

Bishop's Peak Elementary School
Battle of the Books Chair
Job Description/Procedures

Beginning of June:

1. Obtain "Battle of the Books" list for upcoming year

Beginning of September:

1. Have 3rd through 6th grade teachers go over list and cross off any books they already have.
2. Check with Librarian to see if additional books are needed for library (Librarian is responsible for ordering library-bound books needed; PTA budget for the library per year is \$1,000 for books/software plus an additional \$150 for teacher funds).
3. (Optional) Send out flyer to parents asking them to check their bookshelves and donate any unwanted books from the "Battle of the Books" list to the school.
4. Contact Barnes & Noble representative (Jen Hernandez: crm2676@bn.com) and give her the list.
5. Get Barnes & Noble vouchers from Book Fair (check safe for any vouchers/gift cards) and apply toward book order.

End of September:

1. Pick up books from Barnes & Noble.
2. Stamp all books with PTA stamp prior to giving to teachers and explain that these are books to stay with classroom (grade for future years) and distribute to classrooms.

January or February:

1. Check with Mrs. Williams to see what snacks she wants for "Battle of the Books."
2. Update donation letter/form and send to local grocery stores asking for donations of goods or store gift cards.

April:

1. Send out volunteer request via email to 3rd, 4th, 5th & 6th grade room reps asking them to forward to classroom parents.
2. Ask Janet to place request for snack donations (large pretzels from Costco, M&Ms, pretzel M&Ms, goldfish crackers, red vines, bottled water, juice boxes) as well as a few people to bring cut fruit on the day of the event in school newsletter.
3. Go through "Battle of the Books" permission slips to see which parents have expressed an interest in volunteering.

May:

1. (*First week*) Contact volunteers and ask them what assignments they are able to take on (snack prep, snack distribution, lunch distribution, team questioners).
2. (*Second week*) Pick up white marking spray paint from Home Depot (if BOTB is going to be on the field, Miss Kelly has painted the circles on the field in the past).
3. Pick up medals (Mrs. Williams places order).
4. Collect any gift cards or donations from local stores.
5. Remind parents of what snack donations are still needed.
6. Shop for any snacks that are still needed.

Two days prior to event:

1. Assemble snack bags—five large pretzels, $\frac{1}{2}$ - $\frac{1}{3}$ cup goldfish crackers, $\frac{1}{4}$ cup M&Ms, $\frac{1}{4}$ cup pretzel M&Ms in a sandwich-size Ziploc bag (2013 had 183 participants).

Day before event:

1. Collect balloons needed for event.
2. Bag red vines in gallon-size Ziploc bags—one per team (about two to three per person).
3. Place enough snack bags per team member in a bucket (Carnival prize buckets have been used. They're located in the shed.), one bucket per team.

Day of event:

1. Pick up coffee for volunteers at Starbucks (two travelers).
2. Pick up 8-10 bags of ice.
3. Assist with Battle
 - A. Set up
 - 1) Place two PTA tables in a line in the MPR for the pizza, place a PTA table perpendicular to the pizza tables for drinks
 - 2) Use three plastic tubs (in Teacher/Staff Lounge) for drinks—fill with ice
 - 3) Set up a PTA table outside on the field for large jugs of water (either BP's or Teach's). Fill with ice and water. This is for participants to fill up their water bottles.
 - 4) Cover all tables with red and white paper (located in the PTA closet)
 - B. Snacks
 - 1) Have all snack buckets under the water table on the field. Put a bag of red vines in each bucket. Pass out a bucket per team at the first break (first recess).
 - C. Lunch (Mrs. Williams handles ordering of pizza and delivery)
 - 1) Upon pizza arrival, place one slice per plate. Place cheese plates on the length of one side of the table and pepperoni on the other side. Use gloves to plate pizza.
 - 2) Fruit is placed at the end of the pizza table
 - 3) Have participants form two lines—one for cheese and one for pepperoni—and have them get their food simultaneously. Have two parents help serve fruit.
 - D. Clean up
 - 1) Put everything back where it came from