

March 2023 updated by Nancy Crampton and Chris Panero

## Book Wrapping Fundraiser

### **Job Description:**

This person arranges and manages all aspects of the December holiday book wrapping fundraiser at one or more local bookstore.

### **Responsibilities:**

1. In early October, contact the bookstore(s) to ask if AAUW can be on their book wrapping schedule for the holiday season. Choose several dates and times.  
NOTE: For the last several years, we have only dealt with Kepler's.
2. Coordinate with the President or designated Board member for dates, so she (or you) can report to the Board.
3. Put an article into the TRIAD with the dates and times available.
4. At Board meetings and the General Meetings, have a sign-up sheet for members to choose a time slot.
5. Make a kit ready to take to the store(s) for the people who are wrapping. The kit includes updated AAUW and Branch information (brochures), a sign that says tips benefit AAUW-Mid-Peninsula Branch, a list of the day's schedule, and who is working, and a container for tips. Samples are at the end of this document.
6. Contact each member who signed up to work to remind her of work date and time.
7. At the end of each wrapping day, you or a member that you delegate should pick up the money from the tip jar. Arrange with desk at the bookstore to keep the kit and tip jar for the next day's workers.
8. Send the tip money to the Treasurer, along with a report of each day's amounts.
9. Report your progress to President or designated board member at regular intervals regard.
10. Attend Board meeting as appropriate to report on results.

**Member of:** Fundraising Committee

### **Deadlines:**

1. In early October, contact the bookstore(s) to obtain wrapping dates for the holiday season.
2. 15th of the Month: Place an article(s) in Triad about dates and times for wrapping.
3. Send money and reports to Treasurer and President or designated Board member following the book wrapping project.
4. Make an End of Year report.

**Sample instructions:****Kepler's Wrapping Instructions Dec 2022**

For all wrappers:

Wear a Tech Trek or AAUW shirt if you have one!

Try to engage the customers and talk about AAUW.

If a customer has multiple books, put post-it notes on each with the recipient's names as you wrap them.

Peel off the price of the book and put it on the back of the sales receipt.

If you are holding books for someone who is still shopping, and the next shift comes, make sure to tell them about it.

Give each customer a green card and stress Tech Trek and AAUW's work to empower women and girls.

For the 11-1 shift:

Get the supplies from the cashier's desk. There is a black bag with a tip jar, green cards, AAUW signs and handouts. The tip jar will have 1 \$5.00 bill & 5 \$1.00bills.

Set up the wrap table – place the tip jar in a prominent place, place the AAUW signs and handouts where they are visible. Have green cards handy.

Make sure the wrapping paper choices are showing.

For the 5 -7 shift:

Take the money out of the tip jar leaving 1 \$5.00 bill and 5 \$1.00 bills. Ask if the cashier would like our \$1.00 bills in exchange for larger bills. They often need small bills

Put all the supplies in the black bag and take it to the cashier's desk for safe keeping.

If neither Nancy or Marilyn are there, one of you please take the money home, call one of us, and we will make arrangements to get it from you.

Thanks for wrapping. Any questions or problems call:

Nancy Crampton 650 257-3639, 650 701-6877

Marilyn Zack 650 591-2353, 650 454-0301

**Sample sign-up sheet:****Kepler's Signup 2022****Time****Name****Friday, December 16**

<b>11 - 1</b>	<b>1</b> Teddy Heinrich and Kathy Morrow
<b>1-3</b>	<b>1</b> Barb Finnegan
	<b>2</b> Sheri Simmons
<b>3-5</b>	<b>1</b> Victoria Kline
	<b>2</b> Gail Langkusch
<b>5-7</b>	<b>1</b> Nancy Oliver
	<b>2</b> Margot Diltz

**Saturday, December 17**

<b>11 - 1</b>	<b>1</b> Barb Haas
	<b>2</b> Carol Farina
<b>3 - 5</b>	<b>1</b> Margot Diltz
	<b>2</b> Nancy Oliver
<b>5-7</b>	<b>1</b> Jean Dehner
	<b>2</b> Nancy Oliver

**Sunday, December 18**

<b>11 - 1</b>	<b>1</b> Jeanne Wangsness
	<b>2</b> Nancy Cantisano
<b>1 - 3</b>	<b>1</b> Jeanne Wangsness
	<b>2</b> Susanne Burrill
<b>3 - 5</b>	<b>1</b> Chris Panero
	<b>2</b> Amy Armstrong

**Thursday, December 22**

<b>11 - 1</b>	<b>1</b> Susanne Burrill
	<b>2</b> Carolyn Miller
<b>1 - 3</b>	<b>1</b> Elvira Monroe
	<b>2</b> Theo Pappas
<b>3 - 5</b>	<b>1</b> Mary Spring
	<b>2</b> Nancy Oliver (may be a little late)
<b>5 - 7</b>	<b>1</b> Stephanie Katz
	<b>2</b> Marilyn Zack

**Friday, December 23**

<b>11 - 1</b>	<b>1</b> Beth Swanson
	<b>2</b> Chris Panero
<b>1 - 3</b>	<b>1</b> Micky Carter
	<b>2</b> Wilma Hoffman