

Volunteers

To accomplish your Book Fair goals, you'll need a team of helpers with a variety of skills and experience. Ask for volunteers from your school community, including students, to help you succeed.

Finding Helpers

- Display volunteer recruitment posters* at main entrance.
- Include recruitment notice in school newsletter, on website & on school marquee.
- Send letter or e-mail recruitment poster* home to parents.
- Post recruitment poster in school office where parents & volunteers sign-in.
- Call past Fair volunteers.
- Send message asking for volunteers on school's phone tree.
- Set up volunteer kiosk with sign-up sheet at your next school event.
- Form a Student Crew (see pg. 9).
- List jobs you require assistance with.

Where to Look

- Past Book Fair volunteers
- School staff & teaching assistants
- Parents & grandparents
- PTA, PTO & PAC members
- Substitute or student teachers
- Classroom volunteers
- Library helpers & grade 4-8 students
- Family & friends
- Retired teachers & librarians
- Parents of preschool students
- High School students (community service hours)
- College or university students
- Alumni of all ages
- Older siblings
- Scouts or Girl Guides
- Business or community sponsors
- Church or community service groups



St. Martha Catholic School, ON

Ideas That Work!

- ★ Let volunteers pick tasks they want to do.
- ★ Use Volunteer Schedule (pg. 10). Assign additional volunteers during Family Event & other busy times.
- ★ Have volunteers wear themed attire or name tags*.
- ★ Serve refreshments.
- ★ Thank them daily! Send thank you notes after Fair.



*Available at www.scholastic.ca/bookfairs

Volunteer Responsibilities

Promotions Volunteer

- Displays posters & Directional Arrows
- Completes Goal Chart & posts at main entrance
- Creates contests & activities
- Sends letter & Highlights flyer home
- Develops PA announcements
- Schedules student previews
- Writes school newsletter & website articles
- Coordinates book talks
- Shows Highlights DVD (Author Video) to students

Classroom Wish List Volunteer

- Creates Classroom Wish List display
- Coordinates Teacher Sneak Peek
- Distributes Cash Donation Cards to teachers daily
- Collects donated books
- Distributes donated books at end of Fair

Family Event Volunteer

- Plans Family Event
- Coordinates activities, contests & entertainment
- Obtains donated door prizes & refreshments

Community Sponsors Volunteer

- Approaches sponsors for donations
- Uses donations as prizes or to purchase books
- Recognizes & thanks sponsors



Ask your Field Consultant about volunteer & student crew training. ★

Merchandising Volunteer

- Sets up cases, table displays, posters & Cashier Table
- Decorates Fair using themed ideas
- Sets up Display Copy table for fast-selling books
- Straightens books on cases & tables
- Repacks product in original boxes after Fair

Cashier Volunteer

- Handles cash, cheque & credit card purchases
- Positions Volunteer Tip Sheet on Cashier Table
- Sells posters
- Collects Family Event Draw ballots
- Takes prepaid reorders
- Distributes Classroom Wish List bookplates & collects donated books

Greeter Volunteer

- Welcomes customers
- Assists shoppers in locating books
- Explains Classroom Wish List program to parents



Student Crew

Refer to your NEW Student Crew Guidebook (included in Planning Kit) for more ideas.

What is a Student Crew?

A group of dedicated and mature students, from grades 4 & up, who can help you and your adult volunteers have the best Book Fair ever!

Why use a Crew?

- You get extra help with promoting, organizing and setting up your Fair.
- Students learn how to become leaders, learn life skills, solve problems & take on new responsibilities.
- Fair attendance & sales increase as their families and peers participate.

Getting Started

Chairpeople have been impressed by how seriously students take their Crew responsibilities.

- Recruit your Crew about 4-5 weeks before the Fair.
- Pick responsible students such as library helpers.
- Ask teachers for recommendations.
- Post Recruitment posters*.
- Ask for volunteers during announcements & in school newsletter.
- Assign Crew positions based on talents & interests of students (refer to Volunteer Responsibilities pg. 8).
- Hold regular follow up meetings.

What Your Crew Can Do

With encouragement and a little guidance, your Crew can perform a number of important tasks.

- Create displays & other décor items.
- Develop contests & student activities.
- Decorate classroom doors & Book Fair.
- Assist with Fair setup & take-down.
- Help younger students with their Wish List or recommend books to other students.
- Assist at Cashier Table.
- Keep displays & cases neat and organized.
- Monitor inventory & alert you to fast-selling books.

TIP!

Let students know volunteering at the Fair is more than just helping at school – it promotes necessary skills that will last a lifetime.

*More Student Crew information & reproducibles available at www.scholastic.ca/bookfairs



Volunteer Schedule

	Date _____	Date _____	Date _____	Date _____	Date _____
Morning _____ a.m. to _____ a.m.	1. _____ (Name) _____ (Phone) 2. _____ _____ 3. _____ _____ 4. _____ _____	1. _____ (Name) _____ (Phone) 2. _____ _____ 3. _____ _____ 4. _____ _____	1. _____ (Name) _____ (Phone) 2. _____ _____ 3. _____ _____ 4. _____ _____	1. _____ (Name) _____ (Phone) 2. _____ _____ 3. _____ _____ 4. _____ _____	1. _____ (Name) _____ (Phone) 2. _____ _____ 3. _____ _____ 4. _____ _____
Afternoon _____ p.m. to _____ p.m.	1. _____ (Name) _____ (Phone) 2. _____ _____ 3. _____ _____ 4. _____ _____	1. _____ (Name) _____ (Phone) 2. _____ _____ 3. _____ _____ 4. _____ _____	1. _____ (Name) _____ (Phone) 2. _____ _____ 3. _____ _____ 4. _____ _____	1. _____ (Name) _____ (Phone) 2. _____ _____ 3. _____ _____ 4. _____ _____	1. _____ (Name) _____ (Phone) 2. _____ _____ 3. _____ _____ 4. _____ _____
Evening _____ p.m. to _____ p.m.	1. _____ (Name) _____ (Phone) 2. _____ _____ 3. _____ _____ 4. _____ _____	1. _____ (Name) _____ (Phone) 2. _____ _____ 3. _____ _____ 4. _____ _____	1. _____ (Name) _____ (Phone) 2. _____ _____ 3. _____ _____ 4. _____ _____	1. _____ (Name) _____ (Phone) 2. _____ _____ 3. _____ _____ 4. _____ _____	1. _____ (Name) _____ (Phone) 2. _____ _____ 3. _____ _____ 4. _____ _____



Read Every Day. Lead a Better Life.