



Book Fair Company

# Volunteer Duties

## Work the Floor

- Help children make selections.
- Straighten the books.
- Make sure students use a clipboard or a manilla folder when they are filling out the student wish list, so they are not writing on top of the books.
- Crowd control—allow as many students to enter the fair as you can comfortably supervise—ask others to wait at the door.
- Make sure students leave backpacks, bags, folders and jackets outside the fair.
- Have visible presence and watch for theft. Your school will be responsible for stolen or damaged items.

## Work the Register

**Note:** Older students can make great volunteers on the floor, but please have adult volunteers stationed at the registers.