

BOOK SALE/AUTOGRAPH COMMITTEE

1. Contact the first vice president to determine if your services are required.
2. Contact the banquet speaker to offer your services.
3. Obtain through the author or a bookstore copies of books written by the banquet speaker. (2/18/2000)
4. Obtain through a bookstore copies of books of interest to delegates at the convention. (2/18/2000)
5. Arrange, through the liaison person, for tables for the display of items to be sold.
6. Take change to the convention so that you may assist with the sales.
7. Make a sign for the display.
8. Display the items to be sold.
9. Obtain a Spirit Award packet from the Spirit Award Committee chairman at the time of registration and mark the number of books as each school purchases them. Return the sales item form to the Spirit Award Committee chairman as soon as your sales are final. (10/17/98)
10. Assist the person autographing items.
11. Dismantle the display.
12. Present any bills to the president at the Friday morning executive board meeting at the convention. Remember to attach a voucher form to each bill.
13. Present a report of activities at each executive board meeting. Make copies of the report: one for the president, one for the secretary, one for the reporter, one for the chairman of the Student Relations Committee, one for the executive secretary/liaison), and one for your files. (2/18/2000)
14. Submit all funds collected and a deposit slip to the treasurer as soon as possible. (2/13/98)

Revised February 18, 2000