Report: 2nd hand text book sale 2014

Coordinators: Jane Gordon and Sue Wright

Dates:

- Drop off date Friday 28 November
- Sale date Tuesday 2 December

Sale price:

- Sale price is $20 this year, considering there are quite a lot of books which will be only 12 months old as a result of the new curriculum.

Processes:

Sue is contacting Janelle B to see if we can access her templates rather than reinventing the wheel.

Jane has contacted Brendan Curran regarding booking the squash court foyer and arranging tables for the dates and that is all good.

Jane is in contact with the school who have advised that the text book lists will not be finalised until the 27 October. We do have a Yr 12 text book list so we can at least start on that (its not that relevant though because everyone will pretty much have the books they need as the year starts this term). Jane has had difficulty identifying a key contact in the school to obtain text book requirements. KB will approach BK to identify a school point of contact to enable streamlining the process.

Apparently in previous years the canteen provides sustenance to volunteers. As we are no longer running the canteen is this still a viable option? KB suggests request canteen to make sandwiches and invoice P and F.

Jane will send an email this week advising relevant parties of the sale and the dates so it can be added to calendars etc and into the newsletter and the procedural document to be loaded on the website.

Closer to the date, we will also arrange for flyers to be displayed at the school, maybe in the tutor areas as a number of people say that they don’t read the newsletter. Maybe we could get Bev to mention it in assembly too?

We will need to rally some volunteers so Jane will place a note in the newsletter. Will also distribute through P and F contact list.

October 12th 2014