

# Willow Grove Event Form: Scholastic Book Fair

Please update sections I-V of this form and submit it to the PTO board 1-2 weeks after your event. Request the Event Form via email for easy editing then, submit to the co-presidents via email (.doc format).

**A PTO Executive Board Member has been assigned to be your mentor. Please contact them at any time. Have fun and THANK YOU on behalf of all the parents, educators, and students at Willow Grove!**

## I. BASIC INFORMATION -

**Name of event:** Scholastic Book Fair **Date(s):** October/coinclides with Ice Cream Social

**Location:** School "Team Room" (old art room)

**Description:** Committee Chairs work with Scholastic Book Fair Representative to promote sales. Book Fair designated on calendar, usually coincides with Ice Cream Social in October.

## II. PLAN AND KEY DATES -

Action required	Person Responsible	Start Date
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**1. Contact Sales Representative to provide your contact information and request book fair date(s).**

### Amy English, Senior Book Fair Consultant

1400 S. Highway Drive, Suite 101  
Fenton, MO 63026  
Phone: (800) 635-7323 x9509  
aenglish@scholasticbookfairs.com  
www.scholastic.com/bookfairs

Chairperson      Late May the  
previous year

School ID #17242  
Fair ID # 3733383 (2017)

### 2. Divide roles among Committee Chairs:

**Book Coordinator ("Lead Committee Chair"):** Primary contact for Scholastic Book Fair vendor and PTO Executive Board. Oversee delivery, set up, take down, and pick-up of books by vendor. Work with committee chairs to choose book inventory options. Supervise inventory during event. Ensure no quantities run out, including overseeing and delivering orders of books requested during the week that have sold out. Deliver online book orders shipped to school 1-2 weeks after event.

Chairperson      12 weeks before  
event

**Advertising Coordinator:** Create flyer for Virtual Backpack and PTO Blog/Facebook, decorate banners and bulletin boards to be posted around school to provide event. Be main contact for parents and field questions about event.

**Teacher Book Fair Preview Coordinator:** Request parents to donate breakfast items for "Teacher Preview Breakfast." Invite teachers to the WG PTO "Teacher Preview Breakfast" via paper invite in their mailboxes the week prior. Set up decorative bins with clearly written teacher names to place their "Wish List"

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books. Create labels for students to write their name and place inside the cover prior to giving it to the teacher.

**Volunteer Coordinator:** Coordinate parent volunteers. Utilize Sign-Up Genius or similar website to assist in planning volunteers at the Book Fair. Create nametags for volunteers. Provide list of parent volunteers to the school secretary to print name badges, notify of any changes. Write thank you notes to parent volunteers.

**Cashier Coordinator:** Set up cashier register and orient parent volunteers on how to run the register. Note, a committee chair must supervise all money transactions. Request cash box for sales from PTO treasurer. Supervise all money and checks during Book Fair Week. Meet with treasurer to reconcile sales, cash, and checks received at end of event.

**\*\*Please make checks out to the "Willow Grove PTO."**

*If additional committee chairs:*

**Theme & Decorations:** Create decorations and props to transform the book fair into an exciting community event. Create a fun activity for the kids to participate in. Explore a raffle item for the winners. (i.e., How many eyeballs does the monster have?)

### 3. Please complete the following tasks:

- Request Copy of Book Fair Contract from PTO President
  - Reserve fair location and confirm date(s) with school
  - Register for Scholastic Sponsored Workshop
  - Order Pre-fair Promo Kit from Scholastic
  - Plan Fair Theme with committee
  - Request student count for student Scholastic informational flyer and "Wish List" copies
  - Create template for student wish list form
  - Email volunteers with sign-up genius or similar online sign up program
- Chairperson 7-12 weeks before event

### 4. Please complete the following tasks:

- Solicit volunteers to fill vacant spots as needed
  - Post Teacher classroom sign up times for students to preview the books and fill out their "Wish List" items (usually via Sign Up Genius or paper sign up on teacher lounge door)
  - Complete Scholastic Homepage schedule
  - Set up Scholastic home page
  - Send Scholastic representative update on planning process
  - Promote Book Fair through WG PTO Facebook & Blog
- Chairperson 4-6 weeks before event

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## 5. Please complete the following tasks:

- Notify school of Scholastic book delivery and pick up dates
  - Student Wish List Preparation: Confirm clipboards in PTO closet with sharpened pencils and copies of "Wish List" forms ready
  - Promote mobile Scholastic app to parents
  - Send home Scholastic Book Fair flyer in backpacks
  - Confirm Volunteers
  - Start decorating Book Fair space
  - Place invitations in staff mailboxes for Teacher/Staff Preview Breakfast on following Monday
  - Request Cash Box from PTO Treasurer (1 week prior) for cash purchases
  - Request extra tables from custodians for room to display books
- Chairperson 1-3 weeks before

## 6. Scholastic Supplies arrive at school:

- Be present to ensure the book carts are properly delivered.
  - Decorate and set up Book Fair displays (see sample layout in "Event Recap" section)
- Chairperson Friday before Book Fair Starts

## 7. Student Preview Days:

Parent volunteers assist students to write their preferred book titles, prices, and stored book section.

Encourage students to bring home their wish lists and attend during the week and/or at Ice Cream Social.

Chairperson First Days of Book Fair

## 8. During the Fair:

Volunteers assist students with pricing and purchases.

Parents make checks payable to "Willow Grove PTO" when purchasing books.

Chairperson Week of the event

## 9. After the Fair:

- Repack books and assemble book carts as instructed by Scholastic
  - Complete Scholastic Financial Form. Make copy for PTO President and Treasurer.
  - Complete Scholastic Customer Satisfaction survey
  - Distribute online book fair orders to students
  - Fill out Deposit/Reconciliation Form for PTO Executive Board.
  - Return cash box, cash sales, check sales to treasurer for deposit
  - Thank parent volunteers, school, principals, and staff for using school space to host the book fair.
- Chairperson Day after

## 10. Recap

Send Event Recap notes to PTO Co-Presidents. Please include recommendations for the following year.

Chairperson 1-2 days after event

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**IV. VOLUNTEERS** – Volunteers needed to assist with students writing out their “wish list” and monitor sales. Volunteers very helpful during the nighttime event since it gets very busy.

	Monday	Tuesday	Wednesday	Thursday	Friday
9 am – 11 am	2 Volunteers	2 Volunteers	2 Volunteers	2 Volunteers	CLEAN UP
1 pm – 3 pm	2 Volunteers	2 Volunteers	2 Volunteers	2 Volunteers	2 Volunteers
6 pm – 8 pm				Ice Cream Social 4-8 Volunteers	

**VI. INCOME** – Checks deposited to “Willow Grove PTO” account. Scholastic Book Fair will then provide an invoice for reimbursement.

Please contact the Treasurer for the past year of expenses and income.

## VII. EVENT RECAP –

### General Notes:

**Teacher Preview Breakfast:** Past committee chairs hosted an early breakfast (7:15-8:00 AM) with orange juice and bagels. This time allows teachers to eat while collecting “Wish List” books. Teacher books should be placed into a clearly labeled bin for parents to grab and purchase. Students are encouraged to write their names inside the book cover so the teacher knows who the gift was from.

**Sales:** Bring extra plastic bags to send books home in.

### Sample Deposit Slip for PTO Treasurer (please provide a clear list of checks received)-

Check #	Payer	Amount
5168	SAMPLE NAME	\$47.50
9815	SAMPLE NAME	\$98.00
1496	SAMPLE NAME	\$14.78
278	SAMPLE NAME	\$51.92
5431	SAMPLE NAME	\$81.24
6735	SAMPLE NAME	\$10.32
289	SAMPLE NAME	\$27.43

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## Pictures:



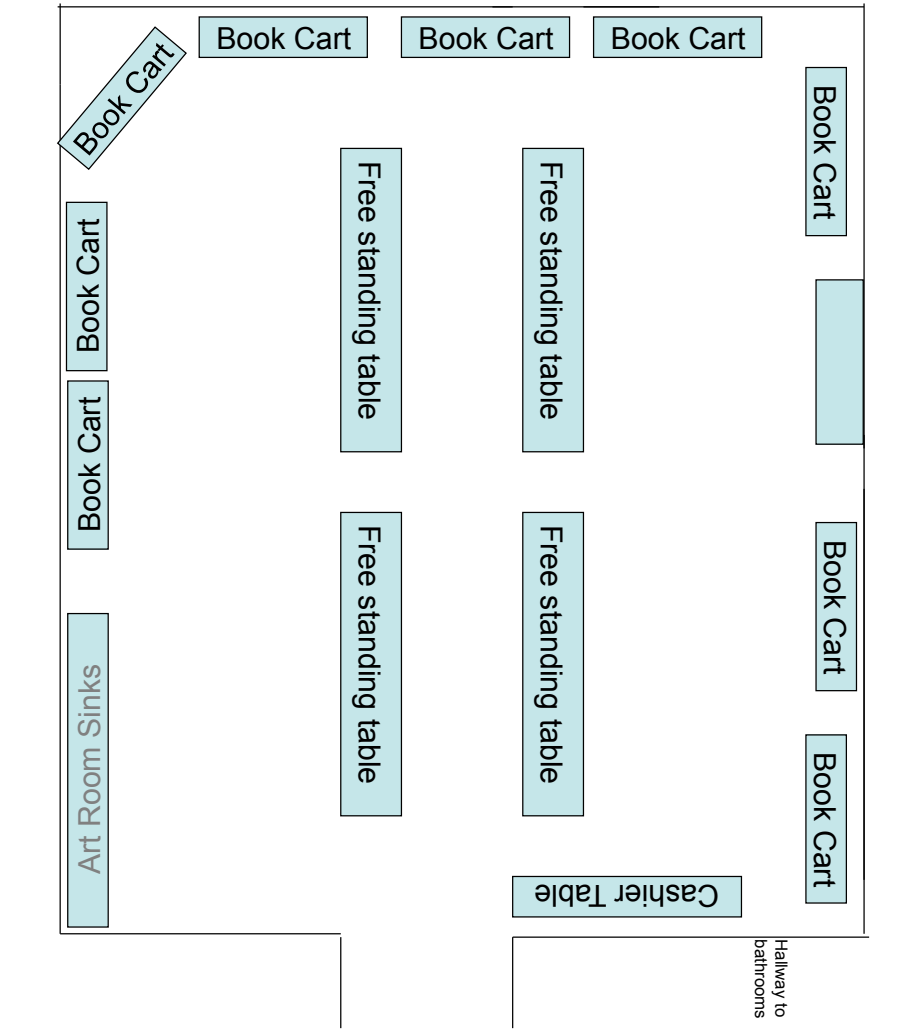
## Sample Teacher Book Preview Time:

### Spring Book Fair: Teacher Schedule March 16-19, 2015

Time	Monday 3/16	Tuesday 3/17	Wednesday 3/18	Thursday 3/19
9:00-9:25AM	Mrs. Abert: 1st Grade	Mr. Zak: 4th Grade Ms. Sabath: 4th Grade	Miss Magee: 4th Grade	Mr. Zak: 4th Grade
9:30-9:55AM	Mrs. Fey: 1st Grade	Miss Fishman: 3rd Grade	Mrs. Fey: 1st Grade	Mrs. Loesch: 2nd Grade
10:00-10:25AM	Mrs. Niedermayer: 5th Grade	Mrs. Loesch: 2nd Grade	Mrs. Niedermayer: 5th Grade	Mrs. Perales: 1st Grade
10:30-10:55AM	Mrs. Larson: 1st Grade	Ms. Shlensky: 2nd Grade	Mrs. Larson: 1st Grade	Mrs. Kiefer: 4th Grade
11:00-11:25PM	Ms. Sas: 3rd Grade	Mrs. Shaver: 2nd Grade		Mrs. Shaver: 2nd Grade
11:30-11:55AM		Ms. Rushenberg: 3rd Grade	Mrs. Kiefer: 4th Grade	
12:00-12:25PM			Mrs. Abert: 1st Grade	Ms. Deeter: 5th Grade
12:30-12:55PM	Mrs. Perales: 1st Grade	Ms. Baich: 3rd Grade	Miss Fishman: 3rd Grade	
1:00-1:25PM	Ms. Baich: 3rd Grade	Mrs. Leuze: 4th Grade	Mrs. Leuze: 4th Grade	Miss Magee: 4th Grade
1:30-1:55PM	Ms. Deeter: 5th Grade	Mrs. Kiefer: 2nd Grade	Mrs. Fadz: 3rd Grade	
2:00-2:30PM	Mrs. Fadz: 3rd Grade	Mrs. Abad: 5th Grade	Mrs. Abad: 5th Grade	Ms. Sabath: 4th Grade

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## Sample Room Layout:



## General PTO Guidelines

### Directory Information Use

The District 96 Telephone Directory and parent contact information is published solely for the convenience of parents, staff, and students in District 96. No District 96 employee, PTO member or representative, or parent is permitted to distribute a copy or copies of the directory and volunteer lists to outside interests, including business or charitable organizations. The Directory and information contained therein is not used for solicitation or for commercial use for any purpose.

Email addresses may not be used for list or individual "cold call" solicitations.

### Financial Reimbursement

Please review the attached "Financial Procedure" form for information on how to request reimbursement for event expenses. Any budget expectations should be approved by the PTO board BEFORE the expense is incurred in order to receive reimbursement.

### PTO Closet

The PTO closet is space donated by the school to store our supplies. Each committee is welcome to use the supplies in that closet.

Please be considerate and put all supplies away neatly into their appropriate plastic bins. Please also make sure the room looks tidy with lights turned off prior to locking the door. If there are any concerns regarding the PTO Closet, please notify one of the co-presidents.