

BHEA SPRING USED CURRICULUM FAIR

WHEN: Tuesday, May 23, 2006 from 10AM - 12 noon

WHERE: Our Lady of Fatima Catholic Church, 860 Louisville Rd., Alcoa, TN (across from WalMart)

DIRECTIONS: Follow Hwy. 129 (Alcoa Hwy.) going toward Maryville, until you reach the intersection of Hwy. 129 & Louisville Rd., at the WalMart. Turn right on Louisville Rd. Our Lady of Fatima Church will be immediately on your right.

WHAT TO DO IF:

You want to buy:

- 1) Bring cash & plenty of change - no more than \$20 will be given in change, so we will not accept any large bills to pay for a few items.
- 2) There will be a 5% surcharge added to your purchase to cover expenses, mistakes, & donation for use of the facilities.
- 3) There will be no early sales.
- 4) Please do not ask us to hold books for you.
- 5) If you must bring your children, they must stay with you at all times & are not allowed to run freely through the building. They are not allowed to open any games or toys that are for sale. We appreciate your cooperation in this matter.
- 6) There will be free 2006 Product Literature bags available for each buyer.

You want to sell:

Sellers will need to bring items, already properly labeled, on Monday, May 22, 10:30AM - 12 noon.

They will fill out a registration card & pay a small registration fee:

\$1 for BHEA members \$3 for non-BHEA sellers

- 1) Everything must be labeled -use masking tape; ¾" is a good size. Use scotch tape under the masking tape to prevent tears. Mark on the tape as follows:

Personal code - Item #	(Set info, if needed)	Price
Subject &/or Subcategory	Age &/or Grade level	

- a) Your personal code, which is any 2 digits, followed by your 3 initials (ex. 18CAK), goes in the top left corner.
- b) The item number, which is a number you give to each item that you sell, goes next to your personal code, separated by a hyphen (ex. 18CAK-1, 18CAK-2, etc.).
- c) The price of the item goes in the top right corner.
- d) Items sold as a set should each be labeled & stacked with a rubber band around them or put in a 1-2 gallon ziplock bag. Between the item # and the price, put what part of the set it is (ex. 1 of 2, 1 of 3, etc.). On the labels for the other items in the set, do not put the price on the labels, but do put what part of the set it is (ex. 2 of 2 or 2 of 3, 3 of 3).
Suggestion: If you use a large ziplock bag for your set, put the same info on a 3 x 5 card, putting "set of 3" or whatever number it is, between the item # and the price, & secure the card on all 4 sides to the outside of your bag. You will still need to label each item in the bag. I will have some large bags available for a small fee.
- e) The subject and/or subcategory name (taken from the list below) goes in the lower left corner.
- f) The age and/or the grade level of the material go in the lower right corner.

If each item does not have the information listed in #1, it will not be sold. This info is essential for you to receive payment for materials sold & to aid placement of the items on the correct sale tables.

- 2) If an item is FREE, use masking tape & write FREE on it then attach the tape to the item. Each free item needs to be marked.
- 3) Seller is responsible for determining the price of the material. If the listed price is to be adjusted, it will be adjusted only if the seller does so personally at the checkout.

PRICING SUGGESTIONS: In the past someone has always come & asked how they should price their books. Here are some suggested guidelines, but ultimately the decision is yours. You know what you put into your books & what you would like to get out of them.

Suggestion: For future reference, use a pencil & put the price you paid for a book in the front inside cover.

Bought new; now used & in good shape: 33% - 50% off original price

Bought new, never used: 25% - 33% off original price

Bought used: 33% - 50% off used price

Books that are still usable, but have new editions out: 67% - 75% off original price

NOTE: Usually New Edition means they have changed the cover or arrangement of the material, but most of the time the material is the same & still perfectly good to use (for example, Math). You can get good bargains here.

- 4) You can make a master list for yourself, but you will not have to turn this in with your books.
- 5) The tables will be arranged according to subject. Sellers are responsible for placing their own items on the appropriate tables at the times for drop off. You may then leave your empty boxes, labeled with your personal code, under the tables.

DISCLAIMER: *BHEA does not accept responsibility for the content of the material sold. If we determine that material is clearly offensive or in opposition to Christian values, then the material will be removed from display & returned to the owner. BHEA and curriculum volunteers do not accept responsibility for any lost or damaged items or for items not picked up by the designated time.*

Pick up unsold items and money: Tuesday afternoon, 2:00 - 3:00 PM

Please follow the instructions for pick up. You will not receive your money until you have first checked your unsold items by your personal code, boxed them, and then checked a second time by a volunteer at the checkout table. Only then will you receive your money & a report of the items that you have sold. After 3:00 PM, any items left unclaimed will be disposed of, as we see fit.

Please remember to respect the dates & times that are scheduled for bringing & picking up books. If someone needs the information about this sale & does not get the newsletter, let them know it is on the web.

www.bhea.net

<u>List of Subjects & Subcategories</u>			
<u>AUDIO-VISUALS</u> Cassettes Videos CD's DVD's	<u>BIBLE</u> character building memory Christian books studies reference	<u>EDUCATIONAL</u> games toys puzzles	<u>ART - MUSIC - PE</u> supplies instruments sports equipment books
<u>FOREIGN LANGUAGE</u> Spanish Latin Greek French German Hebrew Etc.	<u>LANGUAGE ARTS</u> Handwriting Grammar Creative Writing Thinking Skills Spelling Vocabulary Speech	<u>SOCIAL STUDIES</u> US History World History Modern History Church History Government Geography Economics	<u>HOME LIFE RESOURCES</u> Home Economics Stewardship Child Training Marriage & Family Home & Family Life Skills
<u>MATHEMATICS</u> Arithmetic General Math Algebra Geometry Advanced Math Consumer Math Calculus Manipulatives	<u>READING or LITERATURE</u> Readers Phonics Reading Skills Biographies Classics American Literature British Literature Lit. based curriculum	<u>SCIENCE</u> Health General Science Physical Science Biology Chemistry Physics Geology Anatomy/Physiology Astronomy	<u>UNIT STUDIES</u> Weaver Five in a Row Amanda Bennett Konos thematic units
<u>REFERENCE</u> Home School Books Encyclopedias Dictionary Thesaurus Maps	<u>TEACHING AIDS</u> Curriculum guides Testing School supplies College prep Preschool - HS resources	<u>COMPUTER</u> software	<u>SONLIGHT</u> Reading books
		<u>FREE ITEMS</u>	<u>MISCELLANEOUS</u>

VOLUNTEERS NEEDED!

We are accepting volunteers (BHEA members have priority until May 1st, then we will accept non-members) to help with the curriculum fair. Those who help will not pay the 5% surcharge on items they purchase; but only at the volunteer's sale (Monday, May 22 from 1:30 - 2:30 PM). Any further purchases, after the volunteer sale, will include the surcharge. . There will be no holds on books. We are asking you not to purchase books for someone else. The purchases should be for your own use. You will be on your honor.

WORK SHIFTS:

Monday, May 22nd 9:00 AM --2:30 PM 4-5 people needed

Tuesday, May 23rd

9:00 AM - 12:30 PM

6-8 people needed

12:30 PM - 4:00 PM

4-5 people needed

Call 379-9181 or e-mail vanderveen5@juno.com to volunteer. Thank you.