



**K.I.S.S. Chicago
Volunteer Information and Registration Form**

**February 5, 2011 • 7 pm – 11 pm
Chicago Illuminating Company • 19 E. 21st Street, Chicago**

K.I.S.S. Chicago is an annual fundraising event for the Foundation for Sarcoidosis Research which provides funds to support the organization's patient support and education activities and funds research throughout the year. Volunteers are the key to the event's success!

- The event begins at 7pm and ends at approximately 11:30pm. Volunteers are needed in shifts from 6:00 until midnight. Everyone will have a scheduled break to enjoy the event!
- All volunteers are requested to attend a **pre-event meeting on Tuesday, January 25th**. The meeting will be held at 122 S. Michigan Ave., Suite 1700, Chicago, 60603. Refreshments will be served.
- We need help with a variety of volunteer position and will try our best to accommodate your preferences.
- **Please return this volunteer registration form by Tuesday, December 28, 2010.**

VOLUNTEER POSITIONS:

Registration

Registration volunteers are responsible for welcoming people in as they enter the event; checking them in; handing out event programs, and taking payment information for door ticket sales. You will be the first person guest see as they enter the event. Smile!

Gaming

Charitable gaming will be back at K.I.S.S. Chicago this year! Volunteer dealers are needed for blackjack, roulette, craps and other games. Dealers will receive training at the event. Prior experience as a dealer is preferred but not required. In accordance with Illinois laws, all volunteers assisting with charitable gaming are required to submit their social security number with their volunteer registration.

Silent Auction

The silent auction is the event's largest fundraising activity of the evening. Approximately 50 donated items will be up for bid. Volunteers are responsible for ensuring that all bids are complete and comply with silent auction rules (for example, that starting bids and minimum raises are observed.) Silent auction volunteers



scheduled for auction check out will assist with taking payment for auction items and distributing prizes to the winners.

Wine Roulette, Raffle, KISSing Tree

Volunteers that are assigned to these areas are responsible for encouraging guests to participate in the activity or purchase raffle tickets. These are highly interactive areas. These will be fun activities for outgoing, enthusiastic volunteers!

Extra Credit: Set-up and Clean-up

We need a few more hands to help with setting up the event prior to its start during the afternoon. Volunteer who would like to help staff and committee members with putting away all event supplies, taking down signage and packing materials up at the conclusion of the event are also welcome. Tasks and responsibilities will vary.

