



"The Race To End Hunger!"

Sunday, November 3, 2019 • 10:45 a.m. to 3:00 p.m.
Drury Lane Oakbrook Terrace
Volunteer Program Review

Thank you for wanting to volunteer! This event is the major fundraiser for Holiday Meals on Wheels, providing nutritious meals for nutritionally at-risk seniors when the publicly funded program is closed. Please read the following information for an overview of the event and volunteer opportunities.

Contact Kaitie at 630-293-5990 or khauser@ageguide.org to sign up!

6:00 a.m. to 7:00 a.m.

Unload the truck and place all items in appropriate sections

7:00 a.m. to 10:30 a.m.

Many volunteers: Set-up for Auction, Décor, Balloons

10:00 a.m. to 1:00 p.m. – Registration

6 volunteers: 3 Teams for 3 Tables

10:00 a.m. to 12:45 p.m. – Water & Pop Station

2 volunteers

10:30 a.m. to 12:45 p.m. –Express Checkout

arrive at 9:45 a.m. for training 2 volunteers

10:30 a.m. to 12:45 p.m. - Silent Auction, Raffle Sales, 50/50 ticket sales, Game stations

2 volunteers for Raffle Table in foyer

Walk-Around: 3 teams of 2 volunteers for both Item and Heads or Tails 50/50 raffles (12 volunteers' total)

10:45 a.m. to 12:45 p.m. - Silent Auction

Volunteers: Table Monitoring

12:45 p.m. – Auction Closing

Many volunteers for closing of the Silent Auction tables and re-bagging packages in numbered bags, plus winner notification. Walking baskets to winners at their seats

1:35 p.m. – On-the-Spot Donations in the Audience (this is face paced and fun!)

4-6 volunteers to collect completed Donor Envelopes (on tables for guest to complete).

General Volunteer Info

- **ATTIRE:** Feel free to dress with the Derby theme – otherwise, business casual is fine. Wear comfortable shoes and be prepared to have fun!
- **FOOD:** You are welcome to enjoy the wonderful food during the Silent Auction Preview or enjoy for the seated portion of the event (assuming you are not scheduled in the afternoon) but your first priority is to your volunteer assignment. Just make sure someone is always covering your assignment.
- **BIDDING:** To bid on the Silent Auction, just go to Express Check Out to get a bidder number.
- **MOST OF ALL:** We want you to enjoy the experience and help make it a success for our seniors!

HAVE FUN & MAKE A DIFFERENCE!