

School Administrator's Information Sheet

A JourneyForth Book Fair provides a fundraising opportunity for your school through the sale of JourneyForth books and some additional BJU Press products.

Before the JourneyForth Book Fair

1. Schedule a JourneyForth Book Fair with your Precept Territory Manager who will order the books for your book fair.
2. Determine the number of days for your book fair as well as the daily hours, *e.g.* all day during school hours, or from noon to an hour past the end of the school day.
3. Go to www.journeyforth.com for downloadable resources.
4. Advertise the book fair with wall posters and letters to the parents.
5. Provide five eight-foot tables in a good location in your facility to display the products available for purchase.
6. Provide school staff and/or parent volunteers to set up the books and take payments during the times the book fair is open.
7. Schedule a time of fifteen or more minutes for each class to come and shop for books.
8. Reproduce student wish lists so that every child will have a copy when he or she comes to shop.
9. Reproduce teacher wish lists and post them in a prominent place at your book fair. Parents and students can purchase books for their teachers and save them for gifts at Christmas or birthdays, or just as a thank-you gift. Ask them to cross off titles purchased to avoid duplicate gifts.
10. Set up a cashbox.

At the JourneyForth Book Fair

1. Set up the display tables in a prominent place in the school's facilities.
2. Set up books and price signs. It will help the shopping if the books are arranged by both age level and price. (See order form.) Table signs indicating price can be displayed in acrylic stands. Individually priced items can be grouped together with labels.
3. Provide a specified place—including a price list and cash box—near the display tables for payments of either cash or check.
4. Assist teachers, students, and parents at the display tables and in placing orders.
5. Collect cash or check payments for the books being ordered.

After the JourneyForth Book Fair

1. Tally all of the orders on the order form. The display copy can be used to fill one order for a specific title. Place the order for the remaining items by mail to BJU Press, 1700 Wade Hampton Blvd., Greenville, SC 29614 or fax 1.800.525.8398. Keep the individual order forms for filling orders when the books arrive.
2. Any unsold inventory can be kept for other fund raising events or for the school's library. Or you may return any unsold inventory within 30 days for a full refund.
3. Distribute orders when the books arrive.
4. Distribute certificates to classes or groups who have raised funds for the school or post a single certificate for the full school with the total money earned.