

Volunteer Roles and Descriptions

Be creative and find adults and students with different skills and interests that can make your Book Fair team the best it can be. Form committees and delegate tasks; there are many volunteer opportunities for all ages! Your adult volunteers will serve as great role models, while your student volunteers will learn valuable leadership skills. These symbols for **A** adult and **S** student show which roles fit best for adults, students, or both.

Co-Chair:

The Co-Chair acts as the chairperson's right hand, providing support and assistance wherever it is needed most. He/she helps plan and conduct the Book Fair from start to finish and is invaluable in scheduling, training, and communicating with volunteers. The Co-Chair is selected by the chairperson.

A



Booktalk Team:

The Booktalk Team promotes new books on the Fair by reading them, then sharing highlights from the books in fun ways during classroom visits or commercials over the school's audio/visual system. They also help student and parent shoppers find books at the Fair that satisfy personal interests by utilizing the Book Fairs app.

A S



Contests, Programs, & Special Events Team:

These detail-oriented volunteers develop and organize fun contests and activities to excite students and drive higher levels of interest in the Book Fair. They plan, organize, and implement special Book Fair programs to attract family and teacher participation. Popular contests and programs, including Family Events, Grand Events, All for Books™, and Classroom Wish List, are presented in detail in the chairperson's *Ideas Guidebook* and online in the Toolkit.

A S



Book Fair Support Team:

Members of the Book Fair Support Team help in a variety of ways. Some help set up and prepare the Book Fair for opening day. Others maximize special skills, like baking, to support special activities and events by providing refreshments and food during Book Fair week. Team members also help to re-pack the Fair when it is over. It's perfect for the FBI (Fathers Being Involved)!

A S



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Cashier Team:

Utilizing the Scholastic EasyScan® system*, cashiers process customer purchases at the Fair and are responsible for accurate maintenance of the cash drawer and transaction receipts. Volunteers should receive training for the Scholastic EasyScan system and should be comfortable handling cash and credit card transactions. A tutorial and informational video are available online in the Toolkit.



A

Volunteer Coordinator:

Prior to the start of the Book Fair, the Volunteer Coordinator leads the recruitment of a reliable team of volunteers. He/she works with the chairperson to determine types of help needed and uses multiple strategies to solicit and attract dependable help, then enthusiastically trains and schedules volunteers.



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Customer Service Team:

Customer Service Team members help Book Fair shoppers locate books, as well as answer questions about Book Fair programs, titles, and product pricing. They also help bag purchases, keep books orderly, serve refreshments, or provide customers or volunteers with assistance.



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Online Coordinator:

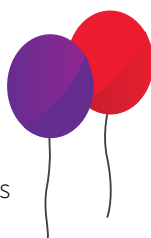
This tech-savvy volunteer uses his/her knowledge of social media and online applications to promote and support the Book Fair. He/she shares and trains others in using the Book Fairs app, as well as assists in setting up the school's Book Fair homepage and Online Book Fair.



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Theme and Decorations Team:

This team brainstorms fun ideas for an engaging theme and supporting activities. Team members create theme-inspired decorations and props to transform the Book Fair into an exciting community event.



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Advertising and Promotion Team:

Members of the Advertising and Promotion Team focus on generating high awareness of the Book Fair and all activities with students, parents, and teachers. The team develops ideas for promoting the Fair and uses their creative talents to produce eye-catching signage and displays. Team members take the lead to build fun, creative table displays of books. They also work with the Online Coordinator to promote the Online Fair.



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