

Homeschool Book Sale Guidelines:

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 mark your box or Ziploc bag to let the book sale volunteers know which subject your books belong in:

- Bible Study
- Math
- History/Geography
- Science
- Arts/Crafts
- Music
- Literature – Picture Books
- Literature – Chapter Books
- Literature – Early Readers
- Literature – Young Adult
- Literature - Adult
- Grammar
- Vocabulary
- Writing
- Spelling
- Foreign Language
- Logic
- Unit Studies
- Pre-K
- 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 3rd grader needs to know)
- Reference (ie. dictionary)
- Christian Living (ie. devotional books)
- Free Item.

1. Once your books are separated put them either in boxes or bags.
2. 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 only for us to be able to make sure 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.
 - 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 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.
3. It is a good idea to have a master list of the items you will be selling. This can help you ensure that you leave with the money for an item if it sells, or the item if it doesn't sell.
4. **Items not labeled will not be put out on the floor.**
5. There will be a “free” item area. Please be considerate and take these items home when the sale is done.
6. 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.
7. 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.
8. 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.
2. Upon dropping off your books, you will be asked to sign in and provide a large manila envelope with your name and phone number, where you can be reached during the sale, written underneath the flap.

Book Pick-up Saturday Afternoon

1. All unsold items and money, for the items which were sold, will need to be picked up at the following times by last name.
 3-3:15pm A-I 3:15-3:30pm J-Q 3:30-4pm 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 4pm will be thrown away. 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.
6. Again, it is a good idea to have a master list of the items you will be selling. This can help you ensure that you leave with the money for an item if it sells, or the item if it doesn't sell.

Acceptable items:

Curriculum (BJU, ABEKA, Alpha Omega, Sonlight, etc)
Reading books for all ages of children and young adults
Music CDs
Computer software
Educational electronic games
Educational board games
Craft kits
Craft supplies
School supplies
Office supplies
Educational toys
Reference books
Parenting books
Self-help books
Crafting books
Art books
Videos or DVDs
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>Subject: Set: _____</p> <p>Book Title:</p> <p>Sale Price:</p> <p>Name:</p> <p>Phone:</p>	<p>Subject: Set: _____</p> <p>Book Title:</p> <p>Sale Price:</p> <p>Name:</p> <p>Phone:</p>	<p>Subject: Set: _____</p> <p>Book Title:</p> <p>Sale Price:</p> <p>Name:</p> <p>Phone:</p>
<p>Subject: Set: _____</p> <p>Book Title:</p> <p>Sale Price:</p> <p>Name:</p> <p>Phone:</p>	<p>Subject: Set: _____</p> <p>Book Title:</p> <p>Sale Price:</p> <p>Name:</p> <p>Phone:</p>	<p>Subject: Set: _____</p> <p>Book Title:</p> <p>Sale Price:</p> <p>Name:</p> <p>Phone:</p>
<p>Subject: Set: _____</p> <p>Book Title:</p> <p>Sale Price:</p> <p>Name:</p> <p>Phone:</p>	<p>Subject: Set: _____</p> <p>Book Title:</p> <p>Sale Price:</p> <p>Name:</p> <p>Phone:</p>	<p>Subject: Set: _____</p> <p>Book Title:</p> <p>Sale Price:</p> <p>Name:</p> <p>Phone:</p>