

THE NEXT STEP SCHOLARSHIP GALA

2026 Volunteer Quick Reference

Saturday, October 10, 2026

Sheraton Westport Chalet Hotel

3:00 pm - 10:00 pm

VOLUNTEER OPTIONS

1. Gala Volunteer: **Ticket Included**
2. Behind-the-Scenes Volunteer: **No Ticket Included**
3. Gala AND Behind the Scenes Volunteer: **Ticket Included**

IMPORTANT INFO

- Gala volunteering is from 3 pm - 10 pm on Saturday, October 10th. **You must arrive by 3:00 pm!**
- Only sign up for a ticketed Gala position if you are 100% certain you can attend, as spots are limited to 75 attendees.
- This is a formal event. If you're comfortable with that, we have many behind-the-scenes volunteer options!
- Donors fund student tickets. Students sit with fellow scholarship recipients, and guests are not allowed at the student tables.

HOW TO SIGN-UP

- Sign-ups open on **Wednesday, July 15**. To ensure fairness, half of the positions open at 8 am and half at 6 pm.
- You'll receive a text and an email reminder at both times, each with a sign-up link.
- The Gala volunteer spots that include a ticket will fill up very quickly, so do not procrastinate!

GALA DAY POSITIONS - TICKET INCLUDED

- **Student Check-In**
Check in students, hand out nametags. Arrive 2:00 pm.
- **Student Hoodie Distribution**
Distribute hoodies during celebration. Arrive 2:00 pm.
- **Floater**
Help staff wherever needed. Requires flexibility and quick thinking!
- **Event Traffic Flow**
Guide guests to beverage stations and the ballroom.
- **Greeters**
Welcome guests at various entrances to the Gala. Must be outgoing and enthusiastic!
- **Ballroom Seating**
Direct guests to their tables using provided seating charts.
- **Photos / Social Media**
Capture candid event photos and videos for use on social media.
- **Auction Spotters**
Spot raised paddles for our auctioneer. Must be energetic and comfortable being in the spotlight!
- **Registration**
Check in guests using a provided iPad. Fast-paced and must be tech-savvy!
- **Mobile Registration Assist**
Help mobile check-in guests skip the line.
- **Registration Traffic Flow**
Guide guests into the registration line and open check-in spots.
- **Registration Help Desk**
Assist staff resolving registration issues.
- **Raffle Sales Booth**
Sell raffle tickets to guests using a provided iPad.
- **Roaming Raffle Sales**
Pairs sell tickets to guests in the crowd using a provided iPad.
- **Guest Thank-You Distribution**
Hand departing guests a small gift and thank them.
- **Event Break-Down**
Collect event materials and load into staff cars.
- **Gratitude Meeting**
Direct guests to the Gratitude Meeting that immediately follows the Gala.

BEHIND-THE-SCENES POSITIONS - TICKET NOT INCLUDED

Item Delivery to Hotel

Friday, Oct. 9, 4-6 pm

Load items into cars at our Warson Woods office, and then transport to the hotel.

Event Set-Up

Friday, Oct. 9, 5-8 pm
Saturday, Oct. 10, 9-12pm

Meet at the Sheraton to help staff set up for the Gala.

Thank You Note Writing

Various Dates in November

Write thank you notes to our donors.