



CHINOOK BOOK SALES COORDINATOR

Beacon Hill PTA 6.15.42

The Chinook Book Sales Coordinator is responsible for ensuring the details of this event are carried out with the assistance of volunteers. This is an annual event that takes place near the beginning of the school year. Its primary purpose is to provide a valuable product at a reasonable price with some mark up attached to account for the time involved to organize and deliver.

Duties and Responsibilities

- Coordinate timing of sale with PTA Executive Board. May include order form in first day packet, or first month of school.
- Communicate timing of sale with Parent Volunteer Coordinator.
- Update order form:
 - Ensure form and all correspondence says **checks payable to "Beacon Hill PTA"**
 - Verify pricing with vendor (Chinook Book has very organized outreach and sales system in place. Books are sold for \$20, with PTA keeping \$10, and \$10 to be remitted to Chinook Book.)
- Determine number of boxes of books to be ordered.
- Recruit parents to help sell books.
- Keep careful track of books distributed to Volunteer Coordinator or other volunteer sales people. PTA will be charged for all books not returned, so lost books = lost \$s.
- Monitor sales results and ensure funds are remitted to Beacon Hill PTA through Treasurer.
- Get any unsold books back at end of sale period and return them to Chinook Book.
- Verify final sales results and ensure Treasurer knows the correct amount to remit to Chinook Book.
- Report final sales results to Treasurer and Board.