



Committee Chair Report

School Year: 2017

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Date: 4/19/17

Scholastic Book Club

Committee Name: _____

Committee Chair(s): Angie Leasure

Co-Worker(s): _____

What We Accomplished and When: coordinators for each grade are solicited. Monthly, each coordinator picks up the scholastic magazines for their grade, sorts, and delivers to their teachers boxes with the grade code and the due date for orders. Orders are placed online only. Teachers "release" the orders on the due date, and books are delivered to school about 1 week later. Coordinator sorts books into shopping bags and delivers to classrooms.

When job was started and completed: This committee works the entire school year.

Resources used/needed: Need 6 parent volunteers (one for each grade). Each grade needs a teacher rep. We need to know each grade's code to write on the front of the magazines. Volunteers need to spend about 30min separating the magazines and deliver back to school promptly when the magazines are received by school.

Monies Used/Profits Gained: None - teachers receive benefits.

Difficulties: Finding volunteers for each grade, communicating when the magazines come in, communicating when the books arrive.

Suggestions for Next Year: Speak with office staff or Scholastic rep to see when magazines usually come in
- send monthly reminder to parent volunteers
- check to see if flyers are being distributed to every grade.
- continue online only order system.

Other Comments: _____

Here is the general idea of how it works:

1) Scholastic sends magazines to LES monthly, Chair notifies volunteers from each grade

2) Parent volunteers separate and distribute the magazines to teachers' boxes

3) Parents place orders online only

4) Teachers "release" orders using their online account

5) Scholastic sends books to LES once orders are processed

6) Parent volunteers separate and distribute orders to teacher classrooms when books arrive at school.