

Chapter 1: Before the Fair

Chapter 2: During the Fair

Chapter 3: After the Fair

Chapter 1: Before the Fair

Share the Fair is the giving program built into your Scholastic Book Fair, empowered by contributions from your school community. You decide how to use these funds, with the goal of sending every student home with a book from the Fair. Before the Fair, families can give to Share the Fair when funding a Book Fair eWallet.

They'll see an option to contribute on the eWallet funding page, and they can choose any dollar amount to add to your school's account. To make sure these funds are available when the Fair begins, you'll need to spread the word. Plan to promote Share the Fair approximately three weeks before your Fair starts.

This is also the time to work with teachers or guidance counselors to identify which students would benefit most from this program. To get started, visit the Share the Fair page on the Host Hub. You'll find resources to invite your school community to participate, including a flyer available in English and Spanish, introducing families to Share the Fair and encouraging them to make a contribution when they create an eWallet account; premade social media posts to promote the program; a sign to round up their purchase for Share the Fair; and contribution slips to show they participated.

Chapter 2: During the Fair

During the Fair, there are two easy ways to collect contributions. First, assemble the coin box that came in your Kick-off Kit. Set it up near your cashier station so anyone can contribute cash or coins. At the end of each day, add up the money

from the box and deposit it into your cash drawer. Next you'll need to add this amount to your register's daily total.

Start on your sales screen, and tap Share the Fair contributions in the left column. Then tap Share the Fair in the center column, and use the keypad to enter the total amount of that day's contributions. Then tap Done. Next choose Checkout. Then confirm checkout and select Cash as the tender type. In the center column, tap Exact, then tap Finish, and the contributions will be added to your school's account. A second collection option is to use the roundup feature built into your payment system. During checkout, you can ask shoppers if they would like to round up their purchase to the nearest dollar to benefit Share the Fair. Use the sign included in your Kick-off Kit to encourage participation.

Invite shoppers who contributed at checkout to fill out a contribution slip. To check your school's account balance, go to the sales screen on your register. Tap Check Share the Fair Balance for a real-time total. Once you know your balance, you can put those funds to work. To process Share the Fair purchases at the register, be sure to choose Share the Fair as the tender type.

Keep spreading the word by sending families an email reminder, sharing a post on social media, or adding a message to your school newsletter. Whatever will make the greatest impact for your school.

Chapter 3: After the Fair

Once the Fair has ended, but before it's packed up, check your Share the Fair balance again. You'll want to help as many students as possible take home a book from the Fair. You can also view your balance. Start on the Host Hub and from the Fair Account drop-down menu, select Fair Details and Settings.

Then scroll down to the Share the Fair section to see your balance. Remember, any unused contributions will roll over to your school's next Fair. However, if Share the Fair funds remain unpaid after two years, Scholastic may allocate them to another school to help more students. And thank you for collecting contributions so that you can send every student in your school home with a new book.