



## **Job Description: Basket Wrapping**

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### **VOLUNTEER POSITION:** Benefit Auction Basket Wrapping

**TIME COMMITMENT:** One-time, usually a Saturday from 9-3 about a month before the Auction event

**DESCRIPTION:** Helping to assemble items in baskets (see best-practices basket wrapping techniques) and wrap with clear wrapper, secure all basket contents, and ensure all items are visible. Add a ribbon/bow, and attach the Donation Tag to the BACK of the basket.

### **GUIDELINES:**

- Arrive at designated location on Wrapping Day by 9am
- Check in with school administration to get a wrapping spot and all necessary materials
- Select a Basket Bundle previously assigned by the Auction Committee
- Wrap the Basket Bundle using materials provided by the school. See the ***Tips for Wrapping Baskets*** guide and/or ask for assistance from previous attendees of Wrapping Day
- Make sure to attach the Donation Tag to the outside of the basket once it is wrapped for inventory control. Donation Tags are assigned by data entry (typically Jason Roder).
- Once the basket is wrapped, it is passed along to the Bow station. A bow is then made that matches the colors of the basket and attached.
- Once the Bow station is done, the basket is moved to Jason Roder for him to assign a Lot # then it is moved to its designed Section table in the storage area. Table will be labeled and Donation Tags will have the section number listed. Baskets need to be placed in their designated section table in numerical order.
- Typically there are between 45-80 baskets that need to be wrapped; once you have completed a basket repeat the process until all the baskets are wrapped and placed in their assigned section in storage.