



Time Line

Call us for assistance with any step.

We are available and anxious to assist you. 1-888-539-9464

1. Schedule A Book Fair

Click on the "Get Started" tab. Go to "Sign Up Form" to download the agreement. Once you submit the agreement, a *Books For Funds* consultant will send you an email to confirm your dates and give you log in information for your upcoming fair.

2. Select the Theme

Choose your theme from those listed on the "Book Fair Info" page.

3. Review Book Fair Online Resources

Resources may include instructions, skit and assembly ideas, a theme song, decorating ideas, posters, wish lists, parent letter, and coloring sheets. You can also download the letters, ideas, and forms under your theme.

4. Host R.E.A.D. Rally (Two weeks or more before your book fair)

This event is optional.

R.E.A.D. stands for Reading Enlistment And Development. We want your book fair to be a school-wide event where everyone gets into reading. This event can be during a chapel service or a school-wide "pep rally" type assembly. You may introduce the theme and get everyone excited about the upcoming book fair.

Reading Promotion Cards (RPCs) may be used to generate excitement about your upcoming book fair. They will also remind parents and family members of the

importance of reading in the home. Classrooms may compete for the highest number of signed and returned RPCs. The classroom which collects the most, wins 100 Book Bucks for their classroom! These will be provided by Books For Funds and may be redeemed at your Book Fair. Also, the 100 Book Bucks count toward your total sales. A printable download of the RPCs is available online. Look under "Resources".

5. Books Arrive (within 1 week before the book fair)

Set up your tables. Use the table cloths provided and decorate using our ideas or your own. Your shipment will be boxed and labeled by grade or age level and category. For larger schools, look for "Set-Up" boxes to make unpacking and arrangement of books simpler. Be sure to keep the packing material and boxes for your return shipment.

6. Book Fair Begins

Along with making "Wish Lists", plan special event shopping days for dads, moms, grandparents, and, perhaps, church family.

7. Order "Sold Out" Items

If you get to the last item of a product during your fair you can begin to take orders for that item. Promise the last copy of the book to the student and have them pick it up after the fair. Then place a reorder for additional copies by following these steps.

- Go to www.booksforfunds.com
- **Sign in** at the top of the page. Log in with your school user name and ID.
- Shop by placing the items that students have ordered into your shopping cart. (See next step)
- Go to tab "Manage Fair", click Re-Order Books. The packing/reorder list you were sent will appear (It does take a few minutes to load.) Simply go down list and enter item quantity. After completing your list, scroll to the bottom and click place in cart.
- When you are ready to checkout, click the "Reorder" button and then click "Place your Order".
- It will ask you to confirm.

We will receive your order and know that these items have been sold by you as a part of your fair. We will ship these books immediately. If our warehouse is out

of stock on a particular item, you will be contacted to obtain a replacement choice from the student. *Books For Funds* pays the shipping on this order, but must ship all items at one time.

8. Select Books to Keep

Set these aside and record them on the "Inventory of Free Product Kept" form included in your Master Set Up Box.

9. Reconcile (within 1 week from when the book fair ends)

Box up the remaining items for pick up (See section on Repack Unsold Items) and record the number of boxes on bottom of reconcile form. The remaining boxes will be picked up from your school.

Total your book fair sales including the book bucks (if applicable) to reconcile with us on line.

1. Go to www.booksforfunds.com
2. Click on "Sign In" at the top of the page
3. Type your school "User name and ID" into the log in box and click "Enter"
4. At the top of the page it should say: "Welcome" and *your name*.
5. Go to Manage Fair
6. Select "Close Book Fair" - You should then see your "Reconcile Form"
7. Type in the total sales. The computer will tell you the eligible percentages available.
8. Enter the percentage of cash you wish to keep. The computer will calculate the percentages and show you the amount remaining for your free product.
9. Enter the "Amount of Product Kept" (Books you wish to keep from the fair that you have indicated on your "Inventory of Free Product Kept" form)
10. Click **SAVE**
11. Scroll to the bottom of the page for the **Summary Total**.
12. Enter the number of boxes that you are returning. The computer automatically adds the restock fee to the total.
13. The computer will then show you the amount due to Books For Funds. If you have additional product credit available you can spend it online. (Certificate information will be sent to you by e-mail following receipt of fair payment.)
14. Click **SAVE**
15. Print 2 copies of the form. One to keep and one to mail with your payment.
16. Log Out
17. Mail a check or money order made payable to: *Books For Funds* along with a copy of the Reconcile Form and "Inventory of Free Product Kept" to:

Books For Funds
1059 N Highway 25W
Williamsburg KY 40769

DO NOT include form and payment with the books being returned.

Your payment is due within fourteen days from when you reconcile with us.

***Books For Funds* will pay shipping of the reorder. Your school's prompt processing of the payment will be greatly appreciated.**

10. Repack Unsold Items

When you repack your books, it is not necessary to pack by tables. The books from different tables can be mixed to fill boxes. However, do not mix books with other items such as gift items or sign holders. These must be packed separately to prevent damage.

When packing books, lay them down flat and fill spaces around them with paper or other packing material. When the books are able to shift, they are more likely to break open the boxes.

Keep the weight of each box under 50lbs. Seal the top with two strips of tape. Please weigh the boxes and write the weight on each box. If you do not have scales at your facility, a bathroom scale from home will work fine.

When you reconcile online, you will need to enter the number of boxes you are returning and the total weight. There is a \$5.00 per box restocking fee.

Call or e-mail us with the individual weight of each box. We will then arrange for Fed Ex or a freight company to pick up these boxes. We will send you an e-mail with this pick up information.

11. Schedule Next Fair

Reserve the dates you would like to have for your next book fair by clicking on "Get Started", going to "Sign Up Form", filling out the agreement, and submitting the form with your preferred dates.