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Book Fair

Foster our student's love of reading!!

- Coordinate dates of 3 book fairs with Main Office/school calendar (Carolyn Lowe) and Scholastic at beginning of year and re-confirm prior to each fair
- Confirm dates, # of cases, types of books, and case delivery/pick up dates with Scholastic prior to each fair
- Alert the media center of Fair Dates and Load in/Load out schedule
- Create / manage volunteer Sign up
- Copy, prepare and distribute Book Fair flyers/ announcements to each student prior to fair
- Schedule and manage Class Previews
- Work with custodial staff to get tables set up the night before book Fair load in
- Load in/Set up book Fair and hang signs
- Write daily PA for office to read with daily announcement/coordinate book reading for PA
- Maximize book fair profits via book arrangement, All For Books, host special administrative/ parent events, attend webinar, etc.
- Manage free book program with fall book Fair
- Oversee daily financials and open/closing of registers; prepare deposits for Treasurer
- Allocate All for Books dollars across classrooms and distribute books
- Break down/pack up book Fair materials at end of fair
- Close out fair via online financial report; generate invoice and pass on to treasurer with Check Request.
- Work with PTO and administration to determine how to spend Scholastic dollars before expiration