



Cuddle Awards Dinner/Auction Event Volunteer Opportunities

Held in March every year

o **Lead Event Support Volunteer**

1. Volunteer time, based on your own availability, in November, January, February
2. Communicate weekly/bi-weekly with CMK Volunteers needed for following positions:
 - A. Chair or Co-Chair Event
 - B. Chair or Co-Chair Live/Silent Auction
 - C. Chair or Co-Chair Program Advertisements

o **Sponsorship Committee Member**

1. Volunteer time, based on your own availability in November, January, or February)
2. Contact prior event sponsors and possible new event sponsors to support Annual Awards Dinner
3. Contacts, Materials and Event Information will be provided to you.

o **Program Event Committee Member**

1. Volunteer time, based on your own availability in November, January and/or February
2. Contact prior CMK event Advertisers, contact potential new advertisers
3. Contacts, Materials and Event Information will be provided to you.

o **Solicitations for Silent Auction**

1. Volunteer time based on your availability in November, December, January, February and/or March
2. Contact prior Annual Awards Dinner Silent Auction donors, Solicit community for new silent auction items
3. Contacts, Materials and Event Information will be provided to you.

o **Event Check-in**

1. Volunteer from 5PM-7:30PM (estimated) to assist with check-in
2. Volunteers (10 total) will check guests in via computer and streamlined welcome process
3. Training mandatory prior to event (1-2 hours)
4. Trouble shooters (3) needed – 2 years event experience (CMK event) required. Training refresher available

o **Event Greeter**

1. Volunteer on evening of Annual Awards Dinner from 4:30-7:30PM (Training begins promptly at 4:30PM)
2. Volunteers (4 total) will greet guests – must be outgoing and comfortable initiating with guests.

o **Assist with Annual Awards Dinner Paddle Call and Live Auction**

1. Volunteer on Annual Awards Dinner from 8:15-9:00PM (approximately)
2. Volunteers will collect and document live paddle donations and live auction bids as they occur
3. Will be contacted by Cuddle staff for instructions prior to event

o **Event Check-out**

1. Volunteer Annual Awards Dinner between 8:30-9:30PM (approximately)
2. Volunteers (5 total) will check out winners for auction items and paddle payments via streamlined computer system
3. Training will be the same as check-in



Cuddle Fall Fashion Show Volunteer Opportunities

Held in October every year

o **Fashion Show Event Day Check-in**

1. Volunteers (4 total) will check in guests between 10:30-12:00PM (approximately)

o **Fashion Show Event Day Raffle Sales**

1. Volunteers (3 total) will sell raffle tickets from either 10:30AM-11:30, or 11:30-12:30PM (approximately)

Cuddle Cocktail Night Volunteer Opportunities

Held throughout the year

o **Event Greeter/Check-in**

1. Arrive 1 hour before – review guest list and check-in process with Cuddle staff.
2. Volunteer must be comfortable speaking to guests and initiating conversation
3. Issue tickets to those who did no pre-purchase (handle cash box and checks)

Office Support and Volunteer Opportunities

Volunteers can support Cuddle My Kids with their own talent from their home or in our office. Volunteering to support our operations will in turn support the families we serve. Our day-to-day operations at CMK are vital to a successful organization and enable us to serve the families who need our support.

Consider volunteering for the following:

- o **Organization or Cleaning**
- o **Technology Support**