

PARK ROAD PTSA COMMITTEE JOB DESCRIPTION

Committee Name:	Book Fair Committee
Past Chair/Co- Chairs:	Carolyn Huntress, Chris DiGiovanni, Katja Stevens
Timeframe for Activity(s): (Ex: Fall, Ongoing, March, etc.)	Fall and Spring, coinciding with Creativity Fair/Game Night and Spring Ice Cream Social/Open House
Time Commitment: (Ex. 5hrs/week, 10hrs/month, etc.)	20 hours including meetings, coordinate volunteers, & set up/clean up.
Other Personnel Involved: (Ex. PTSA Chairs, Chess Instructor, Mrs. Haefle, Mrs. Healy, Teachers)	Scholastic Book Fair representative, Mrs. Haefle, Classroom teachers
Job Description:	Coordinate Fall and Spring book fair at Park Road School.
Outline or Schedule of Duties/Responsibilities:	<p>Schedule Book Fair with Park Rd. PTSA Co-chairs, meet with Scholastic Rep, submit building use form & gift form, coordinate volunteers, have teachers sign up for class visits, oversee set up/clean up and day-to-day management of Book Fair, get cash box from PTSA Treasurer and be responsible for cash box during non-sale hours, count money at end of sale & give deposit to PTSA Treasurer. Submit earnings to Scholastic online.</p> <p>Coordinate advertising with District E-news and Park Road Particulars as well as Student Council for signage or contests related to the Book Fair.</p>
Supplies Needed:	Most supplied provided by Scholastic other than tables from school for set-up. Cash box from PTSA Treas. with cash.