

Riffenburgh Elementary Volunteer Program
Class Theme Basket Organizer Responsibilities
Updated October 2012

Facilitate the creation of a class theme basket for the Silent Auction:

- Choose a theme (in coordination with the other class in your grade) for the theme basket (e.g., toys, coffee & tea; knitting, movie night, etc.). If you need help picking a theme, please check with the Theme Basket Coordinators
- Send out an information note to the class parents asking for donations within that theme. Please ask them to include either an estimated value or a receipt to help with the pricing of the basket.
- Collect donations in the classroom and supply a basket or decorated box or bag to hold the items.
- Make a list of all donations collected, including estimated value.
- Deliver the basket to the theme basket coordinators for wrapping.
- **You are not responsible for the total cost of the basket or its contents.**