



# School Activities Chair

Lauren  
Hufford

## RESPONSIBILITIES

The school activities chair is responsible for coordinating the following:

Grade Level Donations – Each grade level is asked to donate monetary funds toward a kid/family related item to the silent auction. Donations are discretionary, any amount is appreciated! Grade level coordinators then purchase and donate the item to be sold at auction.

Beautification – Each year the auction raises money to fund a beautification project for the BHE campus.

Kids' Creations – Art created enthusiastically by your children will be available for purchase at auction. Don't miss this opportunity to grab your child's masterpiece!

Teacher/Principal Parties – Each BHE teacher hosts a class party, activities are varied by grade level and your child's participation in the parties can be purchased at auction. Principal parties are also available which include an outing/lunch with your child's Principal or Assistant Principal.

## A LITTLE ABOUT Lauren...

Lauren is the mother of two kids, Connor (4<sup>th</sup> grade) and Ellie (Kindergarten). In her free time, she enjoys running, playing tennis (shout out to my MFC Simply Smashing team!), reading, and driving carpool (seriously...she will drive your kids anywhere)! Lauren loves a good costume party, and is known for her signature splits move on the dance floor.



# Solicitations Chair

Lauren Harris

## RESPONSIBILITIES

In the simplest of terms, the Solicitation Chair is in charge of getting all the auction items! In more complex terms, she sends out all the solicitation letters, pick up the items, enter the items as they come in, store all the items, send thank you notes and provide all donors receipts. The solicitation chair assists with all the Live Auction and Big Board items. She is also responsible for the silent auction layout/setup and auction night item pickup. She is also in charge of parties!

Of course, she doesn't do it alone! She has 4 committees: Retail Donation Sales Force, Retail Donation Pickup, Silent Auction Set Up, Silent Auction Item Pickup. They also have a Family Donation Coordinator, Parties Coordinator, and Donor Appreciation Coordinator.

### **Do you have something you would like to donate?!**

Items? Gift Cards? Vacation Home? Sports Tickets? Please contact us at [bunkerhillauction@gmail.com](mailto:bunkerhillauction@gmail.com)

**Would you like to help out on a solicitation committee (or two)?** Please go to our signup genius at [bunkerhillpta.com](http://bunkerhillpta.com)

**Want to host a party?!** We want to hear from you!! [bunkerhillauction@gmail.com](mailto:bunkerhillauction@gmail.com)

## A LITTLE ABOUT..... LAUREN

Lauren is mom to Blythe (third grade), Britton (first grade), Scottie (preschool), and sometimes Tyler (husband). She loves hot coffee, dry shampoo, New Yorker cartoons, and pretending to work out. As an Okie who has managed to live in the four corners of Texas, Lauren shamelessly cheers for the Oklahoma Sooners at every opportunity. Other lesser known facts: Lauren is a lefty, a recovering lawyer, a childhood Weather Channel addict, and an easy laugh. Lauren would like to be an editor when she grows up



## **BidPal Chair**

### **Keleigh Spinner**

#### **RESPONSIBILITIES**

The Bidpal chair works with OneCause, our event software partner, to design our mobile bidding site and ensure everything runs smoothly on event night and in the months leading up to the auction. In addition, she partners with the Solicitations and School Activities chairs to add all of our incredible auction offerings to the website, including items, parties and special experiences.

This year, Keleigh is also in charge of maintaining the auction budget and coordinating adult and kid parties. Parties are a big money-maker for BHE, so let her know if you are interested in hosting!

#### **A LITTLE ABOUT KELEIGH.....**

Keleigh is married to Jeff and mom to four kiddos - Emma (1st), Audrey (kinder), Luke (3 years) and Ray (1 year). A self-proclaimed introvert who nevertheless finds herself at an endless string of social events, Keleigh loves homemade Halloween costumes and chaos at home. In her spare time, she enjoys reading, jogging, hoarding children's books, and watching the Astros, cold beer in hand.



# Event Coordinator Chair

**Olivia Porter**

## **RESPONSIBILITIES**

The Event Coordinator is responsible for overseeing all aspects of the BHE Auction Event. Specific responsibilities include: scheduling the venue, choosing the menu, working with the decorations team, securing entertainment, finding an auctioneer, booking security, and coordinating with the communications team on auction layout. The Event Coordinator is also responsible for helping to organize the “Men’s Poker Party” and “Girls’ Night Out” – information about these events will be coming out shortly, so please keep an eye out for more details. We will also be looking for volunteers for the decorations committee, so please check back for additional information soon.

## **A LITTLE ABOUT OLIVIA...**

Olivia is married to Matt and is mom to Cash (6th at MMS), Miles (3rd grade) and Penelope (Kindergarten). Born and raised in Cushing, Oklahoma (the pipeline crossroads of the world!), Olivia is proud of her small town roots but loves calling the big city of Houston her home. She is known for staying up way too late, keeping up with the Kardashians and making lots of lists. She loves to travel, go to concerts, give gifts, spend time with friends and her family and cheer on the OU Sooners!



# Communication Chair

**Jordan Folloder**

## **RESPONSIBILITIES**

The Communications Chair for the BHE Auction is responsible for making sure you, first and foremost, **KNOW ABOUT THE AUCTION!** You will receive Auction announcements and information from this Chair - likely in the form of email or PTA E-blast. But we also encourage you to Like/Follow the [Bunker Hill Elementary Auction Facebook Page](#). The Chair is also responsible for communicating (or directing communications) with the community - sending both Auction Underwriting letters and Solicitation letters to local businesses and individuals. The Communications Chair also coordinates Family Photos (an amazing opportunity to have a family portrait sitting) as well as the Auction Photo Gallery (individual student portraits for sale at the Auction). The Auction Brochure (you'll receive one before auction if you buy your tickets) is the handiwork of the Communications Chair as well. The night of the auction, the evening's schedule and order of events are orchestrated by this Chair.

## **A LITTLE ABOUT JORDAN.....**

**Jordan is married to Harry and is the mother of 4. Noah (5th), Sammy (6th at Briarwood), Sadie (1st) and Annie (2 yrs). A Memorial native who actually grew up running these same neighborhood streets, she can still be found hitting the pavement in her signature running skirts. Addicted to exercise while a binger of Skittles, this political junkie loves a good manicure, an unwatched season of Schitt's Creek and she will always laugh when people joke about the 17 straight years that she will be at BHE.**

