

NB: The below is emailed to all involved in the running of my school's Book Fair in case I was sick (with everything going around lately). It can also very quickly be brought up on a mobile device and all information accessed via the appropriate links. I hope it doesn't overwhelm but will be a great starting point for those running their first Book Fair. Use and adapt what you like, hope it helps!

Best of luck, Kylie Adams Kylie.pead1@det.nsw.edu.au

Book Fair 2022

Schedule & Checklist

When	Term 2, 17th June - 1 July 2022 Week 8-10
Where	Library
Who	Teacher Librarian (main organiser), Library Assistant and Teacher's Aide

Scholastic Information

Scholastic Book Fairs	https://www.scholastic.com.au/book-fairs/
Fair Number:	
Password:	
Scholastic consultant Information Contact Information - email, phone number	
Reorder Spreadsheet List -	
Online packing list book titles - (request this)	
Scholastic Truck arrived at school	
Scholastic Truck Departed School	

Link to Note handed out to students - (in case those assisting need to access quickly to see what communication has been shared with parent community)

Week	Monday	Tuesday	Wednesday	Thursday	Friday
8	Organise with P&C early to make cheque out to Scholastic Book Fair				Book Fair Arrives Set up VIP iSupport session 2pm?
9	20th June Classes complete wish lists Online payments	Classes complete wish lists Online payments	Classes complete wish lists Online payments	Classes complete wish lists Online payments	Classes complete wish lists Online payments
10	27th June 8:30-8:55am Online payments Cash, spriggy card (kids) Awards handed out at whole school assembly	28th June NAIDOC 11-12:30 - FAMILIES Selling Day 2pm - 4pm (families)	29th June	30th June 8:30-8:55am Online payments Cash, spriggy card (kids) Pack up Book Fair tally up totals Teacher Strike	Book Fair Departs

Communication with families	<p>Whole School Book Fair Google Drive sharing folder - everything families need to know including notes and photographs - shared via Class Dojo and the school newsletter also</p> <p>https://drive.google.com/drive/folders/11lk3vfshKyrOXGXqWH2B3YAWbl7LOCly?usp=sharing</p> <p>Remind students, ‘everything your family needs to know about book fair can be found here! If they can’t interpret your wishlist, have a look at the wishlist or spreadsheet on the Google Drive.’</p>
Communication with students and teachers. How?	Email, whole school assembly and weekly communication meeting

<p><u>Resources required before book fair arrives</u></p> <ul style="list-style-type: none"> ● Rubber bands - kmart purchased ● Paint stand hand for poster to display not essential Scholastic provide ● Hand sanitizer, tissues for students/visitors on arrival ● Lead pencil tin for wish lists ● Orange visitor sign on folder - organise before families arrive & remind admin staff ● Order bags for purchases - paper bags or calico bags and sell them next year? ● Cash tin - highlighter, post it notes, list of students with vouchers, pen, zip lock bags, rubber bands for notes. ● Organise iSupport VIP laminated invites 	<p><u>Office</u></p> <ul style="list-style-type: none"> ● \$20 float money ● Money tins() (only needed 1, 2022) ● Large envelope for online orders to be sent off to Scholastic ● Orange sign on folder for families visiting ● If families visit when it is student only session - they need to sign in as a visitor via the front office. ● Does your P & C want to donate money to literacy awards for students to spend at the Book Fair to promote reading?
<p><u>Book Fair - what can be improved for next year?</u></p> <ul style="list-style-type: none"> ● Allow correct cash as well as online orders through the front office option (collect by TL through day & processed). ● Consider 1 week only, have wish lists completed in class time. Not making anything during the first week. Disrupting library and supervision. ● End book Fair officially a day or two prior to being able to finalise everything properly. ● Encourage people to order quickly and not delay, get notes in on time in case of sickness. 	<p><u>Activities happening while Book Fair is on</u></p> <ul style="list-style-type: none"> ● Teacher strike, Thurs Week 10 ● NAIDOC assembly and family picnic day - opened 11-12:30 (lots of parents through) ● End of term
<p>Number of students 2022: Students - 420</p>	

To do

- COVID - plan department website check
- Book Fair Goal - books in hands, more children able to purchase something

Pre Book Fair	Complete
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<ul style="list-style-type: none"> ● Risk Assessment - example of my school RA ● Variation to routine - what selling days will be determined? Does there need to be a scheduled time for families of our unit (ED and Multicat) class students to visit to be a more relaxing and enjoyable experience? ● Schedule event on school calendar ● Schedule a meeting with those assisting and go through variation and risk assessment and running schedule, assign roles etc. 	
<p>Check with administration about sign on for visitors entering the book fair, have procedures changed?</p>	<p>E.g. Complete</p>
<p>Touch base with General Assistant, about when the truck is coming and going as he moves the barriers to let the truck in and sometimes assists with bring the cases to the library.</p>	
<p>Write out promotional fund vouchers</p>	
<p>Organise literacy awards with staff and write out vouchers.</p> <ul style="list-style-type: none"> ● Awards - hand out after unit arrives after lunch under Cola 	
<p>Rebook Book Fair 2023 (gain \$50 voucher)</p>	
<p>Competitions? (\$60 promotional fund) Thoughts?</p>	
<p>Make recommendations to families about books via newsletter, Class Dojo etc (worked well 2021)</p>	
<p>Look at the reorder list once the fair arrives.</p>	
<p>Print - donation slip/stickers? Provide a basket to place books donated to school with a sign to encourage donated books.</p>	
<p>Create a visual 'Book Fair procedures' via Canva for students to view during lesson time so students explicitly understand the expectations for how to</p>	

move through Book Fair (look like, sound like, feel like)	
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Tasks to be completed when Book Fair arrives	Who is responsible?
<ul style="list-style-type: none"> ● Hand out literacy awards ● Promotional fund awards/Competitions run ● Put locks in orange box ● Set up Eftpos machine (follow instruction sheet - very important!) ● Set up bookcases - arrange to allow for best library supervision ● Arrange stationery items for photographs and keep 1 item out from each pack as student prize/gifts (consider gifting to monitors who have helped with set up) ● Organise 2 paint racks for posters - display posters ● Upload stationery photographs to 'families' Google Drive folder ● Print out stationery photos into a table to sit beside cash tin for quick reference ● Put out books from red boxes - cannot be reordered ● Organise Class Dojo message for families outlining explicit instructions for Book Fair - shared folder ● Put the red folder with spare Book Fair notes (also available on school website), wish lists, everything in case parents visit the front office and ask Book Fair questions. This will be a quick go to for the admin staff to grab and have everything in it. Add a copy of stationery photos to folder. 	
<ul style="list-style-type: none"> ● Fill orders - from the admin office 	
<ul style="list-style-type: none"> ● Put 'last copy' into books (library monitors) ● Organise stationery items on library trolley in ascending price order 	iSupport/Information Support = Library Monitors

<ul style="list-style-type: none"> ● iSupport to assist with sending up orders to student classes ● iSupport leaders hand out literacy awards - 2 leaders - yr 6 ● Supervise stationery trolley during selling times ● Administor hand sanitiser to student visiting during purchasing sessions 	
<p>End of Book Fair Tasks</p>	
<ul style="list-style-type: none"> ● Pack up fair - be aware that once commission is calculated books will need to come out for the library's commission. ● TL - to take books for commission according to what collection needs, what students are reading. 	Pack up - with approval from TL
<ul style="list-style-type: none"> ● Eftpos summary - use sheet in orange box to close eftpos and turn off ● Add locks to cases 	
<ul style="list-style-type: none"> ● Check Class Dojo and with teachers and administration staff that noone has made payments online and communicated via dojo - check OR with teaching staff. ● If payments have been made after the fair is closed, contact Scholastic contact with the amount, books order or invoice number and books will be sent out to school. ● Read over instruction envelope provided by Scholastic ● Calculate totals - cash, eftpos, online orders ● DO NOT Include - \$110 promotional fund in final totals - tick box at the end for this ● Return \$20 float to admin ● Collate receipts and online order part of notes and send off in envelope to Scholastic Book Fairs with letter attached (see below for example). 	
<p>Communication to Families - end of event</p>	
<ul style="list-style-type: none"> ● Communication to families - thank you via Class Dojo and Newsletter. ● Newsletter -literacy award winners - photographs and blurb Term 3 ● Send Class Dojo message to iSupport student helpers with a positive message about their child assisting during Book Fair. Dojo reward 	

points etc.	
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Totals 2022

- \$110 promotional fund - promotional fund is NOT included in the final count, it is a tick box at the end of the cash summary via Scholastic website.

Cash	
Eftpos	
Online	
Total	

Screen Clipping from Scholastic Book Fair site - revenue values and claimed amounts

Product Taken From Fair	
Reordered Amount	
Total	

Past Book Fairs

Year	Revenue
2022	
2021	
2020	
2019	

iSupport Student List - Encourage students from iSupport (library monitors) list to assist with Book Fair. e.g. deliver another students' Book Fair order, place, last copy slips in book, tidy case shelves, assist younger

students with wish lists, help promote Book Fair at morning assembly etc. They were really looking forward to assisting during the fair in some capacity.

Student Names - iSupport	Record how they helped (useful for giving parents positive feedback at the end of Book Fair)

2023 Book Fair and information

Thank you for confirming your Scholastic Book Fair, which is scheduled for this week starting: *##/00/2023

Link To Online :
Tool

Fair Number :

Password :

Fair Type : Case

Fair Brand : Books on
Tour

Letter to Scholastic on your school's letterhead

Dear Sir/Madam,

Please find enclosed our school's printed receipts and online order forms from our Scholastic Book Fair, running between dates - Friday 17/6/2022 - Friday 1/7/2022.

Fair Number:

Kind Regards,

Your Name

Teacher Librarian

For your program

Classes visiting Book Fair - what to do

- Bring class in and sit them in front of book fair stands.
- **Clean Hands** - Provide hand sanitizer or if an SLSO present kindly ask if they could possibly do so while you provide direction.
- **Read and Promote** - Choose a picture book to read to the class from the Book Fair assortment. Point out some recommended titles suitable for age group.
- **LAST COPY** - If there is a ticket in a book that says 'last copy' it means that the item needs to be ordered and will send it up to the child's classroom after we have ordered another copy from Scholastic.
- **Writing Book Fair Wish lists**
- Students must use a whiteboard to lean on while writing out their wishlist. Yes you can have a second wishlist!
- Remind students that it is important for their parents when they take their wish list home, especially if they intend on ordering at home online that they are very specific about the title of the book and the cost. They should also include the number of the book shelf where the book can be found as that helps us locate it if there are any discrepancies.
- Students can bring online orders or money to the office and throughout the day their order will be filled and returned to class. If not that day it will be the next.
- Students can take books from shelves to RESPECTFULLY look through and make a note of the title on their wish list. They must keep in mind that someone will want to purchase the book they are handling so they must use clean and respectful hands at all times. They must not remove any locks from diaries or open and stationery tins or boxes etc.
- **Theft** - Stealing is against the law and breaks our school rules, it would be disappointing if this occurred at our Book Fair.
- Yr2 - 6 - Book Fair note and poster can be found on our iCentre Google Classroom if you need a reference point e.g when can students make purchases, how
- **Carry bag** - Remind students that if they think they are going to purchase a few items to bring in a carry bag/library bag with them.
- Walk around and point out books which might be suitable for students' reading ability or are a great price (\$5).
- Students write out wish lists, browse books with clean hands/sanitizer (prior).
- At the end, encourage discussion about what books are on everyone's list or what books do you think might be on List? Students could compare list if time permits.