

BOOK FAIR STANDING COMMITTEE (BFSC)

2021/22 VOLUNTEER POSITIONS TO BE FILLED

(The posted estimated time commitments are for the 2021/22 school year only.)

EXECUTIVE COMMITTEE POSITIONS

BFSC Co-Chair

We are looking for a volunteer to sit on the Book Fair Standing Committee as the Committee Co-Chair. Working alongside the current Chair, Joni Hamlin, the person filling this role will be prepared to become Chair of the Book Fair Standing Committee in the 2022/23 school year. For the 2021/22 school year, there are critical plans and decisions that need to be made and it is crucial we find someone to fill the Co-Chair role, and work with the Joni, to learn as much as possible about coordinating the in person book sale. Joni will be leaving this position at the end of the current school year.

- You must be a parent at RPPS to fill this role.
- You must attend all Committee Meetings (6-12 per year)
- Estimated Time Commitment for school year: 20 hours in person; 120 hours online/flexible

BFSC Administration Team Lead

We are looking for a volunteer to sit on the Book Fair Standing Committee as the Administration Team Lead, setting up the meetings, taking meeting minutes, distributing them to the BFSC Executive (which meets approx. 7 times per year). Additional duties for an in-person Book Fair in 2022/23 will include confirming any delivery and pick up dates for Book Fair infrastructure (bookcases, tables, dumpster, etc.), filling out Community Use of School forms, etc.

- You must be a parent at RPPS to fill this role.
- You must attend all Committee Meetings (6-12 per year)
- Estimated Time Commitment for school year: 4 hours in person; 120 hours online/flexible

BFSC Communications Team Lead

We are looking for a volunteer to sit on the Book Fair Standing Committee as the Communications Team Lead. This is a crucial role for the fundraiser. We need someone who is good at writing articles and creating messaging for social media. It is extremely important that the volunteer in this position be available to communicate frequently with the Chair to stay on schedule for community paper due dates and other time sensitive items. We currently have a volunteer who is taking care of social media postings but is not a parent at the school and, therefore, cannot be the Communications Team Lead. The Chair is currently responsible for updating the website but would be happy to pass this on if there is a volunteer comfortable doing it. The Communications Team Lead also oversees any advertising needs, including purchases of marketing material (signs, advertisements, Book Fair t-shirt campaign, etc.).

- You must be a parent at RPPS to fill this role.
- You must attend all Committee Meetings (6-12 per year)

- Estimated Time Commitment for school year: 4 hours in person; 120 hours online/flexible

BFSC Book Donation Team Lead

We are looking for a volunteer to sit on the Book Fair Standing Committee as the Book Donation Team Lead. The Book Donation Team includes Book Bin Team members, Book Sorting Team members and Transportation Team members. The Donation Team Lead schedules shifts (once we are allowed to do so) for Book Bin members to empty the two donation bins in front of the school and ensure the books are sorted, boxed and safely stored in one of the school's storage rooms. The Donation Team Lead also coordinates pick up or delivery of high-volume donations, and works with the Volunteer Coordinator to organize sort nights (to manage accumulating donations) prior to Book Fair.

- You must be a parent at RPPS to fill this role.
- You must attend all Committee Meetings (6-12 per year)
- Estimated Time Commitment for school year: 30 hours in person; 72 hours online/flexible

BFSC Café Team Lead

We are looking for a volunteer to sit on the Book Fair Standing Committee as the Café Team Lead. Although we will not have an in person sale in the 2021/22 school year, we may organize fundraising bake sales and we need assistance in planning the Café Team roles for the November 2022 in person Book Fair. We would also like the person stepping into this role to be prepared to continue in it for the 2022/23 school year when an in person sale will take place.

- You must be a parent at RPPS to fill this role.
- You must attend all Committee Meetings (6-12 per year)
- Estimated Time Commitment for school year: 4 hours in person; 120 hours online/flexible

Member of the Accounting Team - Apprentice Bookkeeper

We are looking for a volunteer to work alongside our current Bookkeeper to learn how the accounting for Book Fair is done. This volunteer must be prepared to take over as Bookkeeper in the 2022/23 school year as our current Bookkeeper will be leaving the school.

- While not a BFSC Executive Position, this volunteer must be a parent at the school.
- You do not have to attend all Committee Meetings
- Estimated Time Commitment for school year: 4 hours in person; 72 hours online/flexible

60th ANNIVERSARY COMMITTEE ROLES TO BE FILLED

You do not have to be a parent at the school to fill any non-Executive roles.

For the 2021/22 school year we are concentrating on filling roles needed for the 60th anniversary celebrations!

AND WE NEED LOTS OF HELP!

Book Sorting Team

We would like to find a few volunteers with key interest and/or knowledge in the areas of:

Mysteries

Biographies

Fiction

Romance

“The Classics” for adults

“The Classics” for children

Other Children’s Books

These volunteers should be available during the day and/or weekends - specific times will be flexible – exact sorting days to be announced soon but will all occur prior to November 13.

Veteran sorters will be very welcome as we need to prepare some instructions for new volunteers on how to sort and how to box books. We will be looking for volunteers to help draft these instructions and take part in a “how to sort” video and a “how to box” video.

We may also need to go to our offsite warehouse to sort through the books from our one and only book drive in the summer and divide them into sections: Mysteries; Biographies; Fiction; Romance; “The Classics” for adults; “The Classics” for children; Other Children’s Books; “Everything Else” (this will be a jumble of categories for books that do not fall into those listed above))

- You do not have to be a parent in the school
- You do not have to attend Committee Meetings
- Estimated Time Commitment for school year: 4 hours in person per shift - flexible (there will be approximately 18 shifts during the months of October and November 2021)

Box Finders

We need a few people who will be able to locate and pick up empty liquor store boxes for us. We have a contact at the Beechwood Metro who is happy to have us pick up their empty liquor boxes. These boxes are essential for our sortings as we need to have boxes of a certain size to make it easier for our volunteers to lift the boxes of books. The delivery of boxes to the school will be coordinated by the Book Donation Team Leader.

- You do not have to be a parent in the school
- You do not have to attend Committee Meetings
- Estimated Time Commitment for school year: 6 hours in person - flexible (there will be a maximum of 6 times when boxes will need to be picked up from one location and delivered to another location – all local)

Transportation Team

We would like to find a few volunteers with mini vans or trucks who can help with large book donation pickups.

- You do not have to be a parent in the school
- You do not have to attend Committee Meetings
- Estimated Time Commitment for school year: 2 hours in person per shift - flexible (there will be approximately 12 shifts during the school year)

Virtual Book Fair

We are shaping a virtual Book Fair and need some help coordinate the sale of books online and being present for a few hours over a weekend for the pickup of books purchased. More details will follow.

- You do not have to be a parent in the school
- You do not have to attend Committee Meetings
- Estimated Time Commitment for school year: 4 hours in person per shift - flexible (there will be approximately 18 shifts during the months of October and November 2021 as we prepare for the Virtual Book Fair)

Rolling Book Fair Class Book Shops

Every year during the in-person book sale, students get to choose a book for \$1. Each class would come in and have a special time to pick a book. Regardless of whether or not they had \$1, the kids would all get a book.

Our Children's Team leader would like to make this happen this year and the Principal has agreed that we can prepare a rolling cart with books for each class and it will be rolled into each class over the course of a week. The kids will all get to shop for a book!

The Children's Team Lead will coordinate this Rolling Book Shop and volunteers are needed for this event to set up books, match grades with books, and put sections together for each class shop.

Volunteers would need to be able to work during the school day and be prepared to help sort books.

- You do not have to be a parent in the school
- You do not have to attend Committee Meetings
- Estimated Time Commitment for school year: 4 hours in person per shift - flexible (there will be approximately 10 shifts during the months of October and November 2021 as we prepare for the rolling class book shops)

Virtual Storytelling At Rockcliffe Park Public School

We are organizing a virtual storytelling event at Rockcliffe Park Public School to commemorate the 60th Anniversary of Book Fair. We are piggybacking on the Ottawa Storytellers Children's Storytelling Festival. The Principal will also be allowed to invite other schools to join in the fun.

We are looking for a volunteer to liaise between the storytellers and the school for this event which will occur in November. Here are some of the details we know right now: Week of November 15-16. 8 storytellers (4 English and 4 French). Broken down in the following categories: JK and SK; Grades 1 & 2; Grades 3 & 4; Grades 5 & 6

- You do not have to be a parent in the school
- You do not have to attend Committee Meetings
- Estimated Time Commitment for school year: 0 in person hours; 10-20 hours online/flexible

Book Fair (formal) Photographers:

Have a camera and a good eye? We would like several volunteers to take photos during the 2021 Virtual Book Fair, during the 2021/22 school year and also during the 2022 in person Book Fair in November 2022 to truly capture the Book Fair experience. This task would include tagging and uploading the edited photographs to a shared site, for use on the Book Fair website and in promotional materials.

- You do not have to be a parent in the school
- You do not have to attend Committee Meetings
- Estimated Time Commitment for school year: 2 hours in person per shift - flexible (there will be approximately 6 shifts during the months of October and November 2021 with the possibility of more photo opportunities throughout the year. The online time commitment would be relative to the number of photos taken as they would need to be sorted/edited and shared with the Communications Team Lead)

Book Fair Clothing Coordinator:

We need a volunteer or two to coordinate the sale of Book Fair clothing. You will work with a clothing printing company, create an item in the School Council online shop and work with the Book Fair Bookkeeper to report on the fundraiser. Using the completed forms, you will enter the orders into a spreadsheet, and place the order with the clothing company. Once the merchandise arrives, you will ensure t-shirts are delivered to individuals.

- You do not have to be a parent in the school
- You do not have to attend Committee Meetings
- Estimated Time Commitment for school year: 4 in person hours; 20-30 hours online/flexible