

# book fair

at rockcliffe park public school

## 2023 Book Fair Volunteer Guide

**Thank you** for joining our team! Book Fair is run entirely by volunteers from the school and the community. Your support is appreciated and means a great deal to the school. We couldn't do it without you!

This guide contains important information for volunteers as well as a brief code of conduct. Please read through it and direct any questions to the Volunteer Coordinator, Alex Roche, at [volunteer.rppsbookfair@gmail.com](mailto:volunteer.rppsbookfair@gmail.com)

### Book Fair Mission Statement

The RPPS School Council Book Fair Standing Committee was formed to manage the annual Rockcliffe Park Book Fair fundraiser, the main fundraiser for Rockcliffe Park Public School. The proceeds from the Rockcliffe Park Book Fair support the school's literacy resources and other programs. In recognition of the support we receive from the wider community, every year the Council also provides unconditional 'Book Fair Grants' to other Ottawa area schools where a particular need or project has been identified.

The RPPS School Council Book Fair Standing Committee's mission is to:

- foster a love of reading in our children;
- support literacy;
- assist other schools to promote reading;
- support the re-use and enjoyment of books in Ottawa;
- provide funds for enriching programs at RPPS;
- build community spirit

For more information on Book Fair please visit <https://rockcliffeparkbookfair.com/>

## Information for Volunteers

**Parking:** Do not park in the Rockcliffe Public Library parking lot when the library is open; they need the spaces for library patrons. After 6 pm on weekdays and on weekends you may park in the school parking lot. Street parking is also available on Springfield and neighboring roads (be sure to obey parking signs).

**Arriving to Volunteer:** Enter through the Queen Juliana doors to the big gym, just off Springfield Road. When you arrive, there will be a sign-in sheet on a table near the doors. Unless you are a floor manager, you do not need to schedule shifts in advance during sorting days (Oct. 20th-Nov. 2nd); just come as often as you can. There will be a floor manager available to show you the ropes if you're new, or otherwise let you know where help is needed that day.

If your shift is Nov. 3-5, during the fair itself, please arrive a few minutes early. There will be an information table close to the doors with a sign-in sheet and a name badge for you to collect. You'll be told where to report for your shift. When leaving, please sign out and return your badge.

If you are unable to make your shift, please inform the Volunteer Coordinator as soon as possible so we can find a replacement if needed.

**Personal Possessions:** If possible, travel as light as you can. RPPS and Book Fair are not responsible for any lost, stolen or damaged items.

**Accompanying Children:** If you bring children along for your shift, you are responsible for supervising them at all times. We keep conditions in the gym as safe as possible for all volunteers but cannot guarantee the safety of unsupervised small children around tall shelves and stacks of boxes, hot coffee, etc. Children in your care are also not permitted to roam the school, even if they are currently enrolled at RPPS.

**Washroom Facilities:** Washroom facilities inside the school are not available to volunteers while children are present during school hours or after-school care (Monday to Friday 8:30 am to 6 pm). At those times, we ask you to use the washrooms at the Rockcliffe Park Public Library building across the parking lot. Please keep library hours in mind when planning your shift if this is a concern.

### **Current Library Hours:**

Monday - 10:00 am - 5:00 pm

Tuesday - 1:00 pm - 8:00 pm

Wednesday - 10:00 am - 5:00 pm

Thursday - 1:00 pm - 6:00 pm

Friday - 1:00 pm - 6:00 pm

**Hospitality:** Water will be made available at all times. You may wish to bring a reusable water bottle with your name on it. When possible we will try to have coffee and snacks available for volunteers.

**First Aid/Medical Emergencies:** A First Aid Kit will be available. If you happen to have a serious medical condition, please let your supervisor or the Volunteer Coordinator know ahead of time so, in the event something happens, we can provide immediate assistance.

**Evacuation Procedures:** When working on school property, RPPS evacuation protocols must be followed. (These will be posted in the gym.) In the event of any emergency, do not hesitate to leave the location. If you see any areas for safety improvements, please inform your supervisor or the Volunteer Coordinator.

**Conflicts or Issues:** If you have a concern or happen to find yourself in conflict with anyone, please bring this to the attention of the Volunteer Coordinator. If they are not available, take your concerns to the supervisor on duty or the Book Fair Chair.

**Special Accommodations and Accessibility:** Volunteers requiring special accommodations should inform the Volunteer Coordinator prior to taking part in the sale. Book Fair is committed to diversity, inclusion and accessibility for persons with disabilities and to ensuring that its policies, practices and procedures are consistent with and promote the core principles of dignity, independence, integration and equal opportunity. Should you require any accommodation to make your experience more enjoyable please let the Book Fair Volunteer Coordinator know. We will make every attempt to ensure the locations we use are accessible to all.

**Etiquette:** Abuse towards Book Fair volunteers or customers will not be tolerated. Refrain from pushing, foul language, yelling, disregarding safety measures and angry confrontations of any kind. Book Fair will do its utmost to make your experience enjoyable and memorable. Any unacceptable behaviour will result in immediate removal of the volunteer or customer.

## **Volunteer Rights**

### **A volunteer has the right to:**

- orientation and training
- receive support from the designated supervisor
- be kept informed about what is happening in the organization
- be trusted with necessary confidential information
- be reimbursed for out-of-pocket expenses (but only if previously arranged with, and approved by, the Book Fair Committee)

## **Volunteer Code of Conduct**

Book Fair is run entirely by volunteers and the hope is that all who give their time and energy will have a positive experience. At the same time Book Fair operates on school board property and the RPPS Principal has the final and overall responsibility for the school, including volunteers. It is therefore important that volunteers observe the school's operational and administrative policies and the below Code of Conduct.

### **As a volunteer for Book Fair I agree to the following:**

- I will ensure I understand the policies around use of the building during school hours and expectations for conduct.
- I will consult with the Committee when unclear on policy or will provide constructive feedback, which will improve effectiveness.
- If I will be late or cannot make a scheduled shift, I will let a supervisor know as soon as possible.
- I will be respectful of all volunteers, customers, families, students and staff and be a responsible ambassador for RPPS and Book Fair.
- I will work with other volunteers, customers, families and staff in a positive manner.
- I will fulfill all volunteer responsibilities (i.e., the tasks assigned of me & the time commitment made).
- I will maintain confidentiality with respect to all Rockcliffe Park Public School (RPPS), RPPS School Council and RPPS Book Fair information and records.
- I will not bring my children if I am unable to supervise them.
- I acknowledge my position of trust and will not use, for my own advantage, any money, information, or properties belonging to RPPS, RPPS School Council or Book Fair.
- I will not be alone with individual students who are not under supervision of teachers or school authorities.
- I will respect the confidentiality of all information that may be received regarding any families, students, staff or volunteers while a volunteer.

Failure to adhere to the Code of Conduct will result in immediate loss of your volunteer standing for the current and/or future years. If you are found to be involved in the following, you will be asked to leave immediately:

- Displaying inappropriate behaviour or aggressive attitude.
- Committing illegal, violent or unsafe acts.
- Using or possessing illegal substances on site.

## **Student Volunteer Code of Conduct**

If you are under the age of 18, you and your parent/guardian will need to agree to the Student Volunteer Code of Conduct as well. Please read carefully, and be aware of exactly what you will be asked to commit to. If you have any questions, comments or concerns let the Volunteer Coordinator know right away.

### **As a student volunteer for Book Fair I agree to the following:**

- A parent or guardian has given me permission to volunteer for Book Fair.
- I will notify the Volunteer Coordinator in advance if I require sign-off on volunteer hours.
- If I am under 14 years of age I will be accompanied by a parent or guardian.
- I will read, accept and follow the Book Fair Volunteer Code of Conduct.
- I will not be alone with individual students who are not under the supervision of teachers or school authorities.
- I will respect the confidentiality of all information that may be received regarding any families, students, staff or volunteers while a volunteer.
- I will let my supervisor or the Volunteer Coordinator know as soon as possible if I will be absent.

## **THANK YOU!**

All volunteers are valued partners in the fundraiser and the interaction and co-operation between and among the school and the wider community benefits the school, the students and their families, while enabling volunteers to gain valuable experience, friendships, personal growth and the satisfaction of working with an incredible team for an incredible cause. We truly appreciate your commitment to helping make Book Fair a success!