

# Volunteer

## Job Description

### Chairperson/Co-Chair

Serve as the liaison between your school, volunteer team, and Scholastic Book Fairs

Appoint volunteer coordinator

Promote your Fair to your students, teachers, families, and school community

Direct the setup and operation of your Fair

Secure Fair proceeds at the close of each day

### Volunteer Coordinator

Recruit volunteers for Book Fair team

Schedule volunteers' Book Fair times

Set up time for volunteer training session and exclusive shopping preview

Forward volunteer reminder notices, including dates and times

Have volunteers sign Volunteer Appreciation Poster and display at Fair

### Promotion Volunteer

Hang banners, posters, and arrows three weeks before Fair

Decorate Fair using guidebook ideas

Conduct classroom contests

Send parent letter and Book Lists home one week before Fair

Coordinate public address skits for Book Fair week

Write school newsletter and Web site articles

### Family Event and Community Event Volunteer

Plan Family and Community Event(s)

Send out event invitations

Promote events on your school calendar and Web site

Coordinate contests, activities, and guest readers

Obtain donated door prizes and refreshments

### One for Books Volunteer

Get businesses to participate in One for Books

Send One for Books letter home two weeks before Fair

Collect donations and Book Slips from businesses

Set up One for Books information at cashier table

Display Book Slips at Fair and throughout the school

### Classroom Wish List Volunteer

Create Classroom Wish List display

Coordinate Teacher Preview Event

Collect donated books

Distribute donated books to classrooms

### Merchandising Volunteer

Arrange cases and assemble table displays on setup day

Merchandise products and decorate Fair with current theme

Restock books and straighten cases and displays

Repack product after your Fair

### Cashier Volunteer

Handle cash, credit, and secured debit card transactions

Handle Classroom Wish List bookplate distribution and collection of books

Keep FAQs for reference

Keep copy of Restock Form to complete as books are needed

Keep track of pre-paid orders in a binder, including student's name, grade, teacher's name, and amount paid

Bag books for shoppers

### Greeter Volunteer

Welcome customers and direct parents to Classroom Wish List display

Help shoppers locate books