

CAC Book Table Instructions

1. The Chairperson of the Book table should contact the Lay Director to determine if they have any special book requests and to get the name of the person giving the “Grow through Study” talk. That speaker should also be contacted to see if they have any specific books they would like to have on the book table. The information on any special books should be relayed to the CAC Board Book Table Rep., as soon as possible, so items may be obtained prior to flight
2. Contact the CAC Book Table Rep. to work out arrangements for transfer of the Book Table cash box (calculator, paperwork, etc.). If possible, this discussion should take place at one of the team meetings for the given flight. The cash box will contain a Cash Box Resolution sheet to show beginning and ending cashbox amounts plus book sales information. This form will also have blanks to enter the names of the chairperson, co-chair, and others working the table.
3. The box with the Book Table materials, individual book stands, table cloths, etc., will be placed in the designated area (to be determined based on flight location) by logistics.
4. Each book should already be pre-priced. If you have any books, or items, that are not priced, please contact the current CAC Community Lay Director, or any current CAC Board Member.
5. All checks are to be made payable to CAC.
6. If a caterpillar has picked out a book but does not have the cash or check to make the purchase, we do not want them to leave without their chosen book. Write the caterpillar’s name, the book name and amount down on an IOU card, give to caterpillar with mailing address. Note the info on reconciliation sheet, return to BoardRep who will speak with sponsors or parents to purchase these items at Closing.
7. Logistics will normally set up two 8 foot tables in the designated area (location to be determined based on flight location). You will also want one smaller table for your sales/checkout paperwork. You will need to put a cover cloth and arrange your books on the tables around 9:30 am on Friday (if it is a Wednesday through Saturday flight) or Saturday (if it is a Thursday through Sunday flight). The Christian Growth through Study talk is from 10:30-10:50. You should expect caterpillars to be at the book table by 11:00 am.
8. After the book table break, repack the unsold books in the boxes. Return boxed books to the designated Agape area. Logistics will be by to break down tables. Please turn money box and list of “IOU” books from the caterpillars, into current CAC Board Member.

9. When money box is turned over, both the Book table rep and CAC Board Member will total all sales and count money in the box.

10. The CAC Board Member will be responsible for getting the list of wanted books from the caterpillars to Closing for an announcement to all sponsors and parents.