

First, **THANKS AGAIN FOR VOLUNTEERING!**

Some of you are seasoned Book Fair folks and may not need this information, but for those of you that are new this spring, this will give you a little heads up for what to expect on your volunteer day.

If you signed-up to be a **Set-Up Person**, you will be in charge of:

- Helping set-up the Book Fair
- Helping decorate the Book Fair

If you signed-up to be a **Floor Person**, you will be in charge of:

- Welcoming students and families into the book fair at the entrance
- Reminding students to leave their backpacks by the door
- Helping keep the Book Fair floor and shelves tidy and organized
- Keeping students from running around the Book Fair
- Helping make reorder lists at the close of the day

If you signed-up to be a **Register Person**, you will be in charge of:

- Helping check-out customers
- Helping students understand how much their items will cost with sales tax
- Helping close out the registers at the end of the day

If you signed-up to be a **Clean-Up Person**, you will be in charge of:

- Helping pack-up the Book Fair
- Helping reorganize the Media Center
- Helping close out/count out the registers

Please arrive a few minutes before your shift so we can make sure you are comfortable with your tasks for the afternoon.

Thank you and see you there!