

SCHOLASTIC PERSON

(1 full year position – September to May)

- Coordinate Scholastic book orders.
- Distribute Scholastic book order forms in the parent pockets. Keep the deadline for book orders at no more than two weeks, as the forms get misplaced at home.
- Collect funds and completed orders.
- Compile the book orders and phone or fax the requests to Scholastic.
- Receive the playschool's Scholastic book order, check and sort.
- Bring the books to the playschool for distribution.
- With each order of scholastic books, inform the Newsletter Representative of a "thank you" to parents for their support through purchases."
- If possible try to submit 10 orders per year to Scholastic, as the playschool would then qualify for additional bonus inventory.
- If you require entry into the playschool after hours, you must advise Shelly Stevens, the Riverbend Community League Executive Assistant (437-7108).
- As a member of the Riverbend Playschool Society, attend the Annual General Meeting held in May to vote on legal matters such as the election of executive members and any amendments to the Society's bylaws.
- Coordinate with teachers regarding book "gifts" to be done with free picks.

Position revised January 2007.

Position amended August 25, 2010