

**ELIOT INSTITUTE**  
**BOOKSTORE MANAGER**  
**((Revised April 2008))**

**SELECTION:** A Bookstore Manager is selected and appointed by the Deans of the camp.

**QUALIFICATIONS:** The Bookstore Manager should be well-read, and reasonably excited about reading and helping others find good reading materials. He/She should also have a penchant for keeping detailed records. Familiarity with the operation of a hand-held calculator is an asset.

**GENERAL RESPONSIBILITIES:** The Book Store Manager is responsible for set up, organization, staffing and general management of the book store. The books will be supplied from a local book store on the Kitsap Peninsula, so the manager can make suggestions for books to be stocked, but does not have to bring books to camp or take them back.

**SPECIFIC RESPONSIBILITIES**

**INVENTORY:** Books are supplied by Liberty Bay Books in Poulsbo, Washington. The bookstore manager can make a suggested list of books based on the theme and the Speaker. In addition, other titles relevant to interests of the campers can be suggested. These suggestions should be submitted to the registrar about 6 weeks before camp begins. Other items, such as t-shirts, mugs, tote bags, etc. may also be offered for sale. Books and other items will be delivered to and picked up from camp by the registrar.

**LOCATION AND HOURS:** Establish, in consultation with the Dean, the Bookstore location and hours of operation. The Bookstore must be open at least two hours each camp day at times convenient for campers.

**BOOKSTORE STAFFING:** Be sure that the volunteers who have signed up to help in the bookstore are familiar with the necessary procedures and that they have shown up for their shift. It is not necessary for you to be present for the whole shift if a reliable volunteer is present.

**PUBLICITY:** Ensure that the location, hours, and offerings of the Bookstore are publicized frequently through the camp newsletter.

**SALES AND RECEIPTS:** All books should be priced during set up of the bookstore. This will be done in consultation with the registrar. No sales tax is charged to any purchase.

**CURRENCY EXCHANGE:** The Bookstore is not expected to be a currency exchange facility. Sales should be in the local currency.

**SECURITY:** The Book Store manager is responsible for safeguarding the inventory and the cash box, by making sure the store is locked when not open and that the cash box is deposited in the Seabeck safe.

**BOOKSTORE MANAGER**

## **TIME LINE**

### **BEFORE CAMP**

Be sure the Deans have been in contact with the Speaker regarding their own books and others they might suggest be stocked in the book store. The registrar will order the books, so include her in the communication. Be sure to make suggestions you have for other titles which would fit the theme or be of interest to the campers.

### **FIRST DAY OF CAMP**

Set up the bookstore, decorating as appropriate, inventory all the books and other merchandise. Be sure to locate the cash box and count your beginning cash balance. Prepare a sign up sheet for volunteers and begin recruiting.

### **DURING CAMP**

Ensure that the location, hours, and offerings of the Bookstore are publicized frequently through the camp newsletter.

Train volunteer staff regarding bookstore procedures.

Keep a receipt of each sale.

Lock the bookstore door when it is closed and put the cash box in the Seabeck safe.

Be sure that procedures are in place to safeguard inventory.

### **NEXT TO LAST DAY**

Remind campers at lunch to pick up and pay for any books they have "on hold".

### **LAST DAY OF CAMP**

Pack up inventory, perform an inventory for the left over books to be returned to the supplier. Tidy up space used

Other Notes for the Book Store Manager:

When convenient for you, note on the master inventory the copies of books you have sold. This is used to keep inventory in control. It is easiest if you put a hash mark for each copy or an item sold by it's highlighted line.

### **NEWS LETTER**

Eliot has a daily newsletter. Use this resource as you wish.

### **CLOSING UP**

Be sure you have noted the books sold on the inventory sheet. Pack the books back into the boxes. Return them, all monies, and supplies not used to the registrar

**THANK YOU SO MUCH FOR HANDLING THE BOOK STORE AT ELIOT.**