

SCHOLASTIC BOOK CLUB ORDERING

Each year level receives the following age appropriate brochures:

- Prep, 1 & 2 – Wombat & Lucky
- Grade 3 & 4 – Lucky & Arrow
- Grade 5 & 6 – Arrow & Star

Every grade also receives a “special edition” brochure every issue.

(If you wish to order from other brochures you do not receive, there are copies left at the office.)

HOW TO ORDER

Each child needs a separate order. Only **one payment** is required covering all items ordered on all brochures for each child

CUT off the order form from the brochure at the lines indicated (do not just rip off the entire back page please – or hand back the whole brochure!)

There is a section for each of the following:

- FILL** in
- **CHILD’S NAME & CLASS** at top of **EVERY** order form (ignore due date back to school)
 - **QUANTITY** of each book ordered
 - **TOTAL \$ AMOUNT DUE** of each book ordered
 - **TOTAL QUANTITY** of books ordered in box next to “total Cost”
 - **TOTAL \$** of books ordered
 - Less **CREDIT VOUCHER AMOUNTS** (if applicable)
 - **PAYMENT TO SCHOOL** (from that brochure only – **not** the total of all brochures)

HOW TO PAY

CASH –in an envelope with the order forms & with your child’s name & class on the outside – do not staple money to order forms please. (MINIMIZE SILVER COINS – CHANGE YOUR CHILD’S MONEY BOX MONEY BEFORE GIVING IT TO US!)

CHEQUE – write on the back of the cheque your child’s name & class (some cheque names differ to the child, making re-checking difficult). Put order forms and cheque in an envelope with your child’s name & class on the outside

CREDIT CARD - Phone or online payment as per instructions in the “CREDIT CARD RECEIPT” section at the bottom of each order form. You will be given a receipt number which needs to be written in this section along with the TOTAL PAID (for all brochures – not just the one you are filling in the details on), your name, your contact number and our school name and suburb.

You only need to fill out one credit card section for your payment details. Please write on all other forms in the credit card section which brochure contains the details. Eg.. “See Lucky” or “see Arrow”

There is no section on the form to include whether you have paid by cash or cheque. To help us with identifying cash & cheque payments, could you please write on the left hand side of the PAYMENT TO SCHOOL box either “cash” or “cheque”.

We double check every form for quantity, amount, etc... Forms not filled out correctly take extra time to correct, so:

IF YOU ARE LETTING YOUR CHILD FILL IN THE FORM, **PLEASE** CHECK IT AFTER

NO LATE ORDERS ACCEPTED – IF YOU HAVE PAID BY CREDIT CARD YOU WILL NEED TO CONTACT SCHOLASTIC DIRECTLY TO ALTER

IF YOU HAVE ANY QUERIES, PLEASE CONTACT THE CO-ORDINATORS WHO’S NUMBERS ARE INCLUDED WITH THE BROCHURE HANDOUTS.

REMEMBER: EVERY BOOK ORDERED HELPS US GAIN CREDITS
FOR CLASS RESOURCES & LIBRARY BOOKS

THANKS