

# FESTIVAL DU LIVRE VOLUNTEER TIP SHEET

## Cashier Table Checklist



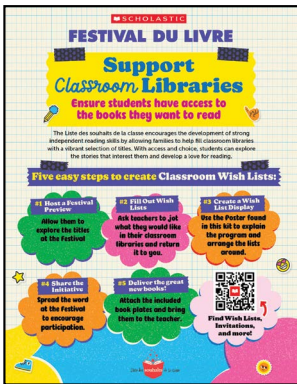
Family Event Ballots



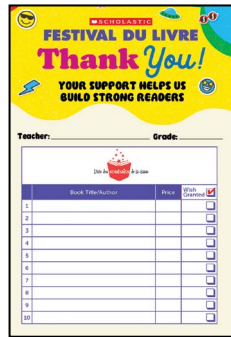
School Tools Price List

- Handheld Wireless Terminal.
- Wireless Terminal refill paper.
- School Tools Price List.
- Calculator, pens, paper, tape & sticky notes.
- Student reorder forms.
- Extra Family Event ballots.
- Cash box and float.

## Liste des essentiels pour la classe

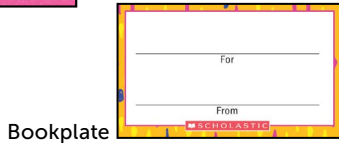


Wish List Letter



Classroom Wish List

- Draw customers' attention to the display so they can view their child's Classroom Wish List.
- Once the customer has chosen which book they would like to donate, put a checkmark next to the "Wish Granted" box on the list.
- Deliver each classroom's Wish Books at the completion of the Fair.



Bookplate

## Student Reorders



Order Me Sticker



**Process Student Reorders Online!**

Go to <https://schol.ca/x/80> to submit reorders.

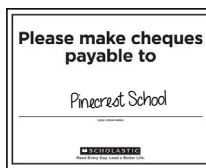
Scholastic Book Fairs Receipt		
Name: <u>Scott Harris</u>		
Class: <u>102</u>		
Title	ISBN	PRICE (DMS INCL)
<u>Bunny Race!</u>		<u>4.75</u>
<u>Lost and Found</u>		<u>8.25</u>
TOTAL PAID:		<u>13.00</u>

These books will be delivered to your school after your Book Fair. GST#RST# 887513091 RT

Reorder Receipt

- Take reorders on products that are down to the last copy (do not sell the last copy).
- Have customer pay for the item.
- Complete the Reorder Receipt form. Give customer the yellow carbon copy & retain the white copy.
- Reorders submitted prior to the end of the Festival will be delivered on the day of the Festival pick-up where possible. For details specific to your area, please contact your Consultant.

ALL CHEQUES PAYABLE TO THE SCHOOL



Cheques Payable Sign

