



**Volunteers Needed for the
Southeast Elementary School
November Book Fair**

Dear Parents,

We need your help to get the book fair going this month. This is the only fundraiser we do for the Southeast library and it's a nice way to fit in a little pre-holiday shopping too! The books are provided by the UConn Co-op and we usually have a small selection of books autographed by the authors and illustrators, which make wonderful keepsakes.

What would you need to do?

During set-up, we arrange tables, put out books, signs, etc. Breakdown involves putting the books back in the boxes to be picked up the following day. Kids are welcome to help out at these times, so bring them along if you like!

Working shifts on Thursday and Friday would mean that you are primarily helping classes as they come through with their teachers to make wish lists of the books they'd like to purchase. There will also be some purchases made on those days. Working shifts on Monday and Tuesday during the school hours is usually fairly quiet with some purchases made. It gets busier during parent-teacher conferences, so it would be useful to have 2 volunteers during those hours.

If you have any time available, we'd love it if you'd volunteer for an hour or two. The hours below are dependent upon the number of volunteers we have, so please help if you can.

Set up:	Wednesday 11/16	3:45-4:45 (Kids are welcome!)
Book Fair hours:	Thursday 11/17	8:40-3:30
	Friday 11/18	8:40-3:30
	Monday 11/21	8:40-1:00, 5:45-8:15
	Tuesday 11/22	8:40-1:00, 1:45-5:15
	Break Down:	Tuesday 11/22

Please complete the top of the form and return to school or contact Maryann Olson at molson@snet.net or 860-377-5092

Yes, I will help at the Southeast Book Fair!

I would like to help with:

<input type="checkbox"/> Set Up Wed. 11/16	<input type="checkbox"/> Working Mon. 11/21
<input type="checkbox"/> Working Thurs. 11/17	<input type="checkbox"/> Working Tues. 11/22
<input type="checkbox"/> Working Fri. 11/18	<input type="checkbox"/> Breakdown Tues. 11/22

I am available to work the book fair at the following times: _____

Name: _____

Phone: _____

e-mail: _____

Cell: _____

OFFICE: PLEASE SEND RETURNED FORMS TO BRIDGET OLSON, ROOM 11 (Mrs. Scruggs-2nd)