

Book Fair

Forest Hill Public School Toronto

When: Late October or January, annually. (Note: An October or January event means 10% more funds to FHPS from Scholastic as opposed to a November or December date)

Event runs three full days, usually Wednesday, Thursday and Friday

Books and display items are received on the Monday, set up on Tuesday, taken down on the Friday at the end of the fair and picked up on Monday

The date for the fair is usually set at the first School Advisory Council (SAC) meeting in September as put forward by the Book Fair chairperson. The dates are chosen in consultation with the Principal and Vice-Principal.

Where: Forest Hill Public School South Building Lower Gym

Who: The School Advisory Council (SAC) runs a Book Fair annually to raise funds and/or books for the central and classroom libraries. A minimum of three volunteers should be on the floor during the Fair at all times to allow for helping attendees and a speedy checkout.

Partner: Scholastic Canada Inc.
Jamila Peters
www.scholastic.ca
phone: 1-800-387-5750
email: jpeters@scholastic.ca

Book Fair: Forest Hill Public School South Building Lower Gym

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How:

1. Two months prior to the Fair:
 - Decide on date for the Fair, be sure to avoid QSP dates
 - Book the lower gym in the south building for the full week of the Fair
2. Six weeks prior to the Fair:
 - Contact the book fair representative at Scholastic, Jamila Peters jpeters@scholastic.ca. Be sure to request:
 - i. Account password
 - ii. Information Package (Note: On-line materials available at scholastic.ca)
 - Attend Scholastic informational webinar with three volunteers. Each will receive a \$25 voucher which will can be used as prizes for the Fair
3. Four weeks prior to the Fair:
 - Obtain list of teachers and number of students in their classes to
 - i. Prepare packages to be distributed to students
 - ii. Help schedule class visits
 - iii. Collect “Classroom Book Wish Lists” from each teacher
 - Plan Fair contests. Usually four \$20 vouchers:
 - i. Two winners from grades 1 to 5
 - ii. Two winners from grades 6 to 8
 - Plan other fun activities to go on with the annual theme included in the Scholastic package (eg., for a “Willie Wonka” theme, you could have a “Golden Ticket” draw)
 - Plan and purchase decorations based on the theme
 - Prepare promotional materials (Note: Be sure to include request for volunteers and contest information in all communications)
 - i. Letter / flyer to distribute to parents
 - ii. Copy for “The Falcon”
 - iii. Copy for the web site
 - iv. Wish List letter and form for the teachers (due week before the Fair)
4. Three weeks prior to the Fair:
 - Prepare and send out packages to go home with students. Should include:
 - i. Letter
 - ii. Copy of flyer included in package from Scholastic
 - Send out wish list forms to teachers
5. One week Before the Fair

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- Prepare contest ballots (for all students purchasing items at the Fair)
 - Collect teacher wish lists
 - Pick up the following supplies (some may be available at school or SAC Room):
 - i. Stickers or stamps (used as proof of purchase at the Fair)
 - ii. Calculator
 - iii. Pens
 - iv. Elastic bands
 - v. Scissors
 - vi. Pens
 - Pick up boxed cookies for “Friday Parent Morning” and paper plates for display if required
 - Send out final list of volunteers, make requests for more if required
6. Week of the Fair
- Monday
 - i. Receive books and other materials from Scholastic (includes a cash register and credit/debit card device)
 - ii. Display teacher wish lists in prominent area
 - iii. Put up contest information on board outside the office
 - Tuesday
 - i. Perform set-up and decoration of the lower gym
 - ii. Display one poster each from those available for sale (display posters can be used later for prizes)
 - iii. \$125 for cash float (small bills and lots of loonies, toonies and quarters)
 - Training for volunteers – to be delivered before each shift – Volunteers should arrive fifteen minutes prior to each shift
 - i. Use of cash register and credit/debit card devices (one volunteer per shift)
 - ii. Sticker or stamp system to show items paid for
 - iii. How to help the children and parents
 - iv. Ask parents if they have seen the wish lists for their children’s classes
 - v. Prize ballots
 - vi. Record book orders
 - Wednesday to Friday – Book Fair On
 - Friday before the Fair – “Parent Morning” Prep
 - i. Pick up brewed coffee, cups, milk, cream, sugar, napkins, etc. from Starbucks or Second Cup in the village
 - Friday after end of the Fair at 4:00pm

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- i. Pack up the left-over books and other material
 - ii. Take down decorations
 - iii. Take down school tables to allow for easy custodial clean-up
 - **NOTE:** The 10% for having the fair in October or January must be spent in books the week of the fair. If the fair is being held in these time periods, the books should be selected during this time. The 10% bonus cannot be held over to be spent at a different time.
7. Within a week after the Fair
- Pick-up of left-over books and other materials by Scholastic on Monday
 - Prepare the sales summary (deduct the books selected by librarian and get the rest in cash for library use – Librarian decision)
 - Update the Book Fair Manual as required
 - File updated Manual and any other materials in the central location

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