

# USED BOOK SALE GUIDELINES

For ENCHEA's Used Book Sale  
Monday July 17<sup>th</sup>, 2023  
**The Upstairs** of Crossroads Church  
(Yes, there is an elevator)

**Please read through this guideline to make sure you're not surprised by anything later!!**

## **Selling - Collecting your items to sell:**

### **What Can You Sell -Anything related to homeschooling**

Educational curriculum & books: board, readers, chapter, novels, literature, reference, student Bible study, home economics, etc; workbooks, unit studies, student how to books, guides, manipulatives, canvas charts, timelines, educational supplies, educational games, software, puzzles, art/craft books/supplies, coloring books, art history books, art prints, composer study/music, flash cards, atlases/maps, academic planners, teaching resources. If you're unsure, please ask.

### **What You Cannot Sell**

We have discovered that some books/items do not sell very well and have prioritized to use table space for student curriculum.

**DO NOT BRING parent resource books such as adult leisure reading, planning, organizing, cooking, child development, adult Bible study, Christian living, toys, non-educational games, DVDs or VHS tapes.**

## **Selling - Things to Do:**

### **Ahead of Time:**

- Create your labels (see further down) using the Inventory Sheet (excel file) after reading all the instructions on the Instructions tab.
- If you are not able to attend on the day of but would still like to sell, please arrange early for someone else to help with dropping off and picking up your item.
- *Strong Suggestion:* Arrange your items by grade/subject to make placing them out on the appropriate tables easier for YOU (and the helpers).

## For the Sale Day Itself:

- **NEW: We will mail a check to the address listed on your registration. (No SASE needed)**  
You will NOT be able to pick up your profit check at the end of the sale.
- 8:45am - 9:30am Sign in. Then YOU (and helpers) place your items out on the tables.
  - **Recent change: You MAY leave boxes or totes at the sale (in a designated space)**  
– you must label them with your seller number
- 9:30am - 10:30am Early shopping for sellers – Yay!!
- *Optional:* 2:30pm The sale is over and we will be sorting everything that was not sold. You are more than welcome to help with this and once **everything** is sorted or you are confident about your items you are free to pick them up, sign out, and leave.
- 3pm – 3:30pm Pick up and unsold items and sign out. (Or have a designated person do so for you.) **If you do not pick up your unsold books by 3:30 p.m., you will be charged a late fee of \$25.** Kindly remember that we are all volunteers and many have put in long days for the sale and are eager to go home.
  - **We cannot donate unsold items for you.** You need to come pick them up or arrange ahead of time for someone else to do that for you.
- *Note:* There is NO half-price sale.

## Selling – Things to Know:

**NEW: The option of having your own table will be allowed. This option must be preapproved as it affects setup. This is not generally encouraged however I understand the appeal. Please email me for specific requirements or approval at [amy.t.cox@gmail.com](mailto:amy.t.cox@gmail.com).**

## Labels (a.k.a. Tags):

- You must use the labels that have been emailed to you (or handwrite using the same tags – email me for a word template). Do not create your own.
- Open the Inventory Sheet file and follow the instructions on the INSTRUCTIONS tab.
  - Remember to price in 50 cent increments and use the given category list!
- When selling sets, securely bundle your items by using multiple strong rubber bands or large zip-lock type bags and label as a set (ex: set of 4).
- **Print, cut apart and tape labels to the FRONT, bottom, right corner of your item.**
- Do not change the prices on your labels at the book sale. If we see this, we will not sell the books. This is purely for your protection.
- **Recent: Include whether books are used for particular classes offered in the area if you can.**

**Other Information:**

- Eagle's Nest will take the very best care of your items; however, we cannot be held responsible for missing items.
- Eagle's Nest will keep 5% of all sales to cover the costs associated with the book sale.

**Shopping:****Payments:**

- We will accept card (yay!), cash and checks. You may write one check for your purchases. All items will be taken to a cashier for purchase. **DO NOT REMOVE THE LABEL.** There will be **NO** exchanges or refunds from Eagle's Nest!

**Children:**

- Since ENCHEA is being entrusted with the use of this facility and sellers' items, we ask that you keep children with you and do not allow children to play in the building or with the items being sold.
- There will be a designated "Kid's Corner" near the elementary level books for the younger children if you wish to use this resource.

**Volunteers:**

- ENCHEA relies on volunteers to organize and run our functions. We always appreciate the help and couldn't do all that we do without all of you! Please email me if you'd like to serve during the sale.
- Middle Schoolers and High Schoolers may serve with you at the sale. They need to pre-register as volunteers. Please make arrangements for your younger children that will allow you to focus on shopping and serving.

**Suggestions?**

- If you have any other suggestions for how to make our sale more successful, please let me know. I'm happy to explain the rationale for what's currently in place as far as I know and open to new ideas.

Sale information to put on your calendar and share with anyone who may be interested:

**Eagle's Nest Christian Home Educators Association  
Used Book/Homeschool Curriculum Sale**

Crossroads Church

2564 Hwy. 154, Newnan, GA 30265

Sale will be on the second floor

**Monday, JULY 17, 2023**

Public Sale

10:30 a.m. – 2:30 p.m.

Bring Shopping Bags

Strollers, wheeled crates, etc. are all encouraged.

Card, Cash & Checks Accepted

# 2023 Eagle's Nest Book Sale

## Category List:

|   | Label:              | What it refers to:  | Examples:   |
|---|---------------------|---|---|
| Requires a grade level associated with it     | <b>LA</b>           | Language Arts   | - Reading, Writing, Grammar, Spelling, Literature, etc.<br><b>- Do not put novels here unless part of a set with a guide</b>  |
|   | <b>HIST</b>         | History   | - Bible, Literature, Geography, Government, ALL INCLUSIVE CURRICULUM, etc.  |
|   | <b>MATH</b>         | Math  | - Books, Manipulatives, etc.  |
|   | <b>SCI</b>          | Science   | - Science & Health Books, Activity Books, Supplies, etc   |
| label with ELEM, MS and/or HS only if helpful | <b>For Lang</b>     | Foreign Languages   |   |
|   | <b>ELEC</b>         | Electives (generally MS or HS)  | - Art study, Music, Drivers Ed, Home Ec, etc.   |
|   | <b>CHAP (CHAP*)</b> | Chapter Books<br>CHAP = any chapter book<br>CHAP* = novels you know are used in a class in the area | - Anything that contains chapters<br>- Intended for independent reading<br><b>- Put all individual novels here. They sell better here.</b><br>- NO adult fiction<br>- Do not use individual grades in this category |
| no grade level necessary                      | <b>PICT</b>         | Picture Books   | - Story books, lap books, picture books, Easy Readers.  |
|   | <b>CRAFT</b>        | Pres/Elem Crafts  | - Craft and activity books  |
|   | <b>RES</b>          | Teaching Resources  |   |
|   | <b>FREE</b>         | Free  | - Anything that you would like to give away free<br>- These still must be labeled with your seller number and FREE as the price at minimum  |

- Notes:**
- **NEW:** Put whether the book/item is used in an Elumintus class or used in another local program's curriculum. Elumintus Course Descriptions with required textbooks can be found at [enchea.com](http://enchea.com), clicking on Class and Club Registration, scrolling down, and clicking on the class titles.
  - Put software (CDs, Videos, Audios) in the category it best fits or you think it will sell best
  - Multi Grade Items put at the lowest grade level
  - If it doesn't fit one of the categories above it might not belong at the sale...

## Grade Level List:

You must use the **grade levels** below when making your labels: (do not use individual grades for 6th – 12th grade)

Pre-K, K, 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, MS and HS

Notes: Items requiring grades level are placed out in the following 5 groupings: PreK-1st, 2nd&3rd, 4th&5th, MS, HS

*Price Reminder: Use \$0.50 increments*