TABLE CAPTAIN - From now until April 15

- Yes, I can be a Table Captain and fill a table of ten. In exchange for 9 paid admission, your ticket is free!

AUCTION CATALOG - Between January 15 – April 15

- Live Auction description writer

FULL - Proof Reader of the Auction Catalog

AUCTION INVITATION

- Send me an invitation to attend the St. Bede Auction to be held on Saturday, April 25, 2020

AUCTION SET-UP

- First three weeks in April make baskets
- Wednesday, April 22nd 6:00 pm – 8:00 pm (table cloths, napkins, place settings, etc.)
- Thursday, April 23rd 1:00 pm – 4:00 pm (display items in the Silent & Live Auction and Raffles)
- FULL - Friday, April 24th 9:00 am – 1:00 pm or 1:00 pm – 4:00 pm (be on site in the gymnasium for deliveries, etc.)**
- Saturday, April 25th 9:00 am – 11:00 am (set up the bar)
- Saturday, April 25th 11:00 am – 3:00 pm (be on site in the gymnasium for deliveries, etc.)

DONATIONS/SPONSORSHIP

- Please contact me, I will donate an item, service or a gift for the Silent or Live auction
- Please contact me, I would like to become a sponsor of the 2020 St. Bede Auction
- Please contact me, I would like to donate the centerpieces for the Auction tables

AUCTION NIGHT – SATURDAY, APRIL 25

Supervisor Positions:

- Supervise 30 student server's & food clean-up 5:45 pm – 9:45 pm
- Supervise 10 students setting up & serving appetizers 4:15 pm – 7:30 pm
- Supervise Dishwashers & Clean Up Crew 7:30 pm – 10:30 pm (approximately)

Other Positions:

FULL - Registration 5:00 pm – 7:30 pm

- Live Auction Recorder 7:15 pm – Live Auction over around 10 pm
- Check-out Desk 7:30 pm – 11:45 pm
- Serve drinks to premium table 6:30 pm – Live auction over around 10 pm
- Silent Auction Booth 5:00 pm to 11:30 pm
- Sell Winner's Choice \$10,000 Raffle Tickets 5:00 pm – 8:15 pm
- Bedan Bonanza Booth 5:00 pm – prizes are picked up
- The Golden Ticket Booth 5:00 pm – until the prize is drawn
- Wine Pull 5:00 pm – until you sell out
- Drive the St. Bede Bus to/from the Parking Lot for guests (circle shift)
 - Shift 1 5:00 pm – 8:30 pm
 - Shift 2 8:30 pm – 11:30 pm

PHOTOGRAPHY

- Yes, I can take pictures

CLEAN-UP CREW

- Assist with the clean up of the gymnasium on Sunday, April 26th from 9 am – 11:00 am (need many)