

Tigard High Band & Auxiliary Boosters

Band Classes ∞ Marching Ensemble ∞ Winter Guard ∞ Winter Drumline ∞ Cadet Drumline

Tigard High Band & Auxiliary Event Coordinator Position Descriptions

There is always a lot going on in support of our kids, and the Tigard Band & Auxiliary Booster Board & Directors cannot do it all on our own. **We NEED guardians and parents to *step up and get it done* by helping organize and manage these events.** None of these jobs is as hard as it may look, and you will always have the support of others to make things happen. Ideally each coordinator position is filled by two adults, one an experienced boosters and the second a new booster who can see how the events happen and then show others in the future.

Chuckwagon Coordinator(s) (Marching Band Season)

Be responsible for coordinating an individual(s) to provide breakfast type meals/snacks for each competitive performance (typically 4 per season). Also coordinate an individual(s) to provide the main meal (utilizing the Chuckwagon trailer) for each of these competitive performances, including snacks and desserts. Ensure that there is a driver available to drive the Chuckwagon to each of these performances. Different volunteers can be utilized for each need (i.e. breakfast, main meal, driving) and different volunteers can volunteer for different days. The Chuck Wagon Coordinator is also responsible for making sure the volunteers have the supplies they need and for collecting and turning in all receipts to the Treasurer.

Craft Fair Coordinator(s) (1st Saturday in December)

- **Lead Coordinator(s)**
- **Vendor Coordinator(s)**
- **Raffle Coordinator(s)**
- **Concessions Coordinator(s)**

The Lead Coordinator is responsible for managing and supervising all aspects of the Craft Fair with the support of the Vendor Coordinator and Raffle Coordinator, and Concessions Coordinator. Send out emails to previous years vendor participants to see if they are wanting to commit to another year. Keep track of all vendors, collect registration forms. Procure and track donations for the raffle. Provide concessions for the event. Recruit volunteers to help with set up and day of event. Promote the event to the community.

Rhythmfest Coordinator(s) (1st Saturday in February)

- **Vendor Coordinator(s) / Raffle Coordinator(s)**
- **Volunteer Coordinator**
- **Concessions Coordinator(s)**
- **Event Program Editor(s)**

This, more than other events, is McKee's baby. The Coordinators support this event by managing and planning the concessions stand, selling a limited supply of vendor booths, running a 50/50 raffle and/or other fundraising efforts. Recruit volunteers to help with set up and day of event. Promote the event to the community. The students and boosters sell advertising space for the printed event program, the Program Editing team work on ad placement, participating unit info, etc...

PEP Band Football Game Snacks Coordinator(s) - Overview

The football game snacks coordinator recruits and oversees helpers to gather, pass out and clean up snacks at each home game, including any playoff games. The coordinator or helpers may purchase the snacks. Receipts may be submitted to the Treasurer for reimbursement.

The coordinator and all helpers get into the game for free! They must stay with the band for the entire game.

Uniform Coordinator(s)

Would you like to get to know our fabulous band kids better? Is your schedule somewhat flexible? Do you like to organize stuff? What about simple hand sewing, such as hems, mending, etc.? The role of Uniform Parent is one of the best opportunities to work with these great kids! This can easily be a shared job... working as a Uniform Team works really well. In addition, there is a comprehensive Uniform Manual that lists everything you need to know!

Garage Sale Coordinator(s) – 3 Co-Coordinators would be ideal.

This is currently our largest single fundraiser. The Garage Sale Coordinators request donated items from the community, manage pricing & sorting 'parties', and promote the donation of items as well as the two day sale. Also, the Garage Sale Coordinators recruit volunteers to sort/price donations, setup and tear down the garage sale, and assist the volunteers working as cashiers and helpers the days of the sale. Post sale, the Garage Sale Coordinators will take the leftover items to Value Village (FUNDrive Appointment required), who pay us for leftover items.

Jazz/Guitar Concert (aka Blues Night) Coordinator(s)

- **Lead Coordinator(s)**
- **Dessert / Beverage Coordinator(s)**
- **Raffle / Silent Auction Coordinator(s)**

This one night community event raises money that goes directly to the classrooms. It is a joint effort between the Guitar Classes and the Band Boosters. Duties include recruiting volunteers, monitoring and setting up online ticket sales, procuring desserts & beverage items from the community to serve at the event, procuring items for and creating gift baskets for a raffle or silent auction. Coordinators will also guide volunteers to setup and decorate our own cafeteria into a nightclub like atmosphere.

Fall/Spring Can & Bottle Drive Coordinator(s) – 2 Co-Coordinators per drive would be ideal.

The Can & Bottle Drive Coordinator(s) are responsible for setting up a fundraiser with and procuring supplies from the OBRC (Oregon Beverage Recycling Coop), promoting the drives, creation of flyers. The Can & Bottle Drive Coordinator(s) will also manage student/parent volunteer teams for the week of Can & Bottle Drive Door Flyer distribution to Tigard neighborhoods as well as the day of volunteers who collect and sort the cans and bottles. Post drive, the coordinators and parent volunteers will deliver the cans and bottles to the OBRC center.

All-School Auction Representatives – would like a minimum of 6

The All-School Auction can be a great fundraiser for us but it does require some effort and involvement on our part. Responsibilities include procuring donations, attending some/all auction committee meetings, assisting with auction decorations, creating baskets for the silent auction. There may also be a need to attend some THS PSO meetings where All-School Auction fund disbursement decisions are made.

Communications & Media Coordinator(s) – would consider the right student to help with this position

Assist the Booster Board, Band Directors, and other Coordinators with digital and traditional communications and media. Keep Band & Auxiliary Booster WordPress website up to date, craft and distribute emails and text messages to the Boosters. Work with local media outlets to publicize the Band & Auxiliary Programs events and fundraisers. Craft and manage creation and distribution of flyers, posters, signage, etc...