

# Bedford Falls Book Fairs

## Volunteer Guide

Thank you for agreeing to assist with our book fair! Noted below are some handy guidelines for helping make our fair a SUCCESS! We truly appreciate your time and support and look forward to seeing you AT THE FAIR!

- Preview the fair to get an idea of where titles located. Since titles at most fairs are arranged from youngest readers to oldest, this can help you direct children to the right location for their age. Being familiar with the flyer books is especially helpful since many children will ask for these titles.
- Smile and greet the children warmly. Ask that they leave backpacks and other items outside the area of the fair. With the large selection of titles at each fair, this increases the space available for children to move within the fair.
- Offer assistance to children. Even if you are not familiar with books relating to certain age groups, the kids will appreciate your offer to help. Remind them, for example, that the Chapter Books are arranged alphabetically by the author's last name or help them determine the cost of the book selections (don't forget tax if charged).
- When the fair is quiet, re-shelve and straighten the carts, racks and activity tables -a neat looking fair is more inviting to the next class. An organized fair also makes it easier to find titles.
- If you find a title that you think is particularly appealing, share this title with other parents, teachers and children. They will appreciate having a great book pointed out to them.
- Keep track of what's "hot" so that your book fair Chairperson can add those titles to the reorder list if quantities are low.

**Most of all Enjoy yourself!**

Name of Volunteer: \_\_\_\_\_

Date and times scheduled to work: \_\_\_\_\_

Book Fair Contact information: \_\_\_\_\_

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