



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:

- Preview 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. Being familiar with the flyer books, which are located on the Feature Cart, is especially helpful since many children will ask for these titles.
- 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.
- 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. Remind them, for example, that the Awesome Novels are arranged alphabetically by the author's last name.
- When the fair is quiet, re-shelve and straighten the carts, racks and activity 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.
- Keep track of what's "hot" at your book fair so that you can put this on your re-order list if the quantity is getting low.
- Enjoy yourself!

Name of Volunteer: _____

Date and times scheduled to work: _____

Name & phone # of Book Fair Chair: _____