

## *Duties of the Book Fair Chair* (Revised 2008)

1. Attend monthly meetings of The Albany Academies Parents Association (AAPA) whenever possible. This position is part of the Fundraising Committee.
2. Keep a file of all materials pertinent to the office and bring a complete file to the May Board Meeting (to be turned over to the Vice President). Whenever possible, make a copy of all materials and notes so they can be attached to the Working File for the next year.
3. Responsible for sending copies of all correspondence to the President and any other Chairs deemed necessary.
4. Responsible for keeping an accurate account of expenses and submit vouchers, with receipts attached, to the Treasurer.
5. Responsible for attending, if possible, the Grade Representative and New Parent Receptions, for the purpose of meeting and welcoming new parents to The Albany Academies, and to introduce new Board members and Grade Representatives to the new parents.
6. Responsible for organizing the Book Fair Fundraiser at Barnes and Noble in November. (Store may change at discretion of the committee and AAPA Board) The Book Fair committee should consist of two (2) chairs, one from each campus. If possible, three (3) other members from each school are to help with the necessary organization, set up and recruitment of volunteers. Proceeds support the Distinguished Author Series.
7. Book Fair Time Line:
  - A. March/April: Set the date with Barnes and Noble – Confirm selected date, and hold that date, on the school master calendar to prevent conflicts with other events and athletics, Get contract from Barnes and Noble, sign and return.
  - B. Summer: Meet with Barnes and Noble to select go over details, select Lower School book character for event from those available. Have forms e-mailed to you, as required, so that the changes can be made for mailings, etc.
  - C. September: Committees, selected in May and Summer from volunteers, get to work:
    1. Advertising: Develop flyers for mailings, handouts for elementary classes, handout for parent's night, posters, and banners. Make sure flyer is included in Fall School mailings.
    2. Entertainment: Recruit readers, musicians and drama groups to perform the evening of the event. Coordinate the lower school pajama reading with the character provided by Barnes and Noble. Readers may be students, parents, and/or faculty.
    3. Volunteers: Recruit volunteers to rotate during the day to help with book selection, gift-wrap, count attendees to award prizes and help planning for the following year.
    4. Teacher Wish Lists: Develop a list from the teachers and librarians from both Academies for parents to purchase. This is a great additional source of revenue for the schools, a double hit. A letter describing the program and desire for books for wish list needs to be at Barnes and Noble by beginning of October. This is so they may have the books on hand the day of the event for parents to browse and then purchase.
  - D. October: First week-make 2 copies of all wish lists—deliver one to Barnes and Noble so they have plenty of time to order books and one is for the binders used that night. Keep originals. First week—print flyer for bookfair with vouchers on back and do mailing to all AA usually with Wreath sale. Second week-put up posters in both campuses and banners. Confirm volunteers for the evening and finalize lists. Continue working on the entertainment for the event. Advertise throughout October in the weekly school e-newsletter and on the web pages.
  - E. November: get to Barnes and Noble early for set up of books and tables. Have fun.
  - F. December: Proceeds are given, by check, to the Institutional Advancement Office. AAPA to make up the difference to \$5,000 commitment for the Distinguish Author Series.