**BOOK OFFER ONE, 2018**

***The Alan Duff Charitable Foundation***

Dear Principal and Duffy Coordinator

We are pleased to present Book Offer One, 2018.

**REMINDER: ONLINE ORDERING ONLY IN 2018**

**Please follow these instructions carefully to ensure prompt and efficient delivery of your books.**

This package contains the following items:

* **Brochures**
* **Preview Books**
* **Class Order Form**

### NOTE these two important dates:

* Orders submitted by **Monday 12th February** willreceive two **FREE** books for your library.
* The CLOSING DATE for this offer is **Friday 16th February**

**Submit your orders to Scholastic using the online portal at**

**<http://bih.scholastic.co.nz/>**

**When books arrive**, **please hold them until your** **Role Model** **Assembly**. The assemblies will be held **during the period** **Monday 26th March – Friday 13th April**.

The Duffy Books in Homes office will advise you via email of your specific date and Role Model who will attend your special assembly. Refer to your Duffy Year Planner 2018 for order of activities. If you have any questions or problems with the Book Offer, preview pack books or ordering, please call: **Scholastic New Zealand - Customer Services: 0800 724 652**

**THANK YOU SCHOLASTIC – PROUDLY SPONSORING THE PREVIEW BOOK PACKS**



BOOK OFFER ONE, 2018 - INSTRUCTIONS

***The Alan Duff Charitable Foundation***

* Photocopy the **Class Order Form** below and give one to each teacher.
* Distribute a **Brochure** to each child.
* Display the **Preview Pack Books** in your library. Each class should spend at least one library period looking at the books to help the students decide which books they would like to order. Books are graded according to age groups but **children may choose** **any** book from the brochure.
* Yellow section: 5-6 year olds
* Blue section: 7-8 year olds
* Purple section: 9-10 year olds
* Green section: 11 years +
* The Preview books are sponsored by Scholastic New Zealand. The books are donated to your school once students have made their selections. Please note that these books can also be used for new arrivals that miss out on ordering at the start of term or to supplement your Caught Being Good selection.
* Students must select **FOUR** books each, in order of preference, and fill out the **Student Order Form** on the back of the brochure. (Your students will receive **two** of their four choices).
* **ONLY current students** may order books – if you have students starting after orders have been sent in then you may use your Caught Being Good or Preview Pack books to present to them at the assembly.
* Teachers then collate student orders onto the **Class Order Form**. Please enter the code numbers of the four chosen books next to the names of the students.
* Before entering your orders online check:
  + Is the School/Teacher's Name and Room Number on every Class Order Form?
  + Has every child made **FOUR** selections?
* Enter your Class Order Forms online at [**http://bih.scholastic.co.nz/**](http://bih.scholastic.co.nz/)

(Some of our larger schools could have a senior student and/or parent to volunteer to help with online entering as this can be done out of school hours)

**Please submit your orders by the closing date:**

**Friday 16th February, 2018 (or Monday 12th February to receive two free books for your school)**

CLASS ORDER FORM

***The Alan Duff Charitable Foundation***

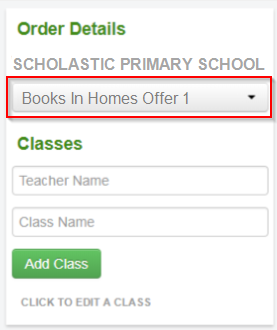
##### BOOK OFFER ONE, 2018

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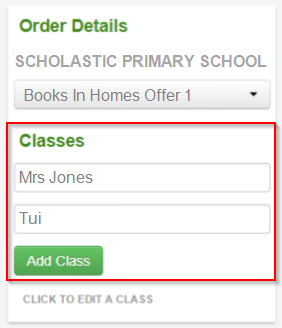
# Class: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Teacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

INSTRUCTIONS FOR ORDERING ONLINE

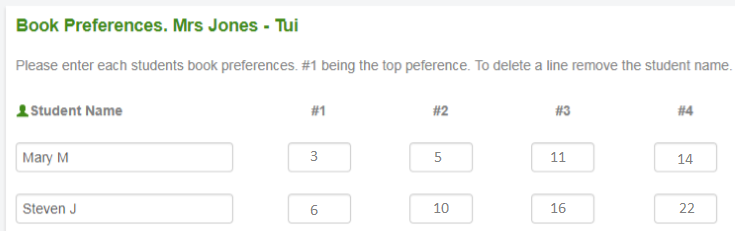
1. Log into bih.scholastic.co.nz
2. If you are a new user please register (you will receive an e mail verification that you will need to click on)
3. Select the Offer, e.g. Books in Homes Offer 1



1. Add Teacher name and Class name and click ‘Add Class’

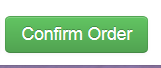


1. Fill out Student names and all choices for each student (Note: All data is automatically saved)

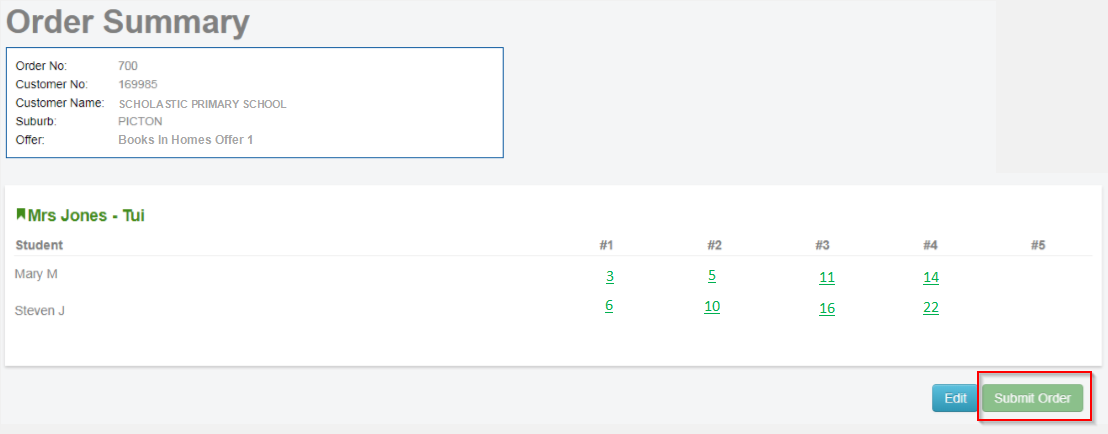


To add another classroom go back to stage 3.

1. When all classes are complete click on **‘CONFIRM ORDER’**



You will see a summary of your order.



1. Click on **‘SUBMIT ORDER’** if you are happy with the order, if not click on ‘EDIT’ to change it.

Your order will show as pending, which means your order has been sent to Scholastic for processing.

**\*\* You can now view this – and any other orders – in ‘MY ORDERS’ / ‘SUBMITTED ORDERS’ \*\***