**MSA NHS 2014 Spring Scholastic Book Fair Notes**

**Leader: Julia Ing**

Scholastic Field Representative- Krist Diedrich kdiedrich@scholasticbookfairs.com

\*Scholastic Book Fair Consultant- Sasha Kinzie skinzie@scholasticbookfairs.com\* Helpful!

**Sub-helpers: Kayla Jensen and Hamna Akmal**

**Held: Monday February 24th – 28th, 2014**

**Before (7-7:30AM), during lunches (A,B, and C), and After (2-3:00PM) School**

Books dropped off on Friday February 21st, 2014 (wrong building- newbie driver, snow day)

Books picked up on Wednesday March 5th, 2014 (extended only before/after school)

On Friday February 28th, 2014- Book Fair was open during the Academic Triathlon

*Theme: Book Fair Fiesta*

*Did not sell anything until C Lunch Monday*

**Location: B Building, Gym, Bleachers (Mrs. Molitor’s Assistance)**

**Sold $1162.82 amount of books**

**Gained: $465.13 Scholastic Dollars**

Contests:

Sucker pull => was requested by the 7th graders

Guess how many bracelets are in the container

Ran from Thursday-Friday (announcement went out on Wednesday).

Weird items needed:

Pencil at register

Paper

Paper towels- during winter- things got wet

Pennies

Announcements:

Be on top of this.

Register Key: Chairperson keep track

2014 Totals Scholastic Dollars: **$1,396.29**

Weird items not needed:

the Signs

Quarters

Time: Was held before and after school and during the lunches. These times seemed to work out well. Struggled on recruiting volunteers.

Set-up: Stuff delivered to the wrong building before of the snow day. Every day before school I arrived around 6:30AM to count the money from the previous sales the day before. Gym worked well-> push bleachers back. Cover up items for gym time.

Tear-down: Packed things up. That went smoothly.

**Responsibilities before week of event (headed by Julia Ing in 2014):**

Did not need Board of Directors approval for this event!

Make sure date with Scholastic was correct- make account on Scholastic.com.

Contacted Sasha

Met Krist at MSA

Created Volunteer sign-up sheet

Made my own posters (approved and then hung up)

Put announcement in the announcements

Posted on the Parent Facebook Page

Advertise out website ordering in advance

Create contests (keep book fair money separate)

Set-up Book Fair

Came early every day of the Book Fair and stayed late (hours 6:30AM-3:30PM)- ALWAYS PRINT OUT A FULL REPORT FOR EACH DAY OF THE FAIR

Tear-down Book Fair

Talk with Sasha and schedule a financials meeting

Give money to Joyce

Email teachers asking them to buys things off the scholastic website-> will finish this with more of an update when this is done.

Set up next year’s Book Fair Date!

Short Summary of Event:

 This year’s Book Fair was quite a hit with a new leader (myself) and building. The location worked out perfectly once everything was set up. This year we made similarly to the amount we have made in the past:

|  |  |  |
| --- | --- | --- |
| Year: | Total Sales: | Scholastic Dollars: |
| 2014 | $1162.82 | $465.13 |
| 2013 | $1316.33 | $686.53 |
| 2013 | $962 | $545.06 |

Things listed above show where the MSA NHS group could use improvement, but other than that this event went quite smoothly. The amount of volunteering willing to volunteer may need to change. It was hard to get a sufficient amount for every lunch, especially if there are no NHSers in the lunch.

**Next Year’s Book Fair Dates:** Fall 2014 11/17/14 – 11/21/14

Reasoning- Before Thanksgiving and in the Fall time.