



Gr. 7-12 Textbook Turn-in Procedure Summer 2018

If you would like your used textbooks included for resale at the Family Association Used Book Sale on Tuesday, August 7th and Wednesday, August 8th from 6-8 pm in the 7-12 cafeteria, please follow the procedures below:

1. Only the textbooks that are listed on the **2018-2019 required textbook list** are to be turned in to the 7-12 school office by **Friday, July 26th**. 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. The building is 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 2018-2019 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 2018-2019, 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 2018-2019 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 26th deadline. Used textbooks that are not dropped off by that date, limits the amount of textbooks available for resale at low competitive prices. The pricing of textbooks are based on the age and condition of the textbook, in addition to comparable Amazon and other online used textbook website pricing. The used textbook sale coordinators, in addition to me, have given much time and effort into the pricing of textbooks so savings can be provided to 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 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 used book sale will be held on Tuesday, August 7th and Wednesday, August 8th from 6-8 p.m. each night in the 7-12 cafeteria.** Reimbursement checks will be mailed out in early October less a 20% handling fee.
7. Please drop off a self-addressed stamped envelope with your textbooks. If an envelope is not received by Friday, September 28th, \$1.00 will be deducted from your textbook sale money for postage and handling.