

Corporate Sponsorships & Advertisement:

- Reaching out to corporations that have given in the past as well as new corporations for underwriting support.
- Engaging parents/families who work/have access to organizations that can sponsor.
- Helping to edit/update our Corporate Master Tracker which has already been created.
- Providing feedback to the Advancement Department.

Time Commitment: June – November, most of the work is done in the summer with follow ups in the fall.

Silent Auction:

- Item Procurement, solicitation, following up with donors and connections.
- Packaging and Pricing.
- Helping with table presentation at event *if applicable*
- Writing Package descriptions for the website.

Time Commitment: October – March, most of the work occurs in December and January with follow ups in February and a packaging meeting in late February/early March.

Raffle:

- Organizing volunteers to sell raffle tickets at school/school events throughout the year *if applicable*.
- Help with presentation and sales at the event *if applicable*.
- Helping to engage parents/class parents/PA in buying raffle tickets either in person or via emails to room parents, friends, etc.

Time Commitment: September – March. *As events and communications arise*

Volunteer:

- Engaging volunteers to help on the day of event as well as Gala Gatherings and other school events related to the Gala.
- Helping to find volunteers for various projects like Stellar Cellar Drop Off, mailings, or goodie bag stuffing
- Writing emails, engaging parents to volunteer.

Time Commitment: September – March *as events arise*

Gala Gatherings:

- Brainstorming ideas for Gala Gatherings.
- Enlisting volunteers to host.
- Relaying information back to Advancement Department so they can advertise and assist in ticket sales.

Time Commitment: August – December. If Gala Gatherings are planned and hosts secure, the rest of the work can be done by hosts and Advancement offices.

Live Auction:

- Item Procurement and connections with donors.
- Helping to write descriptions.

Time Commitment: July – January.

Stellar Cellar:

- Item Procurement.
- Engaging parents to donate.
- Helping with wine/liquor drop off
- Connecting with the Liquor Store to provide wine selections

Time Commitment: December – March.

Teacher Time:

- Helping to engage teachers to fill out Teacher Time forms (providing snacks, notes, in the breakrooms).
- Helping with event display.
- Helping with Teacher Time Descriptions

Time Commitment: January – March.

Social and Marketing:

- Working with the PA Spirit Committee on Spirit Week and incorporating the Gala Theme
- Creating different elements surrounding the theme (i.e., playlists, style guides, trivia)
- Helping to engage the school community and students

Time Commitment: January – March.