**Volunteer Letter for Book Stall**

Dear [class] parents,

My name is [name] and I am the Book Stall Convenor for this year’s fete.

Along as asking for books to be donated, I am also calling for volunteers to help with the setting up, running and packing up of the book stall. An hourly roster system will be in place for parents/carers/grandparents to volunteer an hour (or two) of their time. It will be a wonderful opportunity to help out the school and meet parents from other classes.

We need at least [number] people per time slot which will run from [time frame].

If you could please indicate in an email/txt what time you would prefer to help out that would be great and include all your contact details (especially your email address). Please also let me know if you have any ideas on how to decorate the stall in [theme].

My contact details are:

Home phone:

Mobile:

Email:

Thanks so much,

[name]