



SCHOOL SERVICES

TEXTBOOK COORDINATION

PURPOSE: TO CREATE A STRATEGY AND ORGANIZE VOLUNTEERS TO DISTRIBUTE AND RETRIEVE TEXTBOOKS AT THE BEGINNING AND END OF EVERY SEMESTER.

GOALS

- To work with the Assistant Principal to organize a system for textbook distribution.
- To organize volunteers and shifts of workers during textbook distribution days (beginning of every semester)
- To organize volunteers to help with retrieving textbooks at the end of semesters
- To anticipate the best strategy to service the most students with the least amount of anxiety or waiting.

TACTICS:

- Communicate with the Administrator the challenges for the distribution (i.e. challenges from the board of ed.,)
- Establish a calendar and schedule for servicing the students.
- Contact volunteers to be available to serve.
- Create a system of organizing the books so distribution is semi-self-explanatory (i.e. graphics and tools for recognizing books, order of subjects, a flow of obtaining books and getting them checked out, an anticipation of special circumstances).
- Make the environment as pleasant as possible, i.e snacks, flexibility in shifts.