

Catholic Book Fair Volunteer Checklist

- 1) Thank you for volunteering! This book fair would not be successful without the help of dedicated volunteers like yourself.
- 2) Retrieve the cash box from the secretary or designated person. Return the cash box at the end of your shift.
- 3) Prices are indicated on each book, or may also be found on the order forms.
- 4) Make sure all order forms are totalled and payment is received. Keep a copy of the order form. Receipt sheets are provided for those who wish to have a receipt of their purchase.
- 5) Checks should be made payable to the school/parish.
- 6) Do not sell sample materials; we will be charged for any items not returned.

God bless you for your time and help!

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