

C.C.H.E. USED CURRICULUM SALE: Friday, June 17, 2011 11:00 a.m. – 2:30 p.m.

First Evangelical Church, 4120 N.E. St. Johns Road, Vancouver, WA (please do not contact the church with questions)
(BOOK DROP-OFF: Thursday, June 16, 12:30 – 4:30 p.m. ~ BOOK PICK-UP: By appt. June 17, 4:30 – 6:00 p.m.)
General Sale Questions: Connie Zumstein at (360) 887-4933 ~ Check-In Sheet/Label Questions: Laurie Prouty (360) 609-1794

We are expecting several thousand items and many people to participate in this sale. In order for you to receive the maximum benefit from this sale, **please read and follow the instructions carefully and check your work when you are finished.** Although we will try to contact you if we have a question on your form, we will not accept responsibility for incomplete or illegible forms. Your cooperation will help make this a positive experience for everyone. Thank you.

DATES TO REMEMBER:

- * **June 3, 2011:** To get your CCHE issued labels by mail, your Check-In Sheets must be postmarked by June 3! If you prefer to pick up your labels in person anytime between now and the sale, *please call Laurie Prouty at 609-1794 for an appointment.*
- * **Thursday, June 16, 2011:** Book drop-off day/last day to get labels for books and items 12:30 – 4:30 p.m.
Important: If you wait until June 16 to get labels, you will only be issued a maximum of 40 labels for 40 items. We recommend you arrive no later than 1:00 p.m. since the labeling/drop-off process will take you about an hour or so to complete. No labels will be issued after 3:00 p.m.
- * **Friday, June 17, 2011:** Sale 11:00 a.m. - 2:30 p.m. Admission fee is \$1 plus one canned food item, or \$2. Admission fee is required of anyone entering the sales floor (ages 10 and up are allowed). CCHE members get in early at 10:30 a.m.
Note: *If you plan to donate food items for admission to the sale this year, please check the expiration date(s) for a reasonable amount of "lead time" (at least a year). The most pressing needs are for protein items such as peanut butter, tuna, chili, pork & beans, and kidney/garbanzo/black beans. Also, toilet paper and canned fruit (such as peaches, pears, and apple sauce).*
- * **Friday, June 17, 2011:** **Please pick up unsold books from 4:30 p.m. - 6:00 p.m. (by appointment).** All unsold items must be picked up by 6:00 p.m. (closing time)! *If a true emergency arises that will prevent you from doing this, please make arrangements for someone else to pick up your items.*

IMPORTANT:

- * Child care will be available during the curriculum sale for a fee. No children under 10 will be allowed in the sale area (except newborns under six months in carrying pack). No strollers will be allowed in the sale.
- * CCHE will make every effort to prevent error during the sale and at the cashier table, but sellers should understand they must withstand any loss due to theft, damage and/or human error.

CHECK-IN SHEET INSTRUCTIONS:

We suggest you make extra copies of this blank Check-In Sheet for your use, and to distribute to friends. Forms are also available on the CCHE website at: www.cchomeed.org. It would be a great help if you are able to save the Microsoft Word document of the form from the CCHE website to your computer. Then you can type in your information and print a copy for CCHE. Typewritten copies are much easier for workers to read and process. Please be sure to list **only 20 items per sheet.**

1. Fill out all contact information and mark whether or not you are a CCHE member. This affects the amount of money you will earn from the sale (CCHE members pay 7 percent of the earnings, and non-members pay 15 percent to cover costs associated with the sale). If you would like to become a CCHE member and take advantage of the discount, please visit <http://www.cchomeed.org/membership.php> or you can sign up at Book Drop-off Day. Last, please sign your name and the date beneath the waiver statement.
2. List each item by title/publisher/description, grade level and subject (see the "CCHE Sale Categories List" for guidance). **Do NOT write in any of the other columns. Do NOT list FREE items on the form.** Instead, please drop free items in the "Free Box" on drop-off day.
3. **If you are selling books in a set,** list each book of the set on a separate line and indicate "1 of 3", "2 of 3," and so on.
4. List the price you want for each item (curriculum websites and vendor catalogs are helpful for this). **Note: All items should be priced in 25 cent increments!** When pricing sets, please write the price for the first item of the set only. For subsequent items in the set, just mark the price as "set." Here's an example:

Title & Publisher and/or Description of Item	Grade/Level	Subject	Price (in 25 cent increments)	CCHE Issued No.
Cuisenaire Rods (wooden)	Elementary	Resource	\$7.50	
Math 54 text book/Saxon Pub. (1 of 2)	4 th - 5 th	Math	\$30.00	
Math 54 text book/Saxon Pub. (2 of 2)	"	"	set	

5. When you are done listing items, please make a copy of your Check-In Sheets to keep for your records.

6. Next, request your CCHE-issued labels and tickets. *NOTE: You must use new CCHE-issued labels for all of your items! Old labels will not be accepted.* **To get your CCHE-issued labels/tickets, you must send in your original completed Check-In Sheet(s), and TWO self-addressed stamped envelopes to: Laurie Prouty, 14302 NE 87th Street, Vancouver, WA 98682.** The first envelope will be used to mail your labels and tickets back to you (refer to chart below for postage rates and correct size label envelope). The second envelope should be a standard business (#10) with first class postage. It will be used later to mail your check for items sold.

Note: Please do not enclose padded type envelopes with your label/ticket request.

20 Labels - \$0.44 Business envelope #10	21-40 Labels - \$0.61 Business envelope #10	41-60 Labels - \$0.78 Business envelope #10	61-100 Labels - \$1.39 6" x 9" envelope
101-120 Labels - \$1.56 6" x 9" envelope	121-160 Labels - \$1.73 6" x 9" envelope	161-180 Labels - \$1.90 6" x 9" envelope	181-200 Labels - \$2.07 6" x 9" envelope
Need more labels? Please contact <i>LAURIE PROUTY</i> at 609-1794 or email wehope4ever@gmail.com			

LABELING & TICKET INSTRUCTIONS:

When you receive your CCHE-issued labels and tickets, gather your Check-In Sheet and sale items together.

7. On the Check-In Sheet, record the label/ticket number you will assign to each item in the column titled "CCHE Issued No." (see example below). **Write all label numbers on the sheet in numerical order from lowest to highest.** This helps us process your paperwork during book drop-off, and to quickly gather your unsold books at the end of the sale.

Title/Publisher and/or Description of Item	Grade/Level	Subject	Price (in 25 cent increments)	CCHE Issued No.
"Where the Red Fern Grows" Paperback	4 th & up	Reading	\$2.50	1001
Cuisenaire Rods (wooden)	Elementary	Resource	\$7.50	1002
Math 54 text book/Saxon Pub. #1 of 2	4 th - 5 th	Math	\$30.00	1003
Math 54 text book/Saxon Pub. #2 of 2	"	"	set	1004

8. Next, put the labels on your items **in numeric order just as you recorded them on your Check-In Sheet(s).** Every item, including each item in a set, must have its own unique numbered label and book ticket.
9. On each label, write in the **SUB.** (subject), **GRADE** (grade level), and **\$\$** (price) lines as listed on the Check-In Sheet. In the box to the left of the \$\$ on the label, **print the first letter of your last name with a capital letter.**
10. Once you have labeled your items, it's time insert book tickets.

FOR BOOKS, please tape the matching book ticket to the **inside front cover** of each book you are selling. **One piece of scotch tape should be used on the TOP ONLY** of each book ticket as it will be removed during checkout. Please double check to make sure the label on the outside and the ticket on the inside match!

FOR CASSETTES, VIDEOS, GAMES, ITEMS WITH A COVER, ITEMS IN A CLEAR BAG, please open the case, cover, or bag and slip the book ticket inside the item (it's OK to fold the tickets). **Note: All items with loose pieces, such as puzzles, should be wrapped with plastic wrap or put into a clear bag.**

FOR ALL OTHER ITEMS, adhere small pieces of tape to **top & bottom** of ticket and secure to outside of item.

BOOK DROP-OFF DAY:

On book drop-off day, bring the completed Check-In Sheets(s) and any unused labels, with your sale items. **Please do NOT give anyone else your unused labels.** Simply return them to the registration table.

General Sale Questions: Connie Zumstein at (360) 887-4933

Check-in Sheet/Label/Ticket Questions: Laurie Prouty 609-1794 wehope4ever@gmail.com