



Task description

The book sale committee invites **S4 and S5 students** to help during the book deposit and sale sessions.

The tasks are:

1. Assist the adult in charge of the section to establish an inventory of the books which have been deposited for sale.
2. Assist the adult in charge of the section to prepare the documents for the sale (sales lists, etc.).
3. Help at the different sale & deposit sessions in June and July. Dates are available at the APEEE secretariat.
4. Help the members of the book sale committee to prepare the classrooms in the prefabs for the sales (arrange the tables, take the books out of the cupboards and arrange them on the tables, and at the end of the last sale put the unsold books back in the cupboards sorted by number and by section).
5. During the sale sessions, help people who come to buy a book and help with the registration of books which are deposited for sale.

Afterwards, the book sale committee will give each student helper **a certificate** setting out the voluntary work they have done, which may be an asset to their C.V.

Students wishing to help should complete the attached form and hand it in at the extra-curricular department office in the prefab or send the information by email to secretariat.apeee@woluweparents.org

The adults in charge of the sections will explain the book sale procedure to the student volunteers helping in their sections during the sales.

The Woluwe book sale committee



Registration form for helping the book sale committee 2018

Please complete and sign this document and hand in at the extra-curricular department office or send the information by email to:
secretariat.apeee@woluweparents.org

Surname and first name of the student volunteer:
.....

Class:

Email address:

Mobile phone number:
.....

I would like to help the book sale committee on a voluntary basis during the book sales as described in the attached task description.

Date and signature of the student,