



TARA REDWOOD SCHOOL

A NON-PROFIT ORGANIZATION SINCE 1989

KNOWLEDGE • STRENGTH • COMPASSION

Tara Annual Auction Committee

Classroom Rep (December - June)

An essential function for the fundraising efforts of Tara Redwood School, each classroom provides an auction representative who is responsible for keeping the classroom informed about the auction, working with classroom teachers, coordinating classroom projects, descriptions and donations. Helping to facilitate a smooth auction experience for everyone. [More details...](#)

Campus Rep (December- June)

Similar to classroom job, but instead represents campus, makes sure signage is up at campus, oversees campus wide projects that relate to the auction. Collaborates with Auction team, has specific Auction task as well. [More details...](#)

Auction Chair (December-June)

Responsible for leading/ overseeing and managing the auction committee and making sure the planning of the event is on track and each piece/detail is being followed through on. Responsible for the end result. [More details...](#)

Compassion Cards - Social service project and classroom fundraiser (mid October - November)

Classroom role

Coordinate Compassion Card orders by displaying class artwork, collecting orders, and passing off artwork to another parent to scan. [More details...](#)

Campus wide role

Scans cards for all classes on campus, and communicates with card printer to organize campus order. [More details...](#)

Gifts of Love Coordinator (Social service project in December)

Campus role

Organizes gifts for family in need during holiday season, by distributing their wishes through class, compiling gifts, and helps deliver to drop off location. [More details...](#)

Winter Concert Coordinator (December)

Campus Role

Help setup and cleanup for school performance. [More details...](#)

HIKE 4 PEACE (November-May)

Campus Role - Hike 4 Peace Coordinator.

Works with administration to organize event, find vendors for event and enlist volunteers

Campus Role (December - May) Help collect Donations for the raffle and lead raffle on day of event.

Campus Role (May) Lead Bake Sale

Event Roles - Assist with one or more of the following: setting up event, parking, bake sale, raffle and cleaning up after event, other.

Sound Engineer for Winter Concert (December), **Hike 4 Peace** (May) **and plays** (June)

Campus Role

Help put together sound system for performances, set up microphones, monitor sound during performance for whole campus. [More details...](#)

Musical Accompaniment for Winter Concert (December) **and plays** (June)

Campus Role

Play music with classes during performances, coordinate with teachers of classes to get music and practice together beforehand, for whole campus. [More details...](#)

Yearbook

Head Yearbook Designer (January - June)

Community Role

A project for someone who likes creativity and graphic design, is organized and willing to make our yearbook a work of art. Work with classroom parent helpers to make one yearbook for the whole school. [More details...](#)

Yearbook Coordinator (January-June)

Classroom Role

Works with Lead Yearbook Designer to create yearbook by collecting and taking photos, and working with teachers to capture interesting quotes and art and arranges into online layout. [More details...](#)

Village Campus - Special Person Tea (February)

Campus Event Lead

Planning, prep, and set-up/clean up for annual tea party with students' special people (grandparents, aunts, adult friend, etc). [More details...](#)

Classroom Rep

Support campus lead and communicate details to class families. [More details...](#)

Spring Picnic

Spring Picnic helper (March/April)

Help team organize and put on school gathering at Wilder Ranch, help with treasure or scavenger hunt. Help setup and cleanup potluck lunch. [More details...](#)

Spring Picnic Coordinator (March/April)

This person can also be someone from the classroom signed up to help.

Help to create and implement a scavenger hunt, prepare the prizes, and put on event.

Help coordinate potluck lunch. [More details...](#)

Play helper (March - June)

Classroom role

Work with teachers to assist with play needs: costume organization, set design, songs, play practice. [More details...](#)

Gardening (All Year)

Gardening lead (All year)

Campus Role

Assess outside needs, organize classroom gardeners to follow through with tasks, planting, watering, weeding, raking, sweeping, keep an eye on outside cleanliness/maintenance. [More details...](#)

Classroom Gardener (All year)

The gardeners are responsible for maintaining the outside of classroom/school areas, pulling weeds, raking, and watering. [More details...](#)

Maintenance

Handyperson/Special Projects Leader (All year)

(1 per campus to work on Big Playground at Redwood Campus)

The person doing this job is responsible for taking care of the “odd” jobs that come up at school. repair small things in the classroom, broken chairs, faucets, doors etc. Make sure outside space is maintained and clean, including leaf blowing/sweeping.

As needed: clean up or repair things on the playground. Sometimes mulch or new sand needs to be spread. It would be helpful if this person could schedule a regular review visit of the

playground. Assist with school work days, taking care of any garden/grounds construction projects. Responsible for setting up parent work parties once or twice a year- working with Gardening lead person.

Field Trip Coordinator (All year)

Classroom role

Helps by researching, planning, and organizing field trips for class, based on teachers' requests and curriculum studies. [More details...](#)

Drivers - Driving children to and from field trips. Maximum of 2 hours per field trip toward parent participation hours.

Hot Lunch Coordinator (All year)

Classroom role

Coordinate the hot lunch social service program by, setting the dates, signing up cooks and collecting payments from families. [More details...](#)

Laundry (All year)

Collect laundry on Friday, wash at home, and return on Monday.

Classroom Helper--Mandala or Rainbow class [More details...](#)

Campus Helper--Village Campus [More details...](#)

Teacher prep/materials maker (All year)

Classroom role

Help teachers with making materials or prepping for big projects, likely at your home. [More details...](#)

Fundraising (All Year)

Fundraising Team Lead

Lead and work with fundraising team to organize and put on fundraising projects/events. [More details...](#)

Classroom Rep

Working together with other parents on various fundraising projects throughout the year, such as Amazon Smile, online fundraising, etc.. [More details...](#)

Event Setup and Cleanup (All year)

Community Role

Works with Administration to pick up chairs, and set up tables and chairs, as well as break down and return if necessary. At end of event, helps Administration clean the area. [More details..](#)
