

TEACH 2nd Annual

Used Curriculum Sale Information

Date: Saturday, April 17, 2010
Time: 10:00 a.m. to 1:00 p.m.
Location: Waterbury Christian Fellowship
1 Dube Lane Waterbury, CT

TEACH is pleased to offer the second annual, state-wide homeschool used curriculum sale! We invite all who are interested to join us in buying and selling curriculum.

No childcare facilities will be available. You will find it easier to concentrate if you make childcare arrangements for toddlers and preschoolers.

Cash or check only – NO CREDIT CARDS.

NOTE: This sale is 100% dependant on volunteers!

*IF you sign up by March 31, 2010 and volunteer to work >3 hours – you are allowed to shop **one hour** before the sale opens to the public and have **first choice** of items. **No one may shop before April 17.** (We welcome teens who are good workers to help as well.)*

VOLUNTEER OPTIONS

- Volunteers are needed to help receive, sort, distribute, set up, and organize books on Friday, April 16. We appreciate cheerful people who like to make things neat!
- We also need volunteers to help staff the sale, i.e., helping direct shoppers and assisting those with needs, keeping books neat in assigned areas, assisting with breakdown (from 1 – 2 p.m.) and cleaning up.

To volunteer, email teachevents@teachct.org with your name, phone number and your availability when you can help.

NOTE: food is available for purchase on-site.

DIRECTIONS

- Take I-84 to exit 23 in Waterbury. (Hamilton Ave exit)
- Follow Route 69 (Meriden Road) past the mall.
- Continue straight through the light at East Main Street.
- The second traffic signal is at Manor Ave. Turn left on Manor.
- In 0.1 mile, take the first left on Ware Street.
- Take the first left on Marlboro. You will be facing the building at this point.

SELL CURRICULUM

SELLERS MUST FOLLOW THESE STEPS TO SELL AT THE TEACH USED CURRICULUM SALE

1. **SELLERS MUST REGISTER**
2. **SCHEDULE DROP-OFF APPOINTMENT**
3. **FILL IN AND PRINT AUTHORIZED BOOK TAGS**
4. **TAG BOOKS PER INSTRUCTIONS**
5. **PICK UP UNSOLD BOOKS**
6. **RECEIVE PAYMENT**

1. SELLERS MUST REGISTER BY APRIL 12th

Once you register you will be sent a .pdf to be used to print tags for your items.

To register, email teachevents@teachct.org with the following information:

- Your name
- Phone number
- Home address
- Email address
- Please state whether you want a drop-off appointment at WCF on April 16 or at one of the drop points listed below. (see instructions below)

Registration deadline is April 12

2. SCHEDULE DROP-OFF APPOINTMENT

When registering to sell items, **all sellers must make an appointment time to drop off their items.**

- Drop off at Waterbury Christian Fellowship will be April 16. 10:00 am to 1 pm
- Drop off times earlier in that week will be available in: Glastonbury, Lakeville, New Hartford, Norwalk, Southbury, Stafford Springs, Southington, and Terryville (possibly other towns).

Please allow sufficient time (30-45 min) for drop off.

All items are checked individually to make sure they are properly labeled before they are accepted for sale. You will be given opportunity to correct any problems or will be asked to take the item home.

(Improperly labeled items require many hours of volunteer time for correction so please help us by following the directions explicitly.)

NOTE: If you bring items for another person you will be expected to wait for their items to be checked also.

Please pack your books in sturdy boxes in order to protect your books and make packing easier.

The main reasons items are **NOT** accepted are

- 1) *Handwritten tags (need computer generated tags),*
- 2) *Tags taped at top and bottom instead of down the sides (tags must be taken off and re-taped correctly),*
- 3) *Items taped on all 4 sides (tags removed and re-taped correctly),*
- 4) *Items without duplicate tag (duplicate tag must be added), and*
- 5) *Items not secured with enough rubber bands to withstand the sale crowd (rubber bands added).*

This is a proven system that worked well for us last year and has proven to work well for our neighboring states, so please follow the directions carefully.

3. FILL IN AND PRINT AUTHORIZED BOOK TAGS

Please take the time to read these directions carefully and to follow them exactly. These directions, based on what we have found proven to work over the years, are written to help you. **ONLY FOLLOW if you are REGISTERED**

Directions for Using the PDF File to Generate and Print Book Tags:

- All you need is Adobe Reader 6.0 or higher to fill in the online PDF form. For free download, go to <http://www.adobe.com> and press the download Adobe reader icon.
- Simply tab your way through the form to fill in all fields. Items marked with an *asterisk* are required to be typed from your computer.
- **Type all the information by computer.**
- **To sell a set of books together** (i.e teacher edition/student edition/workbook/test key), **please indicate on the price line how many books are in the set** (\$25/set of 4). You may then indicate in the title section which books are included. For sets that fall under the Pleasure Reading category, **please only bundle books in a series** (i.e. Boxcar Children, American Girl, Eyewitness books).
- Type your LAST NAME (in all capital letters please), FIRST NAME, TOWN, and STATE. You will only need to type this information one time (per page) and the tags on that page will have the information automatically added (pretty cool!).
- Drop boxes are provided for you to **select information** for Category, Student/Teacher and New/Used fields within the form. Click on the arrows next to the drop down boxes on the form and use your mouse to make your selection from those offered.
- Seller determines the price. Price all items in 25¢ increments. *If an item is not worth 25¢, either keep it, or toss it, PLEASE - NO 10¢ ITEMS!* Hints: Our neighboring states tell us that each year the top five sale prices have been \$5.00 and under. The top 10 sale prices have been \$10 and under. Items have sold for up to \$100 or more, but they were still very good values at those prices. Most folks price items at one half price or less. If it is a popular item in good condition, the cheapest priced items will move first. Be sure all prices are written with dollar notation eg. 50 cents would be \$0.50
- Print your tags. **Each item will need two tags.** Tags often fall off and the inside/duplicate tag allows us to still sell the item. It also enables the buyer to know from whom the purchase was made.
- **Once you have entered all your required information on your TAG form, PRINT THREE (3) copies. Each item requires TWO tags, and the additional copy is for your records.** Please note: **Using this PDF form you will NOT be able to save the information you type into the form, so make sure you PRINT as many copies as you need before exiting the form or creating your next set of tags.**
- To create your next page of tags, simply close the form and re-open it and all fields will be blank.

Categories for Items to List on the Tags:

Art	Audio/Video	Bible
Computer	Critical Thinking	Foreign Language
Games	Geography	Health
High School	History	Home Economics
Home School Helps	Language Arts*	Math
Miscellaneous	Music	Parenting
Phys Ed	Pleasure Reading**	Preschool
Reference Books	Science	Social Studies
Testing Materials	Unit Studies	

**Language Arts is NOT a category--please specify: Reading/Phonics, English, Spelling/Vocab, Writing, Literature, Penmanship and Grammar*

***For Pleasure Reading, please specify Adult or Child. Most books are pleasure reading, not literature. In this sale, literature is considered books with study guides.*

There will also be a table for FREE items.

Please label FREE items with your last name and the word 'free.'

4. TAG BOOKS PER INSTRUCTIONS

- Tape one tag on the upper right corner of the outside front cover of the book. **PLEASE EXTEND THE TAPE FROM THE TOP TO THE BOTTOM EDGES OF THE TAG TO KEEP IT FROM COMING LOOSE AGAINST OTHER BOOKS. DO NOT PUT TAPE ALONG THE TOP OR BOTTOM EDGES.** Tape a duplicate tag on the inside front cover. Please use transparent or scotch tape only. Do not use glue, packing tape or double-sided tape. **WE CANNOT SELL ITEMS WITHOUT TAGS!**
- For **non-book items** such as: educational games, flash cards, manipulatives, computer software, and anything that can be used for educational purposes in a home school environment, **PLACE THE TWO TAGS NEXT TO EACH OTHER BUT MARK THE SECOND TAG WITH A HIGHLIGHTER DIAGONAL STRIPE TO DISTINGUISH IT AS THE DUPLICATE.**
- To secure sets of items please use large, **strong** rubber bands, either 3in or 6in (found at Staples) with 1-2 used vertically and 2-3 horizontally. **No string, twine, or rope! IF YOU CAN LIFT THE ITEM AND NOTHING MOVES, IT IS SELLABLE!** Ziploc bags work well for small sets of items, but make sure everything fits inside the sealed bag.

Due to space limitations, we will not be able to accept sports equipment, musical instruments, computer hardware or furniture. We also will not accept items which can be sold elsewhere—cookbooks, or books dealing with crafts, gardening, decorating, etc.

5. PICK UP UNSOLD BOOKS

All unsold items **MUST** be picked up by 2:30 pm on Saturday, April 17th, after the sale. *Please arrange for someone else to pick up your unsold books if you are unable to pick them up.*

6. PAYMENT

You will receive a check from TEACH approximately **three weeks** after the sale for the proceeds of your books less your **10% donation to TEACH**. You will also receive the slips of the items sold. **It is your responsibility to keep track of what you bring and plan to sell. We keep no records of items sold for individuals.**

NOTES:

Neither TEACH, nor any person volunteering for TEACH, will be responsible for any damaged, improperly tagged, or lost property or tags on items. TEACH reserves the right to refuse any item not deemed consistent with our Christian statement of faith. We will not accept items dealing with the occult, witchcraft, horror, Halloween, New Age, romance novels, magic, Harry Potter, etc.

If you have any questions/specific concerns regarding the above instructions, please don't hesitate to contact Paula Zitzman at teachevents@teachct.org or 203-264-2965. We want this sale to be beneficial to both the seller and the buyer!

DIRECTIONS

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For questions and information, contact:
Paula Zitzman 203-264-2965 or
e-mail teachevents@teachct.org.