



Easy Steps to Success

2-3 weeks prior to the book fair:

- Confirm the Book Fair dates with the Daughters of St. Paul who will be visiting your school.
- Announce your upcoming Book Fair through featured placement in school/parish communications (newsletter, website, marquee, etc.).
- Display JClub Book Fair posters in highly visible areas throughout the school/parish.
- Distribute copies of the Letter to Teachers to all faculty members.
- Distribute copies of the Letter to Parents/Guardians to teachers for their students to bring home.
- Schedule the time for each classroom to visit the fair. 15 to 20 minute periods generally allow sufficient time for the students to browse through the materials and to choose the items that they'd like to purchase.
- If possible, schedule a Parents' Night during the Book Fair. Experience shows that parents like to browse, become familiar with, and finalize their children's purchase. JClub magazines/Student Order Forms can be made available to parents.
- Provide each teacher with a copy of the Teacher/Home Room Tally Form.

7 days prior to the book fair:

- Set up four tables in an area large enough for the classes to walk around. The Sisters or another representative of Pauline Books and Media will display the sample items with the table signs according to grade levels indicated on the student order form.
- When the classes visit the fair, the Sisters will provide each student with the JClub Book Fair magazine/student order form. As the students find what they like, they check off the item(s) that they wish to purchase on the student order form (younger children will need assistance with this task).
- Students bring home their marked student order form for approval from their parents/guardians.

- Within two days, students return the student order form along with proper payment (in check made payable to Pauline Books & Media, cash, or credit card).

The book fair:

- Set up four tables in an area large enough for the classes to walk around. The Sisters or another representative of Pauline Books and Media will display the sample items with the table signs according to grade levels indicated on the student order form.
- When the classes visit the fair, the Sisters will provide each student with the JClub Book Fair magazine/student order form. As the students find what they like, they check off the item(s) that they wish to purchase on the student order form (younger children will need assistance with this task).
- Students bring home their marked student order form for approval from their parents/guardians.
- Within two days, students return the student order form along with proper payment (in check made payable to Pauline Books & Media, cash, or credit card).