

## Procedures for Book Fair

The following is the breakdown of personnel involved and their rolls:

Person or Organization	Responsibility	Timeline
Hawthorn Librarian	Event Chair - Oversee the book fair and communication with all parties involved	Year round
	Clear the theme with the campus principal and then meet with HOPE Campus Chair about decorations and volunteer needs (Ensure that the book fairs <b>are not open</b> during carpool as this would impact the flow of that process)	3 - 4 week before the fair
	Submit request for money for cash box	Minimum of 1 week before Fair opens.
	Attend book fairs at both campuses	Fall SJ 1st night/ WJ second night) Spring - WJ first night/SJ second night
	Count out monies with HOPE Executive and with campus chairs	Count End of book fair each night with campus chairs and member of campus Board. Final count is with with HOPE Executive.
	HOPE will cut the check to Scholastic and mail it to them. Details of book fair added to the Fiscal Report from the Executive Leadership.	End of Book fair
	Orders with funds earned - order is submitted to Lead Director for approval	End of book fair

HOPE Executive	Provide money for each book fair for the cash box	The day before the book fair
	Count out the end funds and verify it in deposit and the vendor's accounts	End of Book Fair
	HOPE will cut the check to Scholastic and mail it to them. Details of book fair added to the Fiscal Report from the Executive Leadership.	End of Book fair
HOPE Campus Chair	Decorations - budget of \$250 per campus (both book fairs) Exact budget set in the previous spring HOPE's budget	Meet and plan decorations 3 - 4 weeks before the fair Put up decorations the week before the fair
	Money secured	Each night/day of the fair to administration to secure.
	Volunteers - organize and get people to help set up and run the book fair	Nights when the fair is open During the day for the "Grand Event" and class visits to the fair
	Have volunteers sign in each night, especially at each register.	Each night of Bookfair
Campus Principal	Approve the theme/decorations in conjunction with the school librarian	3 - 4 weeks before the book fair
	Secure the monies - given to him/her by Librarian and/or HOPE Campus Chair	At the end of each day/night of the book fair

**Timeline:**

1. November of Previous year set dates for the next school year.  
Check possible dates with the Lead Director to ensure that dates coordinate with Student - led conferences and the school calendar.
2. August of School year

Librarian meet with Campus Principals on schedule of book fair

Librarian meet with HOPE Campus Chairs about theme/decorations

Librarian provides to HOPE Campus Chairs a clear calendar of days and hours in which volunteers are needed.

Librarian confirms with vendor for delivery of books

3. September

Librarian communicates dates for cash box with HOPE Executive - all protocols are followed to ensure accurate documentation of the monies. **Two people must Always be present to count the monies and sign off that the number reached is accurate.**

HOPE Campus Chairs work with their parent volunteers on decorations and signing up for times of book fair.

4. September - October

Book Fair

HOPE Campus Chair and volunteers set up decorations the week before. Librarian is to be supportive at both campuses.

5. November

Librarian submits proposed purchases with monies to the Lead Director for approval