



Textbook Turn-in Procedure

If you would like your used textbooks included for resale at the 7-12 Home & School Used Book Sale on August 7 and August 8, 2018 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, JUNE 15, 2018**.
2. 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 recycled.

PLEASE NOTE: The Used Book Sale will only be successful for ALL families if textbooks are dropped off by the June 15th deadline.

3. 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 Home & School used book sale and they will be recycled.
4. 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 use in the 7-12 school office.
5. The Home & School used book sale coordinators will price your textbooks for you. They will base their price on the amount of current inventory, age and condition of the textbook and comparable online pricing.
6. The Home & School used book sale will be held on August 7 & August 8, 2018 from 6-8 pm. The sale will be held in the 7-12 Cafeteria. Reimbursement checks will be mailed in October 2018, less 20% of the used sale price. The Home & School Association will use the 20% proceed funds to purchase classroom instructional materials/learning supplements and/or technology requests.
7. Please provide a self-addressed stamped envelope when turning in the textbooks. If an envelope is not received a \$1.00 will be deducted from your textbook sale money for postage and handling.