



# Ottawa – Kemptville RONA MS Bike Tour Volunteer Assignment



<b>Title</b>	<b>Silent Auction</b>
<b>Purpose</b>	To arrange and monitor items in the silent auction
<b>Position Location &amp; Time Commitment</b>	<b>Kemptville Campus - Saturday, August 6</b> <ul style="list-style-type: none"> <li>• Shift A 2:00 pm – 6:00 pm</li> <li>• Shift B 6:00 pm – 9:00 pm</li> </ul> <p style="text-align: right;"><b>and/or</b></p>
<b>Where to Meet Us</b>	<ul style="list-style-type: none"> <li>• Shift A - Look for or ask to be directed to the <b>"Volunteer Check-in Table"</b> by finish line in front of College. See map of College</li> <li>• Shift B – Meet Stephanie in the gymnasium</li> </ul>
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Set up all items for the Silent Auction along with the bid sheets.</li> <li>• Monitor the sheets to ensure clear, correct bidding etc.</li> <li>• Help move the auction form location by cafeteria to gym in the evening</li> <li>• Neatly pack-up the items at the end of the evening.</li> <li>• Keep bid-sheets together at the top of the box.</li> <li>• Assist in loading items to return to Carleton after the auction has closed</li> <li>• Ensure a high level of customer service in dealing with cyclists, volunteers, staff and sponsors</li> </ul>
<b>Physical Requirements</b>	<ul style="list-style-type: none"> <li>• This position requires you to be on your feet for an extended period</li> <li>• Light to medium lifting may be required</li> </ul>
<b>Benefits</b>	<ul style="list-style-type: none"> <li>• Food and beverages</li> <li>• A terrific volunteer t-shirt!</li> <li>• Invitation to yearly volunteer appreciation event</li> <li>• Be part of MS Society volunteer program which helps fulfill our mission.</li> </ul>
<b>What to bring, Washrooms, Travel and Parking</b>	<ul style="list-style-type: none"> <li>• This event takes place rain or shine</li> <li>• This position is outside and inside so remember to bring rain clothing and sunscreen, hat</li> <li>• Washrooms will be available on site in the various buildings – Dorms, Cafeteria, Gym</li> <li>• Parking is available on site at Kemptville. Volunteers are to make their own arrangements to get to the site.</li> </ul>
<b>Questions</b>	<ul style="list-style-type: none"> <li>• Before the Tour - Michelle Davis – 613-728-1583 Ext. 235 or <a href="mailto:michelle.davis@mssociety.ca">michelle.davis@mssociety.ca</a></li> <li>• During Tour weekend - 613-407-1968</li> </ul>