



# CHAIRPERSON'S INFORMATION

AND








# BOOK FAIR FORMS

This timeline is intended to help with the process of planning for, setting up, and running your book fair. If you have any questions that are not answered in this guide, please email us at [info@bookfairsbybookends.com](mailto:info@bookfairsbybookends.com) or call us at 781-935-3339.




## 2-3 Months Ahead

-  Announce your book fair in your school newsletter and/or email.
  -  Update your PTO/school website(s) with the book fair information.\*
  -  Create book fair schedule (previewing, classroom visits, parent night, etc).
  -  Assign volunteers to be responsible for money handling and restocking during the fair.
  -  Develop plans for your teacher/library wish lists.
- \* link for website downloads: <http://www.bookfairsbybookends.com/elementaryflyer.html>



## 2- 4 Weeks Ahead

-  Display banners and posters in classrooms, cafeteria, school office or other high-visibility areas around your school.
-  Finalize your schedule of volunteer workers.
-  **Barcode Scanning for Cashier Area:**
  -  Review the barcode scanning sheet from the Chairperson packet.
  -  Contact BookFairs to discuss your barcode scanning options.
-  Put a reminder in your school newsletter and/or email.
-  Have volunteers start saving shopping bags for student/staff purchases in case they are needed during check-out.






## Day Before Book Fair Set-Up

-  Last notice for families: If your school has an automated voice reminder system (i.e. ConnectEd) you could ask your Principal to send out a message. If you do not have the Connect Ed system you could send a final email reminder.
-  Clear out the area for the book fair.
-  Gather supplies (e.g. pencils, calculator, table cloths, note paper, cash box, change for cash box (bills and coins).



## Day of Book Fair Set-Up

-  Have Chairperson available to be trained by our staff on computerized scanning system, credit card machines and other book fair procedures.
-  Have one or two other volunteers available to help with the book fair set-up.



## During Book Fair

-  Enjoy the book fair!
-  **Tabulate money daily.**
-  **Fax the Daily Sales and Deposit form each day (fax 781-935-3314).**
-  Keep the fair tidy by straightening shelves and putting books away when needed.
-  As needed, train new volunteers on the computerized check-out system, pre-paid orders, etc..





## Prior to Book Fair Pick-Up

-  Re-pack book fair tubs (from table displays).
-  Remind break-down volunteers of their schedule.

## Book Fair Pick-Up Day

-  Tabulate your book fair totals and compare them with the computerized check-out totals (write down all computer totals for future reference).
-  Have chairperson and one or two other volunteers available to help with the book fair pick-up.

## After the Book Fair

-  Within 5 business days send us a check for all cash and checks collected by you during your fair.
-  Within 21 days after we receive your check, BookFairs by BookEnds will send out your invoice and profit sharing check.
-  Let your school community know how successful your book fair was and thank all your volunteers.
-  Get feedback. Talk to your volunteers and customers who attended your book fair. Find out what worked well, and if anything didn't. Send us the Book Fair evaluation —we want to offer you the best book fairs, and want your next book fair to be even better than the last!

**Tips for a Successful Book Fair**

1. **Parent Events:** If a parent event can be arranged, sales at the book fair will increase. Some typical events include a family dinner (pizza, chicken, etc.), science night, holiday programs, parent breakfast, parent-teacher conference night, sports events, band and orchestra concerts, chorus performances, etc.
2. **Volunteers:** It is crucial to line up enough volunteers to staff the book fair. Not only do volunteers help by ringing up sales, refreshing the merchandise, helping students, and watching for crowd control, they also add excitement to the book fair with their presence. Depending upon the size of the school and the number of students expected at certain times, three or four volunteers each shift is usually a minimum number needed to be on hand.
3. **Preview Days:** Many schools schedule previewing days for their students. One way to do this is to have a separate preview day in which there is no buying; instead, the students browse the book fair and list titles that appeal to them. Then, they return to the book fair another day for actual purchases. Another popular option is to combine purchasing with previewing. During their classroom visits, students with money can make purchases. Students who do not have money can preview the books and fill out a Student Wish List to bring home to their parents/guardians. Then they return to the book fair another day with their wish list and money to buy those items agreed to by their parents/guardians. Including a preview option at a fair seems to increase sales since parents and kids have a better idea of the wonderful titles available at the book fair. We have supplied a sample "Student Wish List Form" with your materials.
4. **Table ID:** Many schools number their tables, counters, and other display areas using post-its. The children can record these numbers on their wish lists. This is invaluable in locating items on purchase day.
5. **Security:** The book fair and moneybox should never be left unattended. Small attractive items such as pens and bookmarks need to be at or next to the checkout. We appreciate vigilance by the volunteers in the protection of merchandise.
6. **PTA funds:** Many school PTAs give teachers an annual stipend for books and other classroom supplies. Some schools that have used us encourage their teachers to use some of these funds at the book fair. The teacher receives a 10% discount on items they purchase at the fair.
7. **Classroom/Library Books:** Many schools arrange for teachers to preview and create "Wish Lists" before the book fair begins. Some use paper "wish lists" and some have the teacher's pull the physical books and put them in bags or boxes for the families to select from. We have found that if the books are actually in bags or boxes the program is more successful. Some schools also have the librarian select books for the library wish list. In this case, the school is winning twice since it gets the book and also a percent of the book price as part of its book fair profit. Many parents are very generous in their support of their school. Book plates are also provided to place in books, identifying the book's donor.

## Barcode Scanning at the Cashier Area

**How long is the wait in your school's checkout line?** What would you think if your grocery store didn't have barcode scanning? What if your grocery purchases had to be totaled up on an old fashioned cash register? In your mind, you were able to answer these questions because you have experienced the benefits of computerization of the check out process.

Part of working with BookFairs by BookEnds is our checkout automation. They help to:

- Cut down on the time people wait in line to buy their books.
- Eliminate fumbling with calculators.
- Quickly have the total of multi-book transactions.
- Have taxes automatically added.
- Have teacher discounts automatically calculated.
- Scan in your purchased, or bonus, books without having to handwrite all the titles & prices.
- Manage returns.
- Have computerized help with reconciling the cashbox at the end of each day.

For your cashier area, you will need a **Windows PC** with the following:

- a Windows operating system (Windows XP, Windows Vista, etc.)
- Microsoft Excel Spreadsheet software (version 2003 or later)
- a CD-ROM drive
- Two USB ports available (to plug in the barcode scanner and USB flash drive we will bring)

**Please contact us to talk about your available computer equipment.**

Second cashier area note: Will your sales be over \$7,000 or do you have a particularly busy time, like a parent night? If yes, then you may like running a second cashier area. In that case, you should see if you have 2 computers. If your sales are over \$13,000 then you may want a 3<sup>rd</sup> cashier area with a third computer.

Sales Tax note: When you contact us, please let us know if you collect sales tax or if you run your fair tax-exempt. We need to know the sales tax status for setting up your software properly.

BOOKFAIRS BY BOOKENDS 287 Salem St., Woburn, MA 01801 Tel 781-935-3339 Fax 781-935-3314

Bookfairs/AB setup/barcode scanning (updated 1/13/10)

Remember to include name and phone number for each volunteer covering each shift.

Date: \_\_\_\_\_ Date: \_\_\_\_\_ Date: \_\_\_\_\_ Date: \_\_\_\_\_ Date: \_\_\_\_\_

<p><b>Morning Shifts</b></p> <p>_____ A.M.</p> <p style="text-align: center;"><b>To</b></p> <p>_____ P.M.</p>	1.	1.	1.	1.	1.
	2.	2.	2.	2.	2.
	3.	3.	3.	3.	3.
	4.	4.	4.	4.	4.
<p><b>Afternoon Shifts</b></p> <p>_____ A.M.</p> <p style="text-align: center;"><b>To</b></p> <p>_____ P.M.</p>	1.	1.	1.	1.	1.
	2.	2.	2.	2.	2.
	3.	3.	3.	3.	3.
	4.	4.	4.	4.	4.
<p><b>Evening Shifts</b></p> <p>_____ A.M.</p> <p style="text-align: center;"><b>To</b></p> <p>_____ P.M.</p>	1.	1.	1.	1.	1.
	2.	2.	2.	2.	2.
	3.	3.	3.	3.	3.
	4.	4.	4.	4.	4.

**Instructions:** Each day schedule volunteers for coverage. At anticipated busy times you may want more volunteers than at slower times. Call volunteers the day before to remind them of their time. Note: Many parents like to be on duty when their child's class is visiting the fair. You may want to schedule your classroom visits before your volunteers, so you may tell volunteers when their child's class will be at the fair.

# BOOKFAIRS BY BOOKENDS

## Volunteer Duties

Thank you for agreeing to assist our school with its book fair. Book fairs are a great way to create excitement about reading. They embrace and extend the mission of our school, which is to make life-long learners out of our children. Reading is a key building block in that quest. With this in mind, listed below are some concrete steps that you as a volunteer can take to help make our book fair a great success:

- Smile and greet the children warmly. Ask that they leave backpacks and other items outside the area of the fair. With the large selection of titles at each fair, this increases the space available for children to move within the fair.
- Enjoy previewing the fair to get an idea of where certain types of books are located. Since titles at most fairs are arranged from youngest readers to oldest, this can help you direct children to the right location for their age.
- Offer assistance to children. Even if you are not familiar with books relating to certain age groups, the kids will appreciate your offer to help.
- If your school is using "Student Wish Lists", offer to help children write down the items in their wish lists. This is especially helpful for the younger students.
- When the fair is quiet, re-shelve and "perk" up the carts, racks and tables. Sometimes children in their haste and excitement do not put the titles back where they belong, and a neat looking fair is very inviting to the next class. An organized fair also makes it easier to find titles that children might be looking for. Merchandising items in an attractive way creates "WOW".
- If you find a title that you think is particularly appealing, share this title with other parents, teachers and children. They will appreciate having a great book pointed out to them.
- Enjoy yourself!

Name of Volunteer: \_\_\_\_\_ Phone: \_\_\_\_\_

Dates & Times Scheduled to work: \_\_\_\_\_

Book Fair Chair: \_\_\_\_\_ Phone: \_\_\_\_\_

**BOOKFAIRS BY BOOKENDS**

**6 Line Student Wish List**

Name: \_\_\_\_\_ Teacher: \_\_\_\_\_

	<u>Title &amp; Name of Cart, Rack or Table</u>	<u>Price</u>
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____

Please make checks payable to your school or Parent Organization.  
Credit cards are also accepted at most schools.

Subtotal: \_\_\_\_\_

Total: \_\_\_\_\_

This is a list of items I would like to buy; but I understand that my parents are under no obligation to purchase any of them.  
BookFairs/Forms/setup 019 updated: 09/2008

**BOOKFAIRS BY BOOKENDS**

**6 Line Student Wish List**

Name: \_\_\_\_\_ Teacher: \_\_\_\_\_

	<u>Title &amp; Name of Cart, Rack or Table</u>	<u>Price</u>
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____

Please make checks payable to your school or Parent Organization.  
Credit cards are also accepted at most schools.

Subtotal: \_\_\_\_\_

Total: \_\_\_\_\_

This is a list of items I would like to buy; but I understand that my parents are under no obligation to purchase any of them.  
BookFairs/Forms/setup 019 updated: 09/2008

**Last Copy of this book:**

During the book fair volunteers might want to use “Last Copy” post-its provided in the Cashier’s tub. This works especially well with popular titles that are running low. With the “last copy” post-it students can bring the books to the cashiers and request a “special order of that book.” All special orders should be pre-paid and recorded on the Pre-Paid Special Order Form.

**Pre-Paid Special Order Form****Filling out the Pre-Paid Special Order Form for volunteers’ record keeping:**

1. For each book, fill in the **Title/Author/Name of Cart or Rack** (name is on sign on cart/rack).
2. Fill in the **Child’s name & Grade/Teacher**.  
(For orders from parents, staff, etc., put the buyer’s phone number in Grade/Teacher box.)
3. Collect the price and sales tax when appropriate.
4. Place a **check mark in the Paid column**
5. Upon receipt of the item, see it is **delivered to the child/buyer**, and place a **check mark** in the delivered column.

State: \_\_\_\_\_ City/Town: \_\_\_\_\_ School: \_\_\_\_\_ Fair Dates: \_\_\_\_\_

## BookFairs by BookEnds

QUESTIONS? CALL 781-935-3339

## DAILY SALES & DEPOSIT REPORT

(To be filled out daily by Chairperson or Treasurer)

**Note on “Starting Cash”.** Each day you should start with the same amount of cash, i.e. \$50 in coins and small bills. Keep a record of the amount of Starting Cash you have each day. Remember to separate out the amount of your starting cash before counting the Day’s revenue.

**Note on Cash Security.** Never leave the cash box unattended. If there is too much cash present, have your chairperson remove some of the cash and put it in the school safe, or in a locking drawer. Remember to put a note in the cash box, indicating where the excess cash has been placed so it can be included in the count below and in the deposit for the day.

**Note on Charge Card Slips.** At the end of the day total your credit card slips and paperclip them with the date written on it. Place these slips in the manila envelope. Charge Card Slips are the equivalent of cash. In addition, they have privacy concerns. A stolen charge card slip could lead to identity theft and credit card fraud. Please treat the charge card slips as securely as if they were cash. Each day when closing the fair, visually see that each charge slip has legible charge card numbers, a phone number and a legible sales total.

DATE	A Starting Cash	B Ending Cash	C Cash Sales (B-A)	D Checks	E Charge Slips	F Total Sales (C+D+E)	G Sales from Computer *	H Bank Deposit (C+D)
<b>Total</b>								

\*Compare your total sales for the day (F) to the day’s sales from the computers (G).

(F and G do not have to match to the penny, but if these amounts differ by too much, please contact us.)

***Please fill out and fax this form daily to BookFairs by Book Ends.***

