

Bishop's Peak Elementary School  
**Book Fair Chair**  
Job Description/Procedure

Organize volunteers. Promote, set up and run the Book Fair.

Organize Volunteers:

- \* Make initial contact with volunteers (have already been recruited by the PTA)
- \* Place "ad" in school Newsletter seeking additional volunteers, if needed
- \* Schedule volunteers for timeslots during Book Fair, Set-up, and Take-down parties; (Consider using Google doc spreadsheet)
- \* Send reminders to volunteers re: daily work schedules during Book Fair week. Make sure volunteers are comfortable with job requirements and know how to use equipment (EasyScan machines, etc).

Promote Book Fair:

- \* Consider holding a Reading Challenge to promote the Book Fair and inspire reading. Principal may offer reward
- \* Advertise in School Newsletter in weeks leading up to Book Fair. Mention Teacher's wish lists & Reading Challenge if applicable
- \* Create Flyer to be sent out in Back packs along with Scholastic booklists. (Chairperson's online Toolkit contains flyers that can be edited or manipulated in PhotoShop)
- \* Schedule and advertise Teacher's Sneak Peak so teachers can create wish lists
- \* Hang posters around school campus the week before the Book Fair.

Set Up:

- \* Confirm Book Fair dates with office. Inform librarian of date.
- \* Meet with Book Fair Co-chair to establish schedule and goals. Determine operating hours for your Book Fair. (Consider morning hours 8:15-9:00 AM.)
- \* Make contact with Scholastic Rep & find out when to expect Book Fair toolkit which includes posters, signs, financial forms and Scholastic booklists. The Rep will also give you a password to access your online Chairperson Toolkit.
- \* Find out what day Scholastic has scheduled to deliver the books, cash register and credit card machines. Tuesday or Wednesday is ideal, so that set can be finished by Friday preceding the Book Fair. UPS knows to stack everything in the corner of the library.
- \* Book Fair Layout: Book cases are set up in a half circle around the perimeter of the Book fair area. The table with register and credit card machine faces all the books and is placed at the entrance to the library. There are 3-4 tables set up in the middle of the book cases covered in plastic cloths with hard-cover special interest books. Small, easily misplaced items such as eraser should be on tables next to the registers where they can be viewed by the cashiers at all times.
- \* Teacher's wish lists should be displayed prominently so that when books are purchased, they can be crossed of. Bookplates can be kept near the register. Remind children to make a personal note to their Teacher.

### Running the Book Fair:

- \* Check out the Scholastic EasyScan video on the Scholastic Website prior to beginning the Book Fair
- \* Get \$250 advance from PTA. \$200 in bills, \$50 in change
- \* Bring your own change for the child who is short just a little
- \* It is helpful to let people in line know that they should have their cash out and ready before they get to the register, especially when lines get long
- \* Use down time to straighten bookshelves and check for low inventory
- \* Re-order books which have run low if it is early in the week
- \* At the end of each day tally cash and credit card amounts and fill out forms. The forms are included in your tool kit. Save the cash receipt from each day and clip that to the daily forms
- \* Put money in the safe each day
- \* Return \$250 to PTA at the end of the Book Fair
- \* At the end of the Book Fair (a week after the Fair) tally all 5 days cash, checks and credit cards. Have your total amount double checked. Ask the PTA for a check and cash forms. Fill those out and then receive a check from the PTA made out to Scholastic. We receive 30% of the total minus the sales tax. The total you receive from the PTA will only include the cash and credit card amounts. You send all credit card receipts and cash amount check to Scholastic. The PTA president has to sign approved cash and check forms. The PTA keeps one copy and you keep one copy for your records.

### Follow Up Activities:

- \* Announce Reading Challenge results, Principal gives reward to students if applicable
- \* Send thank you letters to community members who donated items for the Book Fair