

## Expectations when Chairing or Volunteering for the Book Fair

- Schedule two book fairs during Parent Teacher Conferences through Scholastic
- Work with the Book Fair Coordinator to select books and extras to sell.
- Arrange with the Librarian to set up the library and coordinate dates and arrange times with her.
- Send home a flyer with the Book Fair flyer the week before the fair to advertise, put posters up around the school and neighborhood. Send digital flyer to the office to be advertised digitally.
- Organize sucker pulls in the Office. Students can pay 50 cents to pull a sucker, suckers with a colored dot on the end win a gift card to the book fair
- Typical book fair schedule:
  - o Friday: Set up/Teacher Preview
  - o Monday-Tuesday: Classroom previews
  - o Wednesday - Thursday: Sales 8 AM - 8 PM
  - o Friday: Clean up
- We typically choose the preview books package over the decorations and give the books to the librarian as a Thank You
- Money needs to go in a bag to the operations director to put in the safe each night.
- Monday after the book fair we count the money and fill out the deposit slip.