

# Homeschool Book Sale Guidelines:

(2011 Sale Changes are highlighted in red)

This is a **CASH ONLY** sale. No checks or credit cards will be accepted.

This is a free event to all those who attend: buyers and sellers.

Please no strollers in the church. We need to keep aisles clear.

## Preparation for the Sale

Please use the labels at the end of this document to mark your items. Use the following list to identify the subject of your items. **Once your books are labeled, please separate them by subject in boxes or bags. This is a tremendous help to our volunteers when setting up.**

- Language Arts (spelling, vocab, literary analysis, grammar, writing, penmanship)
- Math
- History/Geography
- Science
- Literature – Picture Books
- Literature – Chapter Books
- Literature – Early Readers
- Literature – Young Adult
- Literature – Adult
- Bible Study
- Foreign Language
- Logic
- Unit Studies
- Pre-K
- Arts/Crafts
- Music
- Abeka
- Bob Jones
- Sonlight (if it is part of the core curriculum, consider putting it in here)
- Home Making
- Games
- Electronic Resource (CD, DVD, VHS)
- Homeschool Resource (ie. how to get started, what my 3<sup>rd</sup> grader needs to know)
- Reference (ie. dictionary)
- Christian Living (ie. devotional books)
- Free Item.

1. Clearly label your books using the labels provided. The whole tag will be taken off the book and filed in the seller's envelope. This information is to ensure payment goes to the right person, returning unsold items or if we need to contact you with a question about one of your items for sale.
  - a. Please do not use post-it notes.
  - b. When attaching labels, please attach them to the outside front only. Try not to cover the title of the book. **(You can reduce the size of the labels if needed.)**
  - c. Attach your labels with tape on the top and bottom of the label.
  - d. For soft-cover items, place a piece of clear tape on the book before attaching the label, so that it won't be marred when we remove the label.

- e. If you are selling a set of items, please do the following:
  - i. Mark each item in the set “1 of 6”, “2 of 6”, etc.
  - ii. If they are lightweight, bundle them in a Ziploc bag and place the label on the outside of the bag. Or bundle them with at least 2 rubber bands, ribbon/string crisscrossing in opposite directions to hold them together. The label should then go on the top book.
  - iii. If they are heavy, bundle them in a box.
2. **Something new to the 2011 sale, from 1-2pm, we are going to offer a Half Price Sale. If you would like to include your items in this sale, place a highlighted diagonal line through the entire label. Items indicated will be sold at half the original price. (Nothing less than \$.50 will be discounted.)**
3. **Items not labeled will not be put out on the floor.**
4. There will be a “free” item area. Please be considerate and take these items home when the sale is done.
5. Please price your books in \$.25 increments. It is easier for the cashiers to add up your profits. If it isn’t worth a quarter, consider donating it to the free table.
6. Tips for pricing your books: Typically a book that is in excellent condition with no markings you can price at 2/3 the new price. Most books are in good condition and are normally priced at 1/3 to 1/2 the new price for the book. The price is up to you and your books will be sold at the price that you set. You may want to consider pricing newer editions higher while older editions are priced lower.
7. Notes to Buyers: Please put sets back together when done looking at them.

#### Book Drop Off

1. Drop off books on Friday, the night before the sale from 5-7pm or Saturday morning from 8-9am. **Enter on the south side of the building (back of the building)**
2. **Upon dropping off your books, please provide us with a large manila envelope with your name and phone number, where you can be reached during the sale, written on the back side.**

## Book Pick-up Saturday Afternoon

1. All unsold items and money, will need to be picked up at the following times by last name. **(Enter on the south side of the building.)**  
3:15-3:30pm A-I                      3:30-3:45pm J-Q                      3:45-4:15pm R-Z
2. All unsold items must be claimed and taken out of the church before you pick up your money. Please take your unsold items to your car, and then come to the cashier to receive your money.
3. We will quickly check through your boxes to make sure that all the books you are taking are yours.
4. ***Any materials not picked up by 4:15pm will be donated to books4zams or Love Packages. Any money not picked up will be donated to the church facility.***
5. Please remember that we are just providing a location for you to sell your curriculum. We are not held responsible for any materials that you bring.

### **Acceptable items:**

Music CDs	Educational toys
Computer software	Reference books
Educational electronic games	Parenting books
Educational board games	Self-help books
Craft kits	Crafting books
Craft supplies	Art books
School supplies	Videos or DVDs
Office supplies	
Curriculum (BJU, ABEKA, Alpha Omega, Sonlight, etc)	
Reading books for all ages of children and young adults	
Educational magazines (National Geographic, Zoo Books, etc.)	

### **Unacceptable items:**

Subject matter that wouldn't be allowed in a classroom or that might be offensive to the majority of the population.

Adult romance novels

Unusable or damaged computer software, CDs or movies

Magazines that wouldn't be considered education or usable for school.

**\*\*We have the right to refuse any item(s) we feel unacceptable.\*\***

<p><b>Subject:</b>                      <b>Set:</b> _____</p> <p><b>Book Title:</b></p> <p><b>Sale Price:</b></p> <p><b>Name:</b></p> <p><b>Phone:</b></p>	<p><b>Subject:</b>                      <b>Set:</b> _____</p> <p><b>Book Title:</b></p> <p><b>Sale Price:</b></p> <p><b>Name:</b></p> <p><b>Phone:</b></p>	<p><b>Subject:</b>                      <b>Set:</b> _____</p> <p><b>Book Title:</b></p> <p><b>Sale Price:</b></p> <p><b>Name:</b></p> <p><b>Phone:</b></p>
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