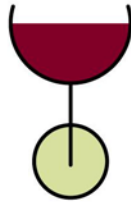


classicwinesauction



Wine working wonders.

CLASSIC WINES AUCTION VOLUNTEER RESPONSIBILITIES

Thank you for contributing significantly to our success; we recognize that we would not be able to run successful events without you. We want your experience to be pleasant, and to that end have established some guidelines for participating as a volunteer for the Classic Wines Auction (CWA). The Classic Wines Auction maintains the highest quality standards of service for our guests and requires volunteers to provide the same high standards.

Volunteers are responsible for:

- **Prompt arrival at the scheduled time for your volunteer shift.** The position you fill is important to our activities. The people you are volunteering with depend on your attendance, so please call Volunteer Director, Carma Corcoran at 503-575-6328 if a situation arises and you cannot volunteer.
- **Checking in upon arrival** so we know that you have arrived and can update you on any last minute changes.
- **Wearing your name badge** or other identification at all times, identifying you as a volunteer and available to answer questions from guests.
- **Bringing any questions/concerns/suggestions to your team leader** or the Volunteer Director at an appropriate time.
- **Completing the duties associated with your position** unless otherwise directed by the team leader, Volunteer Director or Classic Wines Auction staff.
- **Checking out upon departure** so we may take the opportunity to thank you, give you a parking pass and offer you a token of our appreciation.

Volunteers are subject to the following policies of Classic Wines Auction, Inc.:

- Volunteers working during the auction (4pm-11pm) must be 21 years of age or older. Persons under 21 may volunteer for other positions during the day or on other days where volunteers are needed.
- You will be representing CWA and its benefiting charities while volunteering, so please act in a professional, courteous and helpful manner to each other and our guests.
- Volunteers will not be allowed to consume alcohol while in the Oregon Convention Center.
- Volunteers shall be assigned job tasks in accordance with the organization's needs and desires.
- All activities of CWA volunteers and volunteer groups shall be under the direction of a CWA representative.
- Volunteers shall participate in any required training or orientation needed for their assignment.
- All food, wine, dancing and entertainment at the Classic Wines Auction are for registered guests. As a volunteer, you may enjoy food and beverages served in the volunteer meal area.
- Neither full nor partial bottles of wine may be removed from the Convention Center.

NOTE: Please keep personal items to a minimum by leaving your purse/backpack at home. Locked storage is not available.