**SCHOLASTIC BOOK FAIR COMMITTEE DOCUMENTATION**

Scholastic gets in touch with the school during the summer to verify the date of our book fair for the Harvest Party. One of our teachers or the school’s Vice President will provide you with the contact information for our Scholastic Rep. In addition to this physical book fair, you will coordinate at least 1 online book order. The school earns a commission on book sales so the higher the sales, the more we earn.

For the Harvest Party book fair, boxes of books will be delivered to the school. You are in charge of unpacking the books, coordinating with our Parent-Child teacher, Ms. Melissa, to find a mutually acceptable time to set up the book fair in her room. You will handle all book fair transactions (there is a spreadsheet which will help you calculate sales amounts). It is up to you whether you accept credit cards, checks, cash, or a combination of payment types. Check on how difficult it is to do credit card transactions with Scholastic. After the book fair, you are in charge of packing remaining books in boxes and ensuring that they are returned to Scholastic. The Scholastic rep should be very helpful with coordinating the details.

For the online book order, you will again coordinate with the Scholastic rep. You will communicate with the co-op families to inform them of the fair.

Below are some examples of emails from prior book fair committee persons re. Harvest Party sales. Also, there is an explanation of the spreadsheet which is used to calculate book fair sales (individual transactions and total event sales).

**EMAIL TO MEMBERSHIP RE. BOOK FAIR SALE (2013)**

Hi all,

I just wanted to send out a quick note on some important details about the book fair we are having at the Harvest Party tomorrow.

First off, I am working the fair by myself so please pack some patience at check out.  I do have some great things in place for this to be as painless as possible for you and for myself.  Either way, we will get through it and all the sales will benefit the school.

Second, I will be accepting CASH (no large bills), CHECKS (made payable to the school) and/or debit/credit cards.  I just want to let you know in advance that if you do pay with a card, that I won't be able to process the purchase directly at the fair.  I will have a credit card form for you to fill out (please print so it is easier for me to read everyones writing) that includes your name, phone #, card #, CVV #, type of card and expiration date.  I know that having this information written down can sometimes cause a person anxiety, so I have a few options to offer.  After the book fair, I will be processing the cards through Scholastic's website and I can either get the form back to you or I will shred them all at once after payments have been processed.  You can let me know what you would prefer at checkout.
Please let me know if you have questions.

**EMAIL TO MEMBERSHIP RE. BOOK FAIR SALE (2014)**

Hello ALL!

I am the book order person this year and I will be setting up our book fair at the harvest party!

This is a great opportunity to purchase books for your kiddos but also support our schools library.

For every book purchased our teachers will receive points that they can then turn into books.

There is only 1 catch….We can only accept CHECKS so please bring your checkbooks…sorry I know that isn’t super convenient but again a great way to support our school.

There is also an option to purchase books online, please feel free to visit the site below and also forward to grandparents, aunts, uncles, etc. who may want to purchase.

Our goal is to purchased 153 books…that will make our total bigger than last years! J

ONLINE FAIR:

<http://onlinebookfairs.scholastic.com/default.aspx?f=3409951>

Please make sure to stop by the book fair at the harvest party or do some online shopping soon!

Any questions please let me know

**EXPLANATION OF BOOK FAIR SALES CALCULATION SPREADSHEET**

All the "subtotal", "sales tax", & "total" cells are automatically calculated. On the left, you can calculate individual transactions. On the right, you can input individual purchase totals. I've inputted a sample transaction to make this easier to understand. In previous years, the book fair rep would hand calculate transactions w/ a calculator (brutal).