



Senior Textbook Turn-in Procedure

If you would like your used textbooks included for resale at the Family Association Used Book Sale in August 2018 (TBD) 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 **TUESDAY, MAY 15TH**.
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 May 15th deadline. By not dropping off your used textbooks that are listed on the 2018-2019 required list, limits the amount of textbooks available for resale at a lower price for our MCC families.

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 Family Association used book sale and 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 Family Association 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 Family Association used book sale will be held in August (dates TBD). Reimbursement checks will be mailed out in early October 2018 less a 20% handling fee.
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.