

# 2009 PTO Used Book and Uniform Consignments

## Dates and Times:

**May 27** and **May 29** 7am-8am Underclass Summer Reading Drop Off in Cafeteria

**May 27** 9:30am – 2:00pm and **May 29** 11:00am – 1:00pm Senior Book/Uniform Drop (Entry area near office/gym)

**June 5** 8:30am-12:00pm Summer Reading Sale (Auditorium entrance/cafe)

**June 5** 7:00am-1:00pm Underclass Book/Uniform Drop (Auditorium entrance)

**June 6** 9:00am-2:00pm Underclass Book/Uniform Drop (Auditorium entrance/cafe) Summer Reading Sale

**June 7** 12:00pm-2:00pm Last chance Book/Uniform Drop -- Summer Reading Sale

**July 31** Volunteer Sale for those working at least five hours (5-7:00pm) (Cafeteria)

**August 1 USED BOOK AND UNIFORM SALE -- (8:00-10:00 Freshmen) (10:30-12:00 Seniors)  
(12:30-2:00 Juniors) (2:30-4:00 Sophomores)**

**Bring Class Schedule**

**August 2 UNSOLD BOOK/Uniform list posted on BI Web Page**

**August 3** 5:00 – 7:00pm **UNSOLD Book/Uniform pick up** Any books not picked up will become the possession of the PTO.

**September**—reimbursement check distributed

*Books should be in reasonable condition—no inappropriate language or graphics will be accepted or books with answers written in the review areas. Uniforms should be complete, laundered, and unstained*

## 1. **Tag each item. Items without a tag become the property of the PTO**

Here's how to tag your items:

- For **Books**, place barcode on the left inside front cover of the book. Do **NOT** cover any ISBN codes.
- For **Uniforms**, place bar code label on string tag included with barcodes— also available at the sale, in the school office, or they can be purchased at an office supply store. A 3 x 5 card with string is acceptable. Attach tag to each uniform piece. (Do **NOT** wrap sticky tag around to back side of string tag, make sure complete barcode is on front.)

***If there is a barcode from the previous year, place the new barcode over top.*** For more labels, email [joseph.andahazy@cox.net](mailto:joseph.andahazy@cox.net) and give your student name and the number of bar codes needed. **DO NOT COPY BARCODE LABELS or use labels from previous sales.**

## 2. **List your items on a Master List.**

Completely fill out the enclosed master list to serve as a written inventory of consignment items.

## 3. **Drop & Walk.**

Bring tagged items and master list to the designated drop-off location on one of the designated days. You can **DROP** off the items & **Walk** away. To avoid the delay at drop-off, notify [joseph.andahazy@cox.net](mailto:joseph.andahazy@cox.net) at least 24 hours prior to the drop off for extra barcodes. The barcodes will be waiting at the drop-off area.

## 4. **Unsold items.**

Any unsold items will be available for pick-up August 3 between 5 – 7:00pm. Any books dropped off for sale not listed on the school booklist, will not be put into inventory. We cannot guarantee the unlisted items will be available for return on August 3. *Due to storage constraints, the items not claimed will be donated to charities, discarded or become the property of PTO without compensation to the seller after August 3.*

## 5. **CONSIGNMENT RATES**

Each book consigned to the PTO will be inspected and priced over the summer using the following rates.

Excellent = 65% of new book price, Good = 50%, Fair = 40%, and Poor = 20%. All clothing will be priced at 30% of new price. **Final sales will be rounded to the nearest dollar.**

## **For Those on Vacation**

Students out of town on the drop-off, sale or pick-up dates of the sale may have another adult drop, purchase or pick-up items. Prior notice should be sent to [bibooksale@comcast.net](mailto:bibooksale@comcast.net) stating the person purchasing or picking up items. Another individual with the out-of-town student's copy of the class schedule may purchase a single copy of the books at the assigned class time. If you know you will be unable to drop-off on the dates set, we encourage you to enlist the help of BI friends to drop off your labeled items.

Line placement numbers available August 1 at 7 AM at chapel entrance