**Book Fair Tips & Recommendations**

* Scholastic rep is Gina Kurtz 1-800-543-0112
* Account # = 574996
* As of what I have read, our fair should still have sales tax. You can double-check with the Scholastic Rep.
* Set dates with Scholastic rep. and school secretary and principal. Dates usually have to be set in the spring for the fall fair and in the fall for the spring fair to guarantee the dates you want.
* Have phone conversation with Scholastic rep;
* Stress the importance of getting a lot of books in Spanish – especially for primary grades.
* Find out when they will be delivering and picking up the fair.
* Ask for 3-4 Registers – to have more for family night.
* Contact Kim Swanson, Head Custodian, kimswanson@u-46.org
* Inform Kim Swanson, head custodian, of delivery & pick up date. Ask her where she is going to store the fair before and after.
* Ask Kim Swanson to order tables from district. Usually need 15-20 tables.
* Contact Hilltop Librarian Dawn Dalcerro at [dawndalcerro@u-46.org](mailto:dawndalcerro@u-46.org) to let her know that book fair dates.
* Recruit committee members and/or co-chair.
* Attend Scholastic Book Fair Workshop
* 4 weeks out - Create class-shopping schedule. For the Fall 2014 Fair – it will be during library times again. There is no school on Friday, so you will need to contact those teachers who have Friday Library and work them into the schedule. Get a copy of the library schedule from Dawn Schar, Hilltop Secretary.
* 4 weeks out - Create Book Fair Volunteer Flyer, copy and send out with all students. (past fair volunteer flyer is on the PTO website under PTO Board/Chairperson Resources.) Make sure to have translated to Spanish.
  + Volunteers Needed - 3-4 volunteers per timeslot during the school day.
  + 6-8 Volunteers for Family Night
* 4 weeks out - Work with the person sending out PTO emails to send out a request for volunteers.
* 3 weeks out – Send blackboard message to Mr. Correa (copy Dawn Schar and Maria Valdovinos) about needing book fair volunteers.
* 3 weeks out – Scholastic supplies posters in which you can fill in date, time location. They also have posters in Spanish. Put up around school – by front door, Safe pick-up door, downstairs by hallways, upstairs by hallways, by library, by PTO bulletin board.
* 4 weeks out - Create Book Fair Info Flyer (past fair flyers are on the website under PTO Board/Chairperson Resources.) Make sure to have translated to Spanish.
  + There are resources and clip-art on the Scholastic Toolkit to help create flyer.
* Put together Book Fair Shopping Schedule to include with flyer. Make sure to have translated.
* Make copies of Info Flyer/Schedule and staple to Scholastic Book Fair Newspaper type flyers.
* 2 weeks out – Distribute flyers to teachers.
* 2 weeks out – have Mr. Correa send the volunteer message again.
* 2 weeks out – send out blackboard message to Mr. Correa advertising the fair.
* Continue to ask for volunteers through email.
* Contact those parents who have volunteered and verify the time that they are volunteering. Couple days before the fair – send out an email to all confirming.
  + Try to schedule volunteers so that you can show them how to use the register. Schedule volunteers you trust to be there when you are not.
* Supplies Needed:
  + Tablecloths: Should be rolls stored on the dock.
  + Rubber bands
  + Pens
  + Post-It Notes
  + Tape
  + Stapler
* Teacher Wish List: Get Ideas from the Scholastic Workshop. Can put together table like we did at the spring fair with ‘book talkers’ sticking out the top of the books.
  + Another idea would be to have extended times for teachers to browse the fair and pick out their books. Just need to communicate clearly to them.
  + Scholastic usually sends little bookplates for donated books.
  + Usually have student take book with them to give to the teacher the next day.
* Using the money earned from the Anderson Spring Book Fair – each teacher will be given a gift certificate. Amount to be determined. These Gift Certificates will be put in as cash/tax exempt sales. Keep track of all receipts as these will count as “cash sales” – and added to the check you give to scholastic.
* 1 week out – request cash box from treasurer.
  + Singles = 100
  + Fives = 100
  + Tens = 100
  + Pennies = 4.00
  + Nickels = 6.00
  + Dimes = 20.00
  + Quarters = 40.00
* During the book fair, keep cash, coin checks, credit cards slips and any other register slips that come out of the register organized.
* All cash and checks need to go home with the book fair chairperson(s) at the close of the fair each day – to keep it secure.
* Utilize “Last Copy” bookmarks that can be found on the Scholastic Website Toolkit – so that you can keep one copy of everything in stock and will know what to order.
* You should be able to request a ‘restock order’ from scholastic for anything that you are running low on. I usually just stick with what is in their flyer. Yourself or a volunteer can go pick them up at the Scholastic warehouse.
* Check with Scholastic for the procedure.
* After the fair – place an order for anything you ran out of that students wanted. Keep on order spreadsheet at the register to keep a list of orders. Orders need to be pre-paid for. Scholastic will send the order – usually within a week to school – then you just have to distribute to the right class/student.
* At the end of the fair – add up all credit card receipts and put them in envelopes as per scholastic guidelines.
* Add up all cash and checks (remember to deduct cash box from total)
* Complete Scholastic Financial Worksheets – both on paper & then in the Scholastic Online Toolkit.
* Print out paperwork from toolkit.
* Give Book Fair Deposit to Treasurer.
* Request checks made payable to Scholastic from Treasurer.
* Mail paperwork and check to Scholastic right away.
* Hold on to Paperwork for at least one year.
* Thank volunteers
* Scholastic has a lot of fun ideas to make the Book Fair more fun – you can pretty much do what you want.
* I do not have the template saved for the teacher wish list book talkers.
* All forms/flyers will need to be translated – as I don’t have them saved.