

BOOK FAIR STANDING COMMITTEE (BFSC)

2022/23 VOLUNTEER POSITIONS TO BE FILLED

This document is a list of volunteer roles needed to organize and hold an in-person Book Fair fundraiser for Rockcliffe Park Public School. We work in “Teams”, this helps us share the work load and also give you a chance to meet other parents in the school as well as community volunteers. Below each “Team”, we’ve listed what the team is “responsible” for and then further breakdown positions to be filled. Every little bit helps! If you see an item that you could help with, for example if you could just prepare the name badges for the in-person sale, you can volunteer to do that one role. The more things are broken down the easier it can be to volunteer. Please consider what role would suit you and let your friends and neighbours know that there are lots of opportunities for them to get involved as well! The 2022 Book Fair is planned for Nov. 4-6 so we need to start work right away! Contact info@rockcliffeparkpsbookfair.com

EXECUTIVE TEAM POSITIONS

BFSC CO-CHAIR TEAM

We are looking for 2 volunteers to sit on the Book Fair Standing Committee as members of the Co-Chair Team. Open to both parents at the school and community members.

A Team representative is expected to be present at all BFSC general meetings (6-12 per year).

Main Areas of Responsibility:

- chairing BFSC meetings, ensuring full participation, that all relevant matters are discussed, effective decisions made and carried out;
- ensuring the BFSC functions properly;
- ensuring documentation of the Book Fair Plan (Manual) and Main Critical Path;
- directing the operational management of the Book Fair fundraiser (i.e. ensuring systems are in place for the implementation of the Book Fair Plan);
- preparing the monthly report to School Council informing them of BFSC meetings, activities and the Book Fair fundraiser;
- developing and implementing the budget.
- creating meeting agendas (using Critical Paths)
- ensuring that BFSC meetings follow the same rules as School Council meetings
- keeping School Council informed of BFSC meetings, activities and the Book Fair fundraiser;
- compiling Final Report
- delivering speeches related to Book Fair

TEAM POSITIONS

RPPS Parent Co-Chair – this person must be a current parent in the school

Estimated Time Commitment for school year: 60 hours in person; 120 hours online/flexible

(Expected to attend all RPPS School Council meetings.)

Community Co-Chair – this person does not need to be a parent in the school but must have a minimum of 1 year's experience with the Book Fair fundraiser

Estimated Time Commitment for school year: 40 hours in person; 120 hours online/flexible

BFSC ADMINISTRATION TEAM

We are looking for volunteers to sit on the Book Fair Standing Committee as members of the Administration Team. Open to both parents at the school and community members.

A Team representative is expected to be present at all BFSC general meetings (6-12 per year). Estimated Time Commitment for school year varies by role

Main Areas of Responsibility:

- report on the Administration Team's activities throughout the school year
- confirming delivery and pick up dates for Book Fair infrastructure (bookcases, tables, dumpster, etc.),
- filling out Community Use of School forms, etc. setting up the meetings
- taking, distributing and maintaining accurate minutes of all BFSC general meetings, as well as the recording of any motions introduced or resolutions passed, and, distributing them to the BFSC Executive (which meets approx. 7 times per year)
- polling committee member to aid in picking meeting dates, posting notices of upcoming meetings, making adequate copies of any meeting documents (for in-person meetings)
- main contact for custodial staff to ensure the doors will be unlocked, etc, for in-person meetings
- Book Fair Google Account, monitoring e-mails and maintaining Google Drive
- coordinating bookcase replacement
- creating/updating the Site Map (Floor Map)
- creating/updating the pricing sheets
- creating/updating the Book Fair Emergency Plan
- seeing that the parking permits are ordered and picked up
- distributing parking permits (for volunteers and customers)
- photocopying needed throughout the year
- Book Fair Opening ceremonies coordination

SOME KEY TEAM POSITIONS

Sale Map (Floor Plan)

Work during the two set up weeks (hours required during that time is flexible) to fill in section names on the Book Fair floor plan sheet so that working copies are available to sorters and final copies are posted on the Thursday evening before Book Fair's grand opening.

Photocopier Helpers

- During an in-person Book Fair, there are many documents that need to be photocopied at the school. We are looking for a few volunteers to help make photocopies at the school.
- Advance notice will be given and documents will be provided electronically.

Emergency Plan Writer

We are looking for a volunteer to draft an Emergency Plan for Book Fair – exit strategies, lock down procedures for volunteers, fire drill procedures for volunteers, etc. It can be based off of the School's Emergency Plan which will be shared with you. Work at home, flex time.

Book Fair Volunteer Party Team

Like a good party? We are looking for a few volunteers to organize, set up and clean up the Book Fair volunteer party, which has historically been held in the school library the Wednesday evening after Book Fair. Location may change for 2022. Time commitment for the Team of about 20 hours at home, flex time, and 5 hours in person.

Book Fair Opening Ceremony Coordinator

- Help get Book Fair started with a bang! You will ensure everything is organized for the Book Fair opening ceremony. This includes e-mailing the principal, office staff and teachers to let them know the plan for the opening day (what time to gather outside, etc.) and be in contact with the person who will cut the ribbon.
- Ensure the equipment (speakers, CD player, microphone and CD with Book Fair song) are in place ahead of opening on the Friday morning and have the order of events printed off.
- Purchase ribbon and make sure there are scissors. Once the official opening is over, tidy up leftover ribbon and ensure equipment is stored where needed.
- Time commitment is about 10 hours in advance (flexible) and 3 hours at the school the morning of November 4th (first day of Book Fair).

BFSC COMMUNICATIONS TEAM

We are looking for volunteers to sit on the Book Fair Standing Committee as part of the Communications Team. This is a crucial team for the fundraiser. We need people who are good at writing articles and creating messaging for social media. It is extremely important that the volunteers on this team be available to communicate frequently with the School Council Chair and Co-Chair Team to stay on schedule for community paper due dates and other time sensitive items. Open to both parents at the school and community members.

A Team representative is expected to be present at all BFSC general meetings (6-12 per year).

Main Areas of Responsibility:

- report on the Communication Team's activities throughout the school year
- oversees any advertising needs, including purchases of marketing material (signs, advertisements, Book Fair t-shirt campaign, etc.).
- responsible for promotion, publicity, media, website, social media and signage displays.
- Articles, Press Releases, Posters/Flyers,
- Book Fair FAQ Handout
- Website updating
- Social Media (Twitter, Facebook)
- Photography
- Volunteer, RPPS Staff and Student participation benefits and incentives (ex. Book Fair Bucks, Café Treats, pre-sales)

- Rare Book/Special Books Sales promotion during Festival and post-Festival sales

SOME KEY TEAM POSITIONS

Website updater

- We are looking for a volunteer to keep our website fresh and up to date
- Wordpress experience would be great
- Time commitment will be very flexible, online at home.

Book Fair (formal) Photographers

- Have a camera and a good eye? We would like several volunteers to take photos during setup, Book Fair weekend, and the volunteer party so we can 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.
- 20 hours in person, flexible time online at home

Book Fair Clothing Coordinator

- We need a volunteer who can coordinate the sale of Book Fair clothing, alone or with a friend or two.
- You will work with a clothing printing company, create order forms, ensure they are delivered in paper version and electronically, and collect the completed forms that are sent to the school office. This process may change for 2022 and it may be done through the School Council online shop. The Committee will guide you.
- 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 and provide the completed spreadsheet and any funds collected to the Book Fair Treasurer.
- Time commitment about 15 hours in person and flex time online at home.

Sign Auditor

- Book Fair includes a large number of various signs – from shelf labels, ‘No Exit’ signs taped to school doors, A-frame signs on Springfield Road and other locations, to large banners for hanging, it can be challenging to keep track of them all.
- We would like to have a volunteer complete a sign audit. As Book Fair has not happened for some time, we need help working out what new signs are needed and what old ones can be thrown out.
- We would also like to capture in writing the process for how signs are obtained, details on where they should be located before/during the sale, and how best to store them afterwards.
- Time commitment about 20 hours in person and flex time online at home.

Signage Coordinator

- We require a volunteer or two to ensure proper signage is posted outside the school, around the neighbourhood and inside the gyms from the time we gain access to the

school (two weeks before Book Fair) until the end of Book Fair when all signage needs to be put back in storage.

- Time Commitment is about 15 hours in person

Book Fair Poster Coordinator

- We require a volunteer to design the next Book Fair poster. This volunteer will also coordinate its distribution. Clear instructions will be provided as well as volunteers to help if needed.
- Time Commitment is about 4 hour sin person and flex time online at home.

BFSC CAFÉ TEAM

We are looking volunteers to sit on the Book Fair Standing Committee as Café Team Members. Open to both parents at the school and community members.

A Team representative is expected to be present at all BFSC general meetings (6-12 per year).

Main Areas of Responsibility:

- report on the Café Team's activities for the Book Fair fundraiser and Café Du Monde operations
- Café Signs
- Book Fair Café Organization
 - o Hot Food
 - o Cold Food including Drinks and Equipment
 - o Baked Goods
- Setup
- Running of the Café
- Clean up
- Time Commitment varies by role and this Team's duties may be reduced for the 2022 Book Fair as the kitchen in the school is being renovated.

SOME KEY TEAM POSITIONS

Café Coordinator(s)

- We are looking for a volunteer or two to help organize the Book Fair Café.
- Coordinator(s) will plan menus, prepare shopping lists, and ensure all equipment needed is available well ahead of time.

Café Sponsorship Coordinator(s)

- We are looking for a volunteer or two to approach local businesses (will work with main Sponsorship Coordinator to ensure businesses aren't being double tapped) for food donations for the Book Fair Café.

Café Baked Goods Coordinator(s)

- We are looking for a volunteer or two to take the lead on coordinating baked good donations for the Book Fair Café. There are two phases to this. One is to follow up with families via e-mail and paper info that is sent out by the Volunteer Coordinator. The second is to approach local embassies to donate specialty baked goods.

- The donations will need to be recorded, instructions on drop off of baked goods and the return of containers to be organized.

Café Managers

- We are looking for several volunteers, with some restaurant or food prep experience, to help manage the café and its volunteers during Book Fair weekend.

Café Food Shoppers

- We are looking for a couple of volunteers who can purchase the food, drinks and other supplies necessary for the Book Fair Café. Shopping lists and grocery store gift cards will be provided.
- A few volunteers who could be available for emergency runs to the grocery store on short notice during Book Fair weekend would also be helpful.

Book Fair Café Opening Set Up Team Leader

- We are looking for a volunteer who can coordinate the set up the Book Fair Café on the Thursday evening before Book Fair opens.

Book Fair Café Closing Clean Up Team Leader

- We are looking for a volunteer who can come at 7pm on the last day of Book Fair (Sunday) to supervise the cleaning of the small gym, the milk room, kitchen, fridge, and oven, and all dishes used. They should also ensure that Café equipment and supplies are neatly put away, clearly labelled and listed for easy reference.
- A cleaner is hired to do the actual scrubbing of appliances in the kitchen. This may not be necessary in 2022 if the kitchen renovation has not been completed.

ACCOUNTING TEAM

We are looking for volunteers to sit on the Book Fair Standing Committee as members of the Accounting Team. All members of the Accounting Team must be current parents at RPPS (exception being cashiers during the in-person book sale) and all transactions must be overseen by the RPPS School Council Treasurer.

A Team representative is expected to be present at all BFSC general meetings (6-12 per year).

Main Areas of Responsibility

- report on the Accounting Team's activities throughout the school year
- oversees all monetary transactions during the Book Fair fundraiser and ensures the money is handled and deposited safely
- making payments and managing the Book Fair account
- prepare the budget for approval by School Council each year and provide a Financial Statement as part of the Book Fair Final Report
- maintain the budget and report on it at BFSC meetings
- payment of Invoices and Volunteer Expenses
- pre-sales coordination and deposits
- cash room coordination and deposits
- all banking-related activities
- all accounting-related activities (Financial tracking/statements, budget, etc.)

- all cash and cashier related elements of the Book Fair fundraiser including phone line, Moneris, cash machine set up, cashier training, cash signage and take down.
- purchase of gift cards to be purchased to cover Book Fair Expenses (i.e. Staples, Metro, Walmart, etc.) (may no longer be needed in 2022)

SOME KEY TEAM POSITIONS

Cashier Managers

- We require several volunteers to act as Managers, on a rotating basis, throughout Book Fair weekend.
- Main duties would include supervising the cashiers on duty, and being the point person for questions or situations which may arise at the cash.
- Cashier experience, particularly at a past Book Fair, would be preferable.
- Time commitment for the team about 30 hours in person; flex time at home online to discuss with Accounting Team

Cashier Area Set Up Coordinator

- Coordinate the setup of the cashier area before Book Fair opens (the Thursday evening).
- Make sure tables, cash machines and stools are available for each cashier. Have proper signage put in place and make sure the pathway for customers is clearly marked.
- Time commitment about 10 hours in person; flex time at home online to discuss with Accounting Team

Cashier Area Take Down Coordinator

- Coordinate the take down of the cashier area at the end of Book Fair (5:00 pm on the Sunday).
- Make sure tables, cash machines, stools and signage are put away neatly in designated areas.
- Time commitment about 5 hours in person; flex time at home online to discuss with Accounting Team

Cashier Trainer

- We are looking for one or two experienced Book Fair cashiers to train new cashier volunteers in the new school year (prior to Book Fair weekend).
- Offering two 30 minute sessions, scheduled on an evening and/or weekend before Book Fair, should cover it!
- Time commitment about 4 hours in person; flex time at home online to discuss with Accounting Team

VOLUNTEER COORDINATION TEAM

We are looking for volunteers to sit on the Book Fair Standing Committee as members of the Volunteer Coordination Team. Open to both parents at the school and community members.

A Team representative is expected to be present at all BFSC general meetings (6-12 per year).

Main Areas of Responsibility

- work with all Book Fair Teams to ensure adequate volunteers are being recruited and advertise as requested/necessary
- report on activities for the Book Fair fundraiser related to volunteer recruitment, management and communication throughout the year and during the Book Fair fundraiser
- police record checks
- Book Fair volunteer party
- volunteer badges and sign in sheets
- High School Student Volunteer Campaign
- RPPS Grade 5 and 6 Student Volunteer Campaign
- Book Fair Legacy/Archives
- Online volunteer scheduler (currently SignUp) and all volunteer scheduling
- post an updated volunteer schedule regularly in Queen Juliana Hall during set up and during the Book Fair fundraiser weekend.
- lead for Book Fair Clothing Coordinator
- lead for Book Fair Manager Team/Hospitality Team
- lead for Tear Down Coordinator
- lead for Information Desk team
- maintain volunteer list including list of section pricers
- prepare School Volunteer Brochure to ensure Book Fair roles reflected
- create/update all forms related to volunteers/volunteer recruitment
- lead on volunteer recruitment events (ex. Meet the Teacher night)

SOME KEY TEAM POSITIONS

Volunteer Coordinator(s)

- main contact for volunteers
- actively coordinate volunteers
- sign in sheets (daily) during all in-person volunteer activities
- managing online volunteer scheduling (currently SignUp) and all volunteer scheduling
- time Commitment is approx.. 30 hours in person; flex time at home online of 50 hours or more

RPPS Student Volunteer Coordinator(s)

- organization of RPPS student volunteers during setup and Book Fair weekend
- Grade 5 and 6 students and their parents need to be sent paperwork. Ensure it is filled out properly, schedule the students in the available shifts, and provide printed confirmation to students as well as e-mail confirmations to parents.
- Time commitment 10 hours in person; flex time online at home

High School Student Volunteer Coordinator(s)

- organization of high school student volunteers during setup and Book Fair weekend
- High School students under 18 years of age need to have consent forms and waivers signed by their parents and submitted prior to volunteering. The coordinator(s) must ensure it is filled out properly, schedule the students in the available shifts, and provide e-mail confirmations to students and their parents/guardians.
- Time commitment 10 hours in person; flex time online at home

Volunteer Badge Creator

- purchasing (will be reimbursed), printing and sorting Book Fair volunteer name badges
- There are two phases to these badges – a series of badges just prior to setup for confirmed volunteers, and a second phase of badges to be created just prior to the opening of Book Fair. All names and titles (where applicable) will be provided to you in an Excel Spreadsheet as well as a label template to merge to.
- Time commitment 5 hour sin person; flex time online at home

Police Record Check Coordinator

- some key Book Fair volunteers will need to have police record checks done prior to Book Fair 2022
- the system has changed, we need someone to research how this works
- work with the Volunteer Coordinator to follow up with these volunteers to ensure this is done prior to the end of this school year and assist where necessary
- Time commitment unknown, depends on the system and the need for police checks

Ravenous Reader Award Coordinator

- this is an award given to 2 Grade 6 students
- coordinate with Gr 6 teachers how the award will be given
- arrange for the purchases of Book sat Books on Beechwood (books to be given to the school library in the students' names)
- Time commitment is minimal

Book Fair Legacy/Archives Coordinator(s)

- take home the physical Book Fair archive documents and scan them
- keep a clear record of all archies
- Time commitment is very flexible and can occur over several years and with more than one volunteer

SPONSORSHIP TEAM

We are looking for volunteers to sit on the Book Fair Standing Committee as members of the Sponsorship Team. Open to both parents at the school and community members.

A Team representative is expected to be present at all BFSC general meetings (6-12 per year).

Main Areas of Responsibility:

- report on the Sponsorship Team's activities throughout the school year
- prepare any handouts or forms needed ex. with regard to sponsorship levels
 - commercial sponsorship
 - personal sponsorship
 - Adopt-a-Bookcase Campaign
- collection of sponsorship funds
- signs:
 - work with Communications Team to coordinate any sponsorship signs needed
 - display sponsorship signage where required

- Time Commitment: There is some pounding of the pavement involved to seek sponsorship from local businesses. The more members of this team the more this can be shared. Some flex time online at home.

CHILDREN'S TEAM

We are looking for volunteers to sit on the Book Fair Standing Committee as members of the Children's Team. Open to both parents at the school and community members.

A Team representative is expected to be present at all BFSC general meetings (6-12 per year).

Main Areas of Responsibility

- coordination of the Children's Book Section of the Book Fair fundraiser
- report on the Children's Team's activities throughout the school year
- contests that engage RPPS students throughout the school year (such as the annual "Name the Theme" contest)
- class Book Shops
- teacher/Class Book donations
- Club Read
- Children's book section setup and pricing
- donations of leftover children's books
- craft coordinators
- children's book drive
- sorting throughout the year

SOME KEY TEAM POSITIONS

Name the Theme Contest Coordinator

- We hold a contest annually to pick the next Book Fair theme.
- Each class will come up with up to 3 suggested themes.
- The Book Fair Standing Committee picks their 5 favourite suggestions and all RPPS students get to vote for their favourite theme out of these 5.
- The coordinator will be responsible for ensuring the contest is advertised to classes, votes are counted and prizes (usually popcorn and a movie for the class(es) who suggested the winning theme).
- Previous coordinators will provide guidance and the Volunteer Coordinator can assist in finding additional volunteers to help, as needed.
- Time commitment – about 10 hours in person, flex hours online at home

Children's Book Drive Assistant(s)

- Historically, every spring (date to be determined) the Children's Team holds a children's book drive for all RPPS classes. The class that collects the most books gets a prize and all students are given freezies.
- The Team ensures the contest is advertised, provides marked boxes for the classroom and collects the boxes when full.

- The Assistants will then make sure all boxes are packed properly (flat and full) and placed neatly in one of the Book Fair storage rooms.
- Time commitment – about 10 hours in person for the team, flex hours online at home

Club Read Coordinator(s)

- During Book Fair the Children's Team organizes a Club Read table. Club Read offers books that people can purchase to donate to the school library. The purchaser's name is written on a commemorative label inside the book.
- Your task is to organize the small area set aside for Club Read before Book Fair begins (e.g., prepare and insert the labels, ensure books are displayed attractively and containers are available for the sold books, etc.).
- You may also wish to sign up for one (or more) shifts at the Club Read table during Book Fair, but this isn't required.
- Time commitment – 5 hours (more of volunteering for shifts)

Class Book Shop Coordinator(s)

- The week before Book Fair opens, every RPPS student comes to the gym to buy a book.
- Volunteers are needed for this event to set up books, match kids with books, and put the section back together again after each class is finished shopping.
- Volunteers would need to be able to work during the school day.
- Time Commitment about 20 hour sin person for the team.

General Children's Team Members

- Join the Children's Team - sort books, tidy up books, price books and generally be a help to get our children's book section in shape for Book Fair. Treasures are found in every box of unsorted books!
- Time Commitment – whatever time you have to offer!

Book Donation Team

We are looking for volunteers to sit on the Book Fair Standing Committee as members of the Book Donation Team. Open to both parents at the school and community members.

A Team representative is expected to be present at all BFSC general meetings (6-12 per year).

Main Areas of Responsibility

- report on the Book Donation Team's activities throughout the school year
- locking, unlocking and emptying the book donations bins, and related maintenance
- large and small book pickups and drop offs
- organizing and tidying the book storage rooms
- coordination of sort nights
- coordination of book Drives (Other than Children's Book Drive)

- coordinating donations of leftover books after the fundraiser.
- Signs relating to book donations, i.e on book donation bins, dumpster during sorting
- info for Website and messaging to recruit volunteers – work with Communications Team and Volunteer Coordinator
- Stock Team
- inventory control and statistics
- shelf restocking
- organizing and tidying of book storage rooms
- supplies for book storage and sorting
- coordination of leftover books (other than Children’s books)
- setup and pricing coordination of all sections (other than Children’s books)

SOME KEY TEAM MEMBERS

Supply Shoppers

- we are looking for one or two volunteers who can identify and coordinate the purchase of supplies, as identified by the Book Fair Standing Committee or other Book Fair volunteers (e.g., pencils, masking tape, twine, etc.) during Book Fair set up, to keep these things in ready supply for our volunteers.
- stock will need to be checked regularly to ensure we are not left short.
- Time Commitment – 20 hours in person for the time; flex time at home online

Inventory/Restocking Team Members

- We are looking for volunteers interested in helping organize, restock and keep track of the inventory of books during Book Fair setup and Book Fair weekend.
- Time commitment – in person and as much time as you are able to provide during the fundraiser.

Book Fair Pricers

- There are over 80 book categories. We need volunteers who can price the various sections. If you have a particular interest, for ex. Gardening, you could volunteer to price that section.
- A pricing guideline sheet will be provided.
- These volunteers should be confident pricing used books in their specific category and be available during the week and a half before Book Fair weekend to take the lead in pricing these books – specific times during the day or evening are flexible.

Kanata Book Pick Up Coordinator(s)

- We need volunteers to coordinate the pickup of books from a used book sale in Kanata and make sure they are stored properly at the school. You will work closely with the Volunteer Coordinator to recruit for volunteers.
- The pick up will takes place in the spring of 2023 (date and time to be determined)
- We need someone to rent and drive the truck
- We need volunteers in Kanata and at the school
- The Coordinators will need to get to the Kanata location, be the point person there, and be able to get themselves back to the school as well (in a different vehicle, not on the rented truck) in time for the arrival of the truck.

- The Coordinators will help the other volunteers transfer the boxes from the truck to the Book Fair storage room and remain until completed.
- Time Commitment is about 5 hours in person and 5 hours flexible online at home.

Past Chair Team

We are looking for volunteers to sit on the Book Fair Standing Committee as members of the Past Chair Team. The Past Chair Team works closely with the Co-Chair Team and BFSC to provide background and guidance. Members must have acted as an RPPS Book Fair Chair in the past. Open to both parents at the school and community members.

A Team representative is expected to be present at all BFSC general meetings (6-12 per year).

POSITIONS NEEDED DURING THE BOOK FAIR FUNDRAISER

Open to both parents at the school and community members.

Book Fair Stager

- We're looking for a creative volunteer to suggest some alternative (and affordable) solutions to make our books displays more visually appealing for our customers.
- In particular, we would like options to replace the traditional spinners that we use, and design a better layout for our Art section.
- Time commitment is flexible

Book Fair Security/Door Guards

- We would like to identify several volunteers who would be interested in helping with security during Book Fair weekend.
- A key task will be to work as door guards to ensure visitors do not go into restricted areas. Other security measures may be identified during the lead up to Book Fair.
- Time commitment is flexible, shifts are usually 3-4 hours long

Book Fair Opening Clean up Crew

- Thursday evening before Book Fair opens we would like to have a small team of volunteers come to tidy everything up: make sure tape is off the shelves, that correct signage is up, do a safety check (e.g., no large books or objects on top of bookcases), generally use your fresh eyes to make it customer-ready for Friday morning's opening.
- Time Commitment of about 3 hours, in person

Book Fair Closing Clean up Crew

- At approximately 6pm on the last day (Sunday) of Book Fair we would like to have a small team of volunteers come to help with the final tidying stage.
- You will make sure any overstock that is being kept is put in one of the Book Fair storage rooms as well as any signs, fixtures or empty boxes that may have been left in the large gym, large gym storage rooms or up on the stage. Also to ensure that coat racks are returned to their proper place and that there is no visible garbage or other items left out on the gym floor – generally use your fresh eyes to spot forgotten items and put them in their proper place.
- Time Commitment, about 4 hours in person

Hospitality Team Members

- Help feed and hydrate the volunteers!
- Be part of a team, available throughout Book Fair set up hours, to ensure that fresh coffee, cream, milk, water, fruit and baked goods are put out and/or put away at various times throughout the day. Keep the snack table and the kitchenette clean and tidy.
- Time commitment is in person but flexible.

Hospitality Runners

- We are looking for a couple of volunteers who can identify and coordinate the purchase of food and other items to keep our volunteers hydrated and well fed and come up with a system to ensure items are checked regularly and restocked often.
- Car/bike required.
- Time commitment is in person but flexible.