

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. Please note, currently no in-person volunteering is permitted as per OCDSB regulations.)

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 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

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!

Virtual Book Fair

We are shaping a virtual Book Fair and need some help coordinate the sale of books online. 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: 10-20 hours online/flexible

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 volunteers 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 Swag Sale

We would like some help selling Book Fair tshirts and reusable bags online.

- 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: 10-20 hours online/flexible