

St. Thomas More University Parish & Catholic Student Center

Newman Used Book Sale Sub-Committees

St. Thomas More University Parish & Catholic Student Center's only fundraiser that benefits the parish at large needs your help. Below are the Newman Used Book Sale's Sub-Committees. Please take a look at each of the sub-committees duties and see if you would be able to help us with any of these items. In order to make this annual event as stress-free as possible, we would like to have several people on each of these sub-committees.

Sub-Committees that would welcome your assistance

Publicity

- **Parish Announcements** - composing announcements regarding book sorts and sale dates for Sunday bulletins and the parish website, getting announcements to other parishes.
- **Flyers** - composing flyers; distributing flyers to local businesses; mailing flyers to previous out-of-town customers.

Public Relations

- **IUP Faculty** - composing letters and/or emails to IUP faculty requesting book donations and announcing the sale dates. Identify retiring faculty for special requests for book donations.
- **Other Campuses** - establishing contacts at regional colleges and universities to have them announce/publicize our book sale
- **Media** - working with newspapers, television stations, radio stations, website advertising agencies, bill board companies, etc. to advertise the sale in the surrounding area.

In-house Details

All signage for the sale including those inside the tent/church, outside on the church lawn, the Oak Grove banner, and maps for customers. Calling the borough manager to obtain permission to stand our sign on the church lawn starting two weeks before through the end of the sale.

IUP Students & Youth Volunteers

Recruit volunteers from CSA, the Honors College, IUP sports teams, Service Sororities/Fraternities, Youth Group, Boy/Girl Scouts, etc. for help with the sorts, set up, the sale, clean up, and recycling.

See other side for more sub-committee descriptions.

St. Thomas More University Parish & Catholic Student Center

1200 Oakland Avenue, Indiana, PA 15701 Phone: 724-463-2277; Fax: 724-463-7116

Best way to reach you

Call me

Send me an email

Name

Phone—home

Address

Phone—cell

Email address

Please mark your sub-committee(s) selection on the reverse side of this form. Thanks for your help!

Please return this form to the address listed above.

Refreshments

Arrange for purchase of refreshment supplies for event, recruit assistance from Youth Group and parishioners to sell refreshments at the sale.

Scheduling

Calling volunteers based on recommendations from other sub-committee chairs to staff various aspects of the book sorts and sale date activities such as directing traffic, tallying large orders, assisting customers, organizing tables, etc.

Book Sorts

Managing the Saturday morning book sorts. This includes overseeing the set up and clean up of the sorts, as well as arranging for refreshments to be provided for the volunteers and that we have adequate supplies for the sorts.

Book Pick-Ups

Transport donated books from people who can not bring the books to the church themselves and/or other book sales. If you own a truck, this would be helpful.

Set-up / Clean-up

For set up: recruiting volunteers to set up tables, move books from the garage to the tent and lounge area, unpacking boxes, organizing the books on the tables. *For clean up:* boxing books not sold for donation to others and taking cardboard to the recycling center. Providing refreshments for both set-up and clean-up days.

Disposal / Recycling

Finding resources who would accept the unsold books.

Physical Plant

Arranging the tent set-up, traffic control for the parking lot, routing customers to the proper doors.

Cashiers / Money Counters

Work at the sale ringing up orders and dispensing change. Also assisting the treasurer with preparing cash drawers and counting money at the close of each sale day.

Book Organizing / Special Pricing

Organizing books within categories to determine if any should be researched on eBay, Abe Books, etc. to see if they are worth being sold at a price higher than our standard price. Also for those extremely valuable books, placing them on the above listed sites for sale versus selling them at the sale.

Please check the Sub-Committee(s) you would like to sign up for.

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Parish Announcements

Flyers

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Set up / Clean up

Disposal / Recycling

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Other Campuses

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