



## Advancement/Alumni Volunteer Opportunities

### Alumni Council

- The Incarnate Word Academy Alumni Council consists of distinguished alumni who serve as an integral part of engaging all alumni in IWA activities throughout the year. The Council assists with the coordination and execution of all alumni activities and events.

### Class Captains

- The Class Captains serve as the liaison between the Alumni Office and their graduation class and plays a significant role in engaging classmates in IWA activities and events.

### Paradise Island Gala

- The school's signature fundraising event, held each Spring, has a host of volunteer opportunities:
  - Event Co-Chairs assist with recruitment of sub-committee co-chairs, assist with setting overall goals, motivate and encourage committee members to achieve targeted goals.
    - Volunteers are needed for the following sub-committees:
      - Table Sales Committee assists with one or more of the following: prepare and mail sponsor packets, sell tables, contact supporters to confirm guests, table signage and numbers, print bid numbers, and write thank you notes.
      - Live Auction Committee assists with one or more of the following: procure items, prepare program and display board photos and content, auction previews and power point, pick up items, event day set up, and write thank you notes.
      - Silence Auction Committee assist with one or more of the following: procure items, pick up items, confirm completion of donor forms, prepare bid sheet descriptions and displays, package certificate organizer, event day set up, silent auction attendant & check-out, and write thank you notes.
      - Spirit Auction Committee assist with one or more of the following: procure items, prepare program and display board photos and content, auction previews, pick up items, event day set up, bid board attendant, and write thank you notes.
      - Children's Art Auction Committee assists with one or more of the following: confirm projects with each class, prepare program and display board content, coordinate auction preview event, event day set up, bid board attendant, and write thank you notes.
      - Decorating Committee conceives, organizes, and executes the themed décor and set-up at venue.
      - Raffle Committee assists with one or more of the following: prepare and distribute raffle packages, and serves as liaison with the PTO sales at each level.
      - Hospitality Committee assists with one or more of the following: picking up food for set-up volunteers, acquiring unique thank you favors for live auction winners and table favors for golden archangel sponsors, order and pick up special recognition gifts, and coordinate parting favors for guests

- Promotions Committee assists with creating, coordinating, and promoting auction previews; distributing posters throughout campus, and also serves as social media ambassador.
- Logistics Committee assists with event set-up and/or break down.
- Each of the event sub-committees offer two volunteers levels:
  - Co-Chairs assist with committee recruitment, set expectations, motivate and encourage committee members to achieve targeted goals, and host regular report meetings
  - Committee Members

### **IWA Homecoming – Burning of the “A”**

- The Burning of the “A” is an IWA tradition. Volunteers are needed to assist with set-up, break-down and coordination of the highly attended and most anticipated annual Alumni Basketball Game.

### **Scholarship Luncheon Committee**

- Members of this committee coordinate, set-up and co-hosts the annual Scholarship Donor Appreciation Luncheon. **CMSE required**

### **Senior Graduation Luncheon**

- Volunteers assist with the execution of the annual Senior Graduation Luncheon hosted by the Alumni Office. Responsibilities include decorating, procuring raffle items, assisting with check-in and serving food. **CMSE required**

If you are interested in being involved or need additional information, contact:

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