



AFTER THE FAIR CHECKLIST

Wrap up the Fair

- Shop the Fair before it's picked up.** Use your Scholastic Dollars™ to buy books for the school library, teachers, volunteers, or students.
- Remind families to shop online.** Your school also earns funds when families shop online. For 14 days after your Fair's start date, 25% of every online purchase benefits your school.
- Close out your registers.** For step-by-step instructions, watch our video tutorial or review the Quick Start Guide at s-bf.com/register.
- Prep for Fair pickup.** Check your pickup date in Fair Details and Settings and make sure your Fair is packed up and ready to go.

Complete financials

- Claim your rewards.** If you completed any of the bonus reward activities, let us know at s-bf.com/activities.
- Consider your profit options.** Scholastic Dollars™ give you the most bang for every buck your shoppers spend. Learn more at s-bf.com/sd.
- Submit your Financial Form.** Your financials will be ready for review within 24 hours of closing out your register. Look for the email letting you know your Financial Form is ready for you to review and submit.

Finish strong!

- Say thanks.** Thank the school community and your volunteers for an amazing Book Fair. And give yourself a big round of applause!
- Take the feedback survey.** What worked well for your Fair? How can we make your experience better next time around? Tell us all about it in the survey at s-bf.com/survey.