

Hopewell Ave. Public School Suggested Plan for a Used Book Sale

DATES *(sample dates to give a time line)*

Advertising: Monday January 14

Book collection: Monday January 21 – Friday February 1

Book sorting: Monday February 4 – Friday February 8

Sale set up: Monday February 11 – Thursday February 14

Sale dates:

Hopewell students: Friday, Feb 15, 9:00 am – 3:30 pm

General public: Friday, Feb 15, 3:45 pm – 8:00 pm

Saturday, Feb 16, 9:30 am – 4:30 pm

Clean up: Saturday, Feb 16, 4:30 pm – 6:00 pm

Monday, Feb 18, 8:30 am (take unsold books for donation)

Plan A – Children’s Used Book Sale

Fiction and non-fiction

Plan B – Fiction Used Book Sale and Children’s Used Book Sale

Only fiction books for adult readers to cut down on the sorting.

All types of books for children

LOGISTICS

Advertising for book collection via Parent Council’s email list. We will ask teachers, is possible, if they could also send out the information via their class lists

Collection of books in boxes/drop off bins either for each floor or for each classroom. Parent volunteers to collect donations each morning and bring to the sorting room (room 110?) Will need to use trolleys to collect up books and deliver to sorting room.

Sorting by type and author.

Children’s:

Non-fiction: ie: Science, social studies, crafts, each sub-organized by theme (ie: science – dinosaurs, nature, weather, chemistry...)

Fiction: alphabetical with special care to sort large series in a specific area

Adult: Fiction: Alphabetical

Set up in the gym may take more than one day? Will need to do count of tables available at Hopewell. May be able to borrow extra tables from the School Board for this special event. Signage around gym will be needed to direct people to what they are looking for as well to explain pricing.

More cardboard boxes than you can image will be needed. Boxes used for vegetable delivery will also be needed to display the books (low edged boxes without lids). Ask Farm Boy, YIG, etc for this type of box.

Clean up will begin at 4:30 pm on Saturday. All unsold books will need to be boxed and placed on the stage or in room 110 (?) to clear the gym space. Tables will be folded up and put away. Extra boxes will be collapsed and recycled.

VOLUNTEER COUNT

Book collection: 4 – 5 each day?

Sorting: 2 hour shifts during the week before the sale, total of 30 – 40 people

Sale: 5 on the floor to help out, 4-6 to ring up sales multiplied by number of shifts for Friday and Saturday, possibly 50 people total

Clean up: 12 people for a 1.5 – 2 hour shift

Book donation – 2 – 3 people to deliver books on Monday morning or collect books on Saturday at end of clean up

QUESTIONS TO ANSWER

Pricing of books

Can we get the gym for a consecutive Thursday, Friday and Saturday? What about community use of schools and the language school?

Incentives for classes that bring in the most books?

Can we get the required number of volunteers?

When is best time for the sale? – spring conflicts with First Ave's Sale, February is cold and have issues with coats and boots

In the end Fall, November may be best suited.