

Sunset Ridge/Middlefork School PTO Board Report

Thank you for taking time to complete this report. This information will be kept as an electronic file on the website and used solely to hand down to the next person responsible for chairing this position. We value your experience and knowledge and know the incoming chair will as well. Every little bit helps!

Submitted by:
TARA SUBECK

Board Position and Year held:
BOOK FAIR: 2014-2015, 2015-2016, 2016-2017

Approximate Budget:
\$3,500

Key Responsibilities: Please list key responsibilities, for your position, in its corresponding month:

Month	Responsibilities (bullet format, add as many as needed)
July	<p>Ensure that the last Chair booked the dates for the next Book Fair, if they are opting to use Anderson Book Fair Company. If not:</p> <ul style="list-style-type: none"> - if nothing has been booked anywhere, contact Dr. Greene and Dr. Sukenik and determine dates that will fit with the school calendar. Then discuss whether to use Anderson and hold the Book Fair in the school, or hold it off-site at Barnes & Noble or the Book Stall, etc. - if the Principals and the last Chair determined to use another vendor, find out if the dates were booked.
August	<ul style="list-style-type: none"> - If you are using Anderson Book Fair Company, send an email introducing yourself and explain you are the upcoming Book Fair Chair, and RSVP to their Book Fair Seminar in September.
September	<ul style="list-style-type: none"> - If using Anderson, attend their Book Fair Seminar. - Design the Book Fair Flyer.
October	<ul style="list-style-type: none"> - Setup SignUp Genius <ul style="list-style-type: none"> Ask Dr. Stange to put the link for Volunteers in the Weekly News. Ask the President to send an email blast with the link to parents. - Put Flyers in backpacks at MF and SRS. - Put up Flyers on the front doors of the schools. - Put the Flyer in the Monthly Digest. - Make the Displays from Anderson, if you are using them. - Ask Teachers for their Wishlists and Teacher Recommendations. If holding the Fair offsite forward those lists to the vendor so they will have the books in stock.
November	<p>1 Week Before:</p> <ul style="list-style-type: none"> Ensure Teacher Wishlists and Recommendations lists for parents are ready. Print "Recommended By" teacher bookmarks, should you wish to use them. Print "Purchased By" bookmarks, or have post-it's and pens ready for use. <p>Week of:</p> <ul style="list-style-type: none"> Ensure you have disposable trays & dishes (Dollar Store) if the Fair is at school. Ensure you have paper good and food from Costco if the Fair is at school. <p>After the Fair, send Thank You notes to volunteers and teachers.</p>

December	
January	
February	
March	
April	
May	
June	

Key Contacts

List key contacts, in chart below and any pertinent information that could prove useful for incoming chair.

Name	Email	Phone	Misc Notes
Anderson's Bookfair Company	kati.eddinger@abcfairs.com	(630) 820-0044	
Barnes & Noble Deerfield	the Book Fair person changes, so call to find out	(847) 914-9293	
Tara Subeck	tarasubeck@gmail.com	(312) 636-1706	Don't hesitate to call with questions.