

# TEACH 4<sup>th</sup> Annual Used Curriculum Sale Information

**Date:** Saturday, May 5, 2012  
**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 fourth 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.*

**NOTE: The success of this sale is 100% dependant on volunteers!**

*IF you sign up by **April 22, 2012** and **volunteer to work 3 or more hours** – you are welcome to shop **one hour** before the sale opens to the public and have first choice of items. (We welcome teens who are good workers to help as well.)*

## **VOLUNTEER OPTIONS**

- Volunteers are needed to help sort and set up books on Friday, May 4.  
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](mailto:teachevents@teachct.org)** with your name, phone number and your availability when you can help.

## **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**

## 1. SELLERS MUST REGISTER BY APRIL 28th

To register, email [teachevents@teachct.org](mailto: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 May 3 or at one of the drop points listed below. (see instructions below)

## 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 Thursday May 3, 1:30 pm - 3 pm**
- Drop off times ahead of the 3rd will be available in: Ellington, Norwalk, Southbury, Southington, Tolland, Vernon, Windsor, and Woodstock (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 them and make transporting easier for our drop-off coordinators.

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)**
- 5) **Items not secured with enough rubber bands to withstand the sale crowd (rubber bands added).**

***NEW--PUBLISHER PROHIBITED RESALES: K12, DIVE CDs, Edu-Track, Homeschool Tracker, Rosetta Stone, Switched-on-Schoolhouse (SOS), Calvert. CONDITION MUST BE "New-Never Used-Unopened" USED ITEMS WILL NOT BE ACCEPTED DUE TO PUBLISHER PROHIBITIONS!***

## 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. Once you register, you will be sent an email with the .pdf file attached for printing tags.

**ONLY FOLLOW the instructions below if you are already REGISTERED to sell in 2012**

**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.
- **Type all the information by computer.**
- **Price Field** - drop down field. Prices increase in \$0.25 increments from \$0.25 to \$4.75, in \$0.50 increments from \$5.00 to \$9.50, in \$1.00 increments from \$10.00-\$40.00, in \$5.00 increments from \$45.00-145.00, and in \$10.00 or \$25.00 increments for items from \$150-\$300. For this sale \$300.00 is the highest price available. Hints: 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 price items at half of the new price or less. Remember the cheapest priced items will move first.
- **Set field** With the increase in items being sold in sets, this field clarifies the number of items for the price. List "1" if a single item, "2" if set of 2, etc.
- **Category Field** There is a drop box of categories for labeling your items. Our tables are set up according to these categories so please choose from this list. Note - *Language Arts is NOT a category—please specify: Reading/Phonics, English, Spelling, Writing, Literature, Penmanship, Grammar & Vocabulary.* Pleasure Reading is divided into four areas: *Pleasure Reading—Adult, Pleasure Reading—Science, Pleasure Reading—Child, and Pleasure Reading—Hist/Geo.*
- **Name Field** 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
- **Audience Field** Select Student or Teacher. Click both if appropriate. Leave blank if NA.
- **Condition Field** Select New or Used.
- Ignore the "Collect" field - we will not be using this
- **Once you have entered all your required information on the TAG form, PRINT THREE (3) copies. Each item requires TWO tags, and the additional copy is for your records. Go to File or Print Preview at top of page and click on "page set-up." Click on "layout." Select "Landscape mode," "1 page view," "shrink to fit," and "print background (colors)" -for highlighted areas if you have it.**
- 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	English
Educational Games	Foreign Language	Geography
Grammar	Health/ Phys Ed	High School
History	Home Economics	Home School Helps
Literature	Math	Math Manipulatives
Miscellaneous	Music	Parenting
Penmanship	Pleasure Reading*	Preschool
Reading/Phonics	Reference Books	Science
Science Manipulatives	Social Studies	Spelling
Testing Materials	Unit Studies	Vocabulary
Writing		

*\*For Pleasure Reading, please specify Adult, Child, History/geography, or Science. 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 the outside front cover of the book. **PLEASE EXTEND THE TAPE VERTICALLY 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 page. 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.

### 5. Larger school-related items

This year we will have a place for you to display a picture with written description, price, and contact information for things like musical instruments, sports equipment or other school-related items. This will allow people to contact you outside the sale if interested in

your items. If these items sell, we request that you consider making a donation to TEACH of 10% of the selling price as this will help TEACH continue to make this event possible. Please print a sheet 8.5" x 11" or smaller with the above information.

## 6. PICK UP UNSOLD BOOKS & PAYMENT

**You are expected to return to the sale by 1 pm to help unsort whatever is left and all unsold items MUST be picked up by 2:30 pm.** *You must arrange for someone else to help with unsorting and removal of your unsold books if you are unable to be there.*

You will receive a check from TEACH approximately **three weeks** after the sale for the proceeds of your books less a **10% service fee 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.**

### NOTE:

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](mailto:teachevents@teachct.org) or 203-264-2965. We want this sale to be beneficial to both the seller and the buyer!

## DIRECTIONS to Waterbury Christian Fellowship

### Eastbound:

- 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. You will be driving through a residential neighborhood.
- Take the first left on Marlboro. You will be facing the building at this point.

### Westbound:

- Take I-84 to exit 23 for Rte 69
- Straight through the light at the top of the rise.
- Turn right onto Silver St/Washington St. (If you are on Union St and reach Brass Mill Dr. you have gone about 0.4 miles too far)
- Continue straight through light at East Main St.
- The second traffic signal is at Manor Ave. Turn left on Manor.
- In 0.1 mile, take the first left on Ware Street. You will be driving through a residential neighborhood.
- Take the first left on Marlboro. You will be facing the building at this point.