

## *Book Fair*

**Activity:** The PTO organizes Fall and Spring book fairs through Scholastic Books. The book fair lasts 2.5 days/evenings. Proceeds from the book fair go to the Beeks library.

**# people needed:** Chair and a few assistants the week of the book fair.

### **Job description (chair):**

- It is the Chair's job to organize the volunteers for the Book Fairs. Communicates with the MBE Librarian as to the dates/times of the Book Fairs and then e-mail volunteers with time slots. Once you have volunteers for the time slots communicate this list with the MBE Librarian.

**Time commitment (chair):** This should only take the Chair 2-3 hours per Book Fair, longer if the Chair decides to volunteer at the book fair also.

### **Job description (assistants):**

- set up and break down of book fair cases
- help to count money and run the book fair during the shopping times

**Time commitment (assistants):** 2-3 hours the week of the book fair