**Parent Volunteer Job**

**Book-It Coordinator**

**Points:** 2

**Report To:** Administration

**Supplies & Where They Are Located:** pizzahut/bookit.com

1. Personnel in the office will sign up for Book-It over the summer
2. Check with the office to see if packet has come in the mail
3. Password: Mustangs1987

**Contacts:** Administration

**Responsibilities:**

1. Grades K – 5 participate in Book-It from October - March
2. The Book-It coordinator will be responsible for advertising the program around the school and encouraging our students to participate in Book-It.
3. Notify K – 5 teachers when it is time to go online and register their class.
4. Work with teachers to get a list of all students that completed their Book-It reading requirements for **ALL** 6 months. The coordinator will then purchase prizes for students that completed **All** 6 months of the Book-It program. Family Club typically donates money for the purchase of prizes, but the Book-It coordinator will need to complete and submit a *request for funds* form (found in the office) to Family Club. Previous prizes have consisted of a $5.00 gift card to Reader’s World, an ice cream party, and cups with candy in them. Prizes will be handed out in April during opening.

7/1/22 dc