

START OF YOUR SHIFT

Organize and clean up bookfair shelves if necessary. Put out Shelf Talkers if you have time. Familiarize yourself with the Easy Scan register (guidelines found in the Easy Scan materials).

END OF YOUR SHIFT

Please straighten up the room and answer any questions the people coming in after you may have. Please also remove any shelf talkers from the bookshelf for teacher wish list items that have been purchased (if one is present). If you are the last shift, please make sure everything is straightened up and the cash is locked in the PTA cabinet (a PTA member should be there to help you do this).

EASY SCAN REGISTER

FOR THE BOGO FAIR, IN THE SPRING, THE MACHINE WILL FIGURE OUT ALL THE BUY ONE GET ONE FREE PRICES/SCAN EVERY ITEM.

Follow the guidelines found in the Easy Scan materials. We accept cash, credit/debit card, or checks.

CHECKS

PLEASE ENSURE THE FOLLOWING: CHECKS ARE 1) Made out to 'Garfield PTA' 2) Amounts match (ten dollars and \$10.00)- we do not give cash back 3) Signed 4) Put under tray in Easy Scan machine

GIFT CERTIFICATES

Student gift certificates allow the student to choose 1 book valued at \$12 or under (or \$4 and under for Mock's class).

Just write the amount of the book (before tax) on the certificate and put in the Easy Scan drawer. You don't have to enter anything into the Easy Scan Register for gift certificates.

CREDIT CARDS

Periodically, when paying with a credit card, the volunteer may be required to call Scholastic for approval of the card. The number you need to call will appear on the Easy Scan machine (if you do not have a cell phone please use the phone in the library). This process may take a few minutes so please just ask everyone to have a little patience during this process.

EXTRA CHANGE

Extra change is in the box under the Cash Register table.

STUDENTS IN BOOKFAIR

Only students with gift certificates are allowed to shop during morning recess (10:15 – 10:45). Immediately after school, please make sure that no students who ride either the bus or take the Boys and Girls Club van are allowed into bookfair. Also, please ask students to leave backpacks outside.

WISH LIST

Teachers often have a list of books desired from the bookfair, which families can choose to purchase. The PTA will create a wish list board so families can easily find teacher wishes. When someone purchases a book off the wish list, the white slip from the wish list board goes into the envelope labeled wish list slips by the cash register. The family can then use one of the wish list stickers located near the register to label the book, if they so choose. They can also choose to deliver the book to the teacher or you can put it in the teacher's box after your shift.

BOOK HOLDS AND BOOK ORDERS

Holds can be done by teachers only. Book orders cannot be taken at the Bookfair. The only books we have available are the books on the shelf. If families are interested in specific books you can either refer them to our website for the on-line Bookfair at www.olygarfieldpta.com/bookfair or their teacher for the monthly classroom Scholastic Book orders.

QUESTIONS

Call: Carol at 402-6536