



## Gr. 7-12 Textbook Turn-in Procedure Summer 2017

**If you would like your used textbooks included for resale at the Family Association Used Book Sale on Tuesday, August 15 and Wednesday, August 16 from 6-8 pm, please follow the procedures below:**

1. Only the textbooks that are listed on the **2017-2018 required textbook list** are to be turned in to the 7-12 school office by **Friday, July 28**. Please drop off your textbooks between the hours of 9 am and 3 pm Monday through Thursday's for that is when the school building will be open. Closed on Friday's. Located outside of the 7-12 school office is a table and cart for your use when dropping off your textbooks.
2. The 2017-2018 required textbook list is attached. **Please review the list thoroughly before dropping off your textbooks for the used sale.** If a textbook is not listed on the required textbook list for 2017-2018, it will NOT be included in the used sale due to the class not being offered or the textbook has changed. Any textbooks that we receive that are NOT scheduled to be used in 2017-2018 will be disposed of.
3. If you are turning in textbook sets such as Algebra, World Literature, or AP Literature, please rubber band the books together as one set.

***PLEASE NOTE: The Used Book Sale will only be successful for ALL families if everyone drops off their used textbooks by the July 28<sup>th</sup> deadline. By not dropping off your used textbooks that are listed on the 2017-2018 required list, limits the amount of textbooks available for resale at a lower price for our MCC families.***

4. All papers should be removed from the textbooks before turning them in to the 7-12 school office. The textbooks should also be cleaned up if needed, and the binder re-enforced if necessary. If textbooks are received with inappropriate words, pictures, or poor binder condition, they will **not** be included in the Family Association used book sale and will be disposed of.
5. Write your child's name on a post-it note and place it in the inside front cover of each textbook. Post-it notes will be available for your use on the table located outside of the 7-12 school office.
6. The Family Association will price your textbooks for you. They will base their price on the amount of current inventory and the age and condition of the textbook.
7. **The Family Association used book sale will be held on Tuesday, August 15 and Wednesday, August 16 from 6-8 p.m. each night in room 162.** Reimbursement checks will be mailed out in early October less a 20% handling fee.
8. Please drop off a self-addressed stamped envelope with your textbooks. If an envelope is not received by Friday, September 29<sup>th</sup>, \$1.00 will be deducted from your textbook sale money for postage and handling.