

# 2010 JCHE Used Curriculum Sale

Saturday, June 19th, 2010 • 9:00 a.m. - 2:00 p.m. • First Baptist Church, Medford

It's that time of year again! Pull out your good used books, curriculum, and teaching materials that you no longer need, and dust them off. The JCHE Used Curriculum Book Sale is the place to sell them! They'll make great treasures for those who are looking for curriculum and new titles to add to their home libraries. Our book sales have averaged about \$6000 - \$7000 each year! For those who would like to sell, it is free to JCHE subscribers and \$10.00 per family for non-subscribers, and you are able to keep all your profits. You don't even have to stand at a table all day long to sell your items.

**Please read all instructions carefully!**

Once you have read through this packet, call Therese Hoehne at 826-3560 to get your vendor number and sign up for your volunteer time. There are specific labels that are to be used because they are easy to remove from the books to your inventory sheets at check out. **NO OTHER LABELS WILL BE ACCEPTED!** The labels to use are Avery #5436 Removable Multi-Use Labels size 1" x 3". They are available at Office Depot and other office supply stores. They will just need to be cut in half to make a label sized 1" x 1 1/2". Make copies of the inventory sheet and as you label your books and materials, be sure the labels match to the info on your inventory sheets! Instructions for labeling are on page 4 of this information packet.

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This is a huge undertaking, and each vendor is required to volunteer for a two hour shift, either on Friday during the set-up, or on Saturday during the sale or clean up.

Volunteer positions are as follows:

**Friday, June 18th** - set up is between 2:00 p.m. and 7:00 p.m.: setting up tables; sorting items; checking in books; arranging books/items and placing on the tables.

**Saturday, June 19th** - shifts begin at 8:30 a.m. and go through until 4:00 p.m.: door monitors; keeping books in order; checking out sale items; placing labels on inventory sheets; after 2:00, gathering up books/items; sorting and boxing up; putting tables away and cleaning up.

To help things run smoother and much quicker, we will have four check-out tables for buyers, including a speed check-out for those with just a few items. Many hands make light work! Please consider in what area and time you are able to help!

***Deadline to register for book sale is Saturday, June 12th!! If you have any questions, please call Therese Hoehne at 541-826-3560 or email [therese@jchenews.org](mailto:therese@jchenews.org) or call Tika Weeks at 541-778-7215.***

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Please read ALL instructions carefully. Items will not be accepted for sale if not prepared according to these guidelines. Thank you!

Each vendor will be required to observe the following:

- To register, call/meet Therese Hoehne to get your vendor number.
- Last day to register is Saturday, June 12th, no exceptions!
- A \$10.00 non-refundable fee (for non-JCHE subscribers) is required by Friday, June 18th. JCHE subscribers are free to sell.
- Bring all sale items to First Baptist on Friday between 3:00 and 7:00.
- We will not accept any items on Saturday, unless you are coming from out of the area.
- Bring a self-addressed stamped envelope for your sales check to be sent after the sale.
- Provide one set of your completed inventory sheets (we can not sell your items without these sheets!).
- Note: if you need a copy of items you sold, there will be a cost for copies and mailing. Talk to Therese to work out details.
- Make sure all items are securely labeled.
- All labels are to be placed on the inside of books, top left on first page.

*Have all items separated into the following categories:*

Arts and Crafts	Grade levels 1-12	Non-fiction Youth Books
Biographies	Foreign Language	Fiction
Children's Paperbacks	Free Table	Parent Misc.
College Paperbacks	Games	Pre-K and younger
College Prep	Hands-on Manipulatives	Science
Computer/Software	History	Teacher Resources
Devotionals	Kindergarten	Unit Studies
Dictionary/Encyclopedia	Music - CD/Books	VHS/DVD (family friendly only: G-PG13)

All vendors are to unload their items on to designated tables when you bring them on Friday, June 18th!

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**At 12:00 noon on Saturday, all items will be half-price! We will close the doors at noon for about 15 minutes to reorganize for the half-price sale. Any items that have been set aside and are unpaid will be placed back on the tables for the half-price sale. The setting aside of books before the half-price sale will not be allowed. If you do not want any of your items sold at half-price, you must indicate this on both your label and inventory sheet in RED ink e.g.: NO 1/2.**

If you have any question, please call Therese at 826-3560 or Tika Weeks at 778-7215.

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## **Additional Information**

### **Sets of Books**

If you are selling books as a set for one price, you need to use sturdy rubber bands and crossband on the width and length of the books so that they may remain together. For encyclopedias or other types of large sets, box them in a sturdy box with an identifying label on the front of the box telling the buyer what's inside. Sets should be treated as a single item on your inventory sheet.

### **Other items that are not books:**

For items like manipulative teaching tools that are sets, please place them inside a zip-lock bag. Place an identifying 3 x 5 card inside facing out and readable through the plastic bag. Place your label on the 3 x 5 card in the bag!

### **No Toys will be accepted!**

### **All DVD/VHS/Video games must be family rated G-PG13!**

### **After the Sale:**

After the sale (2:00 p.m.), all vendors are asked to help coordinators box up unsold items. Please double check your box/es before you leave to be sure that another vendor's items did not get put in there by accident. Please check out with a coordinator before you leave! Thank you!

You must make arrangements to have your items picked up by 4:00 p.m. No Exceptions!  
JCHE and /or the coordinators are not responsible for them, nor is the church.

### **All sales will be paid ASAP - Please allow two weeks**

This type of sale has been used in Eugene, Portland, and California and has been very successful. We also have done very well over the years. We will do our best to make sure the sale flows as smoothly as possible and be a profitable experience for everyone.

# 2010 JCHE Used Curriculum Sale

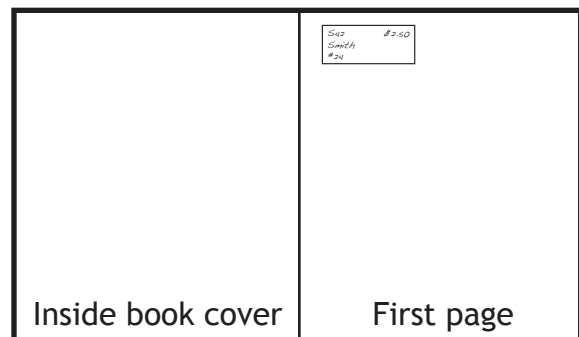
## Master Inventory Sheets and Labeling instructions

- Each item should have a label with: vendor number, last name, item number, and price.
- Only use specified labels - Avery #5436 Removable Multi-Use labels size 1" x 3" , cut in half to measure 1" x 1 1/2 "!
- Each vendor is asked to fill out inventory sheets for their books/items.
- We have included a master sheet sheet that you may duplicate.
- You are required to use our master sheets. NO other sheets will be accepted.
- You will need to provide one set of your completely filled out inventory sheets for the coordinator (you may want to keep copies for yourself).
- Each item the vendor places in the sale must have their vendor number and the item number listed on the master sheet and matching number on the removable label, which is to be placed on the inside, top left of first page.
- The volunteers will verify the sale by checking to see if the item's label matches up on the master sheet beside the item listing.
- You will not be paid for an item if the volunteer can't verify its sale by matching the number on the label to your inventory sheet.
- If you do not want any of your items sold at half-price, during the 12:00 - 2:00 half-price sale, you must indicate this on both your label and inventory sheet in RED INK - "NO 1/2".

The removable label on the sale item should include only:

		Price
Vendor #	S42	\$2.50
Last Name	Smith	
Item #	#24	

Where to place label in book:



**Be sure to highlight the price with a highlighter pen. This information needs to match up with your inventory sheets.**

On your inventory sheet, the label information must match:

EXAMPLE:

Vendor # S42 Item # 24 Price \$2.50  
 Book Title Where the Red Fern Grows

***The Avery #5436 labels are removable and the size is comparable, when cut in half, to space allowed on your sheets. You are required to use these labels ONLY!! NO other stickers or tape will be accepted!***

# USED CURRICULUM BOOK SALE MASTER INVENTORY SHEET

Please fill out completely; no exceptions.

FULL NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE #: \_\_\_\_\_ Page \_\_\_\_\_ of \_\_\_\_\_

(minimum price .50 cents)

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Vendor # \_\_\_\_\_ Item # \_\_\_\_\_ Price \_\_\_\_\_

Book Title \_\_\_\_\_

Label area  
after sale

Vendor # \_\_\_\_\_ Item # \_\_\_\_\_ Price \_\_\_\_\_

Book Title \_\_\_\_\_

Label area  
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