

**Lincoln Elementary School PTA
Scholastic Book Fair Committee
Summary Report**

There are typically three book fairs during the course of the school year. One is held in November at the same time as parent/teacher conferences; one is held in mid-February (this is the largest/longest one); one is held in late May/early June and typically a buy one-get one free fair. Mrs. Staub, the school librarian, will share the exact details with the committee chair at the beginning of the school year.

It is the committee chair's responsibility to secure commitments from volunteers and develop the schedule for volunteers during the fairs. This is done by communicating with the PTA school news chair to have it included in the weekly PTA e-blast. This is done approximately 4 weeks before each fair so that there is ample time for parents to respond.

The schedule for each of the fairs includes set up and tear down. Set up requires approximately 6 people for 1 ½ to 2 hours. Tear down requires approximately 4 or 5 people for 1 hour. The volunteer schedule for the November typically requires 2 people per 2 hours shift for the entire fair. The February fair requires more volunteers because it is held during the school day when classes visit the library to shop. The younger children (K-2) typically need assistance shopping, therefore, more volunteers are required. The exact class schedule will be provided by Mrs. Staub and from there the volunteer schedule can be determined by having a minimum of 4-6 volunteers when the K-2 classes are in the library. During the other times of the fair 2-4 volunteers is sufficient. The May/June fair typically requires 2-4 volunteers per shift as well. The volunteer positions include assisting children shop and/or running the register as the children check out with their purchases.

Mrs. Staub typically sets up a table of teacher 'wish lists' so children can purchase books for their teacher's classrooms. This is typically successful when the wish list table is placed somewhere along the path the children will walk to look at the books.

The cash profit from the book fairs are used by Mrs. Staub to purchase books for the library and provide activities in the library such as author visits and the read-in events. She also earns points through Scholastic that allows her purchase additional books for the library. As an example, the January book fair during the 2015-16 school year generated \$1,727.26 profit that was used to purchase 28 new books and paid for the visit by author Matt Tavares, as well as pay for the expenses associated with the February read-in event.

This committee is fun to chair because it provides an opportunity to meet many other parents. Spending time in the library during the fairs is enjoyable because you witness the children shopping and enjoying books and it provides books for everyone in the school to enjoy.