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## **Fur Ball Auction & Gala 2026 Volunteer Positions**

All position descriptions outline general duties, and shift times are estimated. Any changes should be no more than 30–60 minutes. Final details including step-by-step instructions, specific tasks, activity descriptions, and other information, will be provided well in advance of the event. Please note that all positions and timelines are subject to change, and volunteers will be notified promptly if any updates occur.

### **Silent Auction Setup**

**Volunteers Needed:** 10

**Shift Time:** 10am-3:30pm

**Duties:** Assist with setting up the Silent Auction items and displays. Help unload and move items into the venue upon arrival, ensuring each display is organized and all items for a package are grouped together. Once the displays are in place, assist with decorating the tables and make sure the correct bid sheets are placed in front of each package.

### **Banquet Set Up**

**Volunteers Needed:** 5

**Shift Time:** 10am-3:30pm

**Duties:** Help set up decor, signs, activity and program tables, and games throughout the venue as directed.

### **Volunteer Check In**

**Volunteers Needed:** 2

**Shift Time:** 3:30pm-9:30pm

**Duties:** Check in all volunteers, ensuring everyone receives a name badge and knows how to connect with their team lead. Serve as a resource for volunteers throughout the evening. Be familiar with the event schedule, including when and where each volunteer should report for duty.

### **Registration - Check In/Out**

**Volunteers Needed:** 8

**Shift Time:** 3:30pm - End of Event/Close Out (approx. 9:30pm)

**Duties:** Greet guests as they arrive, ensuring a friendly first impression. Check guests in using the Greater Giving system, confirming their bidder information and payment method. Coordinate with the packets team to provide each guest with their bidder packet and any additional materials. Assist with recording all charges on checkout sheets so payments can be processed accurately, and help ensure guests leave with any auction items, gift cards, or prizes they've won.

### **Registration - Packet & Handouts**

**Volunteers Needed:** 5

**Shift Time:** 4pm-7pm

**Duties:** Assist at registration as guests arrive. Provide each guest or couple with their auction catalog and materials, including name, bid number, and table number. Organize materials to ensure check-in is quick and smooth, creating a positive experience for all guests.



### **Spin & Win**

**Volunteers Needed:** 3

**Shift Time:** 4pm – 7pm

**Duties:** Record each guest's bidder number along with the number of spins and any donation amounts. Distribute prizes based on spin results and replace prizes as needed. Provide the final list of all bidders and spins to the Registration team when the Silent Auction room closes.

### **Raffle/Heads or Tails**

**Volunteers Needed:** 6

**Shift Time:** 4pm – 7:15pm

**Duties:** Work in teams of two, one as "sales" and one as "recorder." Encourage bidders to purchase raffle tickets or participate in the Heads or Tails game during the Live Auction. Distribute prizes for those who buy in, track bidder numbers and sales, and provide the final list to the Registration team when the Silent Auction room closes.

### **Kitten Cuddle Corner Handler**

**Volunteers Needed:** 3

**Shift Time:** 4pm - 7:30pm

**Duties:** Work with the kittens, monitoring their temperament and giving them breaks as needed. Assist guests who want to interact with the kittens, encouraging hand sanitizer use before and after handling. Be friendly and engaging with guests, answer questions when you can, or direct them to another staff member or volunteer if needed.

### **Alumni Dog Handler**

**Volunteers Needed:** 5

**Shift Time:** 4pm – 7pm

**Duties:** Dog handlers will roam the Silent Auction floor with their HPAC Alumni dogs, casually engaging with guests and sharing about their animals, Homeward Pet, and their experiences with our organization. If you're comfortable letting guests pet your dog, please let me know! As a representative of HPAC for the evening, be friendly and engaging, ask guests about their experience and answer questions when you can, or direct them to another staff member or volunteer if needed.

### **Silent Auction Spotter/Closer**

**Volunteers Needed:** 8

**Shift Time:** 4pm - End of Event/Close Out (approx. 10:00pm)

**Duties:** Monitor bidders and answer questions about the section you're assigned to, including details like closing times. Once your silent section closes, circle the winning bidder's number and place the bid sheet upside down in front of the item. Each item has three copies of the bid sheet: bring the first copy to the Registration team and leave the other two with the item. When the Silent Auction room closes and guests depart, assist with organizing items and preparing them for check-out. Help clean up displays and décor, and assist in retrieving bidders' items as they check out at the end of the event.



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### **Live Auction Recorder**

**Volunteers Needed:** 4

**Shift Time:** 6:30pm - End of Event (approx. 10:00pm)

**Duties:** Record the winning bidder and final bid amount on the bid sheet for each Live Auction item. Also, track the bidder numbers for each paddle raise. Once complete, pass the sheets to the Runners to deliver to Registration for check-out.

### **Live Auction Runner**

**Volunteers Needed:** 4

**Shift Time:** 6:30pm - End of Event (approx. 10:00pm)

**Duties:** Recorders will be seated near the stage and will provide bid sheets for you to take to data entry in the lobby. This will happen several times, so you should be comfortable moving back and forth quickly. (There are stairs involved, so please keep this in mind when indicating your interest.) We plan to have two runners per team to make it easier to take turns if the trips take longer than expected.

### **Live Auction Spotter**

**Volunteers Needed:** 6

**Shift Time:** 6:30pm - End of Event (approx. 10:00pm)

**Duties:** Spotters assist during the Live Auction by using a spotter wand to alert the auctioneer to raised bid cards, ensuring all bids are recorded. Spotters also help encourage bidding and add energy and fun to the event!