

## VOLUNTEER WITH US!

We are looking for enthusiastic volunteers to help with our biggest yearly fundraising event – the Annual Banquet in Hong Kong. This banquet is an exciting event with over 900 high-end business people in attendance. Last year the banquet raised over HK\$14 million to help thousands of ultrapoor families in the Philippines.

**You too can make a difference in the lives of the ultrapoor by volunteering in one or more of the following activities. Help us bring hope to the ultrapoor in the Philippines!**

### BANQUET PREP

**October 13, 2018 (Saturday) & October 20, 2018 (Saturday)**  
2pm–6pm

ICM Office, 21/F Siu On Building,  
243 Des Voeux Road West, Sai Ying Pun

Volunteers will help with packing and labeling auction prizes, preparing auction display materials, Banquet Day volunteer materials, event organizing supplies.

### TRAINING NIGHT *(For all banquet day volunteers)*

**October 18, 2018 (Thursday)**  
7pm–9pm *(light dinner will be provided)*

Venue to be confirmed

Volunteers will be briefed about the latest updates of ICM, of the banquet, their responsibilities in the teams and how to use the auction bidding system. The training night is required for table attendants.

### BANQUET DAY *(Attendance of Training Night is required)*

**October 24, 2018 (Wednesday)**

**Table Attendants\*** (50–60 pax)  
5:30pm–11:00pm

Assist guests with bidding system, answer guests' questions, collect payments. Training on Oct. 17th evening is required for the table attendants. *(Bring your smartphone device for the evening)*

**Registration Team\*** (6–8 pax)  
5:45pm–7:30pm

Register guests, advise table numbers and provide bidding cards.

**Payment Team\*** (10–12 pax)  
7:30pm–11:00pm

Collect payments from Staff, Table Attendants & guests, help encode payments. *(Finance or accounting background is beneficial but not compulsory)*

**Set Up Team\*\***  
(5–7 pax)  
1:00pm–5:30pm

Unpack supplies and materials, set up event props and materials, including small and large display items.

**Auction Floor Supervisors\*** (3–5 pax)  
6:00pm–11:00pm

Promote auction items, and guard high-value prizes.

**Collection Team\*\***  
(15–20 pax)  
6:30pm–11:30pm

Pack auction prizes, manage collection point where guests pick up prizes, liaise with auction floor supervisors and payment team.

**Take Down Team\***  
(7–9 pax)  
11:00pm–1:00am

Pack and prep auction items, banquet materials and supplies.

### POST BANQUET

**October 25, 2018 (Thursday)**

**Data Entry Team\***  
(8–10 pax)  
9:00am–5:00pm  
(any 3 hours)

Entry of payments and donor contact information in online database. *(Data Entry experience valued)*

*\*Anyone age 17 or above is welcome*

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## SIGN UP NOW!

Help us bring hope to the ultrapoor!

**CLICK HERE TO SIGN UP!**

*If you have questions, please email [volunteer@caremin.com](mailto:volunteer@caremin.com)*

