

Annual SMHEA USED CURRICULUM FAIR

WHEN: Saturday, June 4, 2011
10:00 AM-1:00 PM

WHERE: Knoxville Christian School
11549 Snyder Road, Farragut, TN 37932

DIRECTIONS: KCS is located on Snyder Road just north of Interstate 40/75 and $\frac{3}{4}$ mile East of Campbell Station Road. Take I 40/75 to Exit 373 (Campbell Station Rd.) and go N. $\frac{1}{8}$ mile on Campbell Station. Turn right on Snyder Road (Gas Station) and go E. $\frac{3}{4}$ mile to KCS (on left).

WHAT TO DO IF YOU WANT TO BUY:

1) Personal checks, with all updated info on the check, will be accepted. A returned check will incur a \$30 PENALTY. If you use cash, please bring plenty of change – no more than \$20 will be given in change. Therefore, large bills will not be accepted as payment for just a few items.

2) At time of checkout, a 5% surcharge will be added to all purchases to cover administrative expenses and facility fees.

3) Early sales, hoarding, and holding of books is NOT permitted. Please be considerate of others. Replace any items you decide not to purchase, back on the proper tables, in a timely manner, so others have a chance to see them.

4) If you must bring your children, they must stay with you at all times. Children are not permitted to roam freely through the building. Children are not allowed to open any games or toys that are for sale. We appreciate your cooperation in this matter.

WHAT TO DO IF YOU WANT TO SELL:

Book Drop-off Information--Friday, June 3, 2011 from 11:30 AM – 1:30 PM

Sellers must bring items to Knoxville Christian School, already properly labeled, on Friday, June 3, between the hours of 11:30 AM – 1:30 PM. At that time, sellers will complete a registration card with personal code and contact information. Upon sales disbursement, seller will receive monies for items sold minus 8% surcharge (SMHEA members pay only 5% surcharge). This surcharge covers administrative costs and facility fees. PLEASE PAY CLOSE ATTENTION TO LABELING DETAILS!

Labeling

Everything must be brought already properly labeled. (See sample label below.)

Use computer mailing labels run through a printer and printed with your personal code in the top left corner. Put the labels on the items for sale. Then, in a legible hand, write the item # (including set information, if applicable) and price. On the second line of the label, write the *subject, *age, and/or *grade level. ***Write subject, age, and/or grade only if it is not clearly visible on the exterior of the book.**

a) On the top left corner of your computer label, designate your personal code by choosing any 2 digits followed by your 3 initials (for example, 18CAK) Using a computer's printer, print that personal code on the top left corner of your label. (If you sold items in previous years, feel free to use same personal code.)

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) On the top right corner of your label, LEGIBLY write the price of the item.

d)* The subject and/or subcategory name (taken from the list below) must be clearly written in the lower left corner of the label. The age and/or the grade level of the material must be clearly written in the lower right corner of the label.

07-DME-01	\$15
*Math	*Gr 8

WRITE LEGIBLY OR YOUR ITEM MAY NOT SELL. *No book will be sold without the correct information on the label.*

Providing correct information is essential in order for you to receive payment for sold materials and will aid in the correct placement of the items on sales tables.

Labeling Sets

When selling items within a set, EACH individual item within that set should be clearly labeled as follows: On the 1st piece in the set, between the item # and the price, indicate which part of the set the item is (for example, 1 of 2, 1 of 3, etc.). On the labels for the other items in the set, do not include the price. Write only what part of the set it is (ex. 2 of 2 or 2 of 3, 3 of 3). Then every item of that set should be bound together with a rubber band or placed within a 1–2 gallon Ziploc bag. If using a large Ziploc bag, complete a 3 x 5 card which lists all items in the set and all pertinent information—including the item # and the price. Secure (with tape on all four sides of the card) to the outside of your bag. If using the index card, each individual item within the set must still be labeled. (Large bags are available for a small fee.)

07-DME-02	Set of 4	1 of 4	\$45
*Math- Algebra			*Gr.9

07-DME-02	Set of 4	2 of 4	
*Math- Algebra			* Gr. 9

07-DME-02	Set of 4	3 of 4	
*Math-Algebra			*Gr.9

07-DME-02	Set of 4	4 of 4	
*Math-Algebra			*Gr.9

Pricing Suggestions

Seller is responsible for determining the price of the material. You know what you paid for your resources and what you would like to get for them. Ultimately, the pricing decision is yours. If the listed price is to be adjusted, it can only be adjusted by the seller, at the checkout.

Bought new and current edition in good condition:	33% - 50% off original price
Bought new and never used:	25% - 33% off original price
Bought used:	33% - 50% off used price
Earlier editions that are still usable and in good condition:	67% - 75% off original price

NOTE: Usually "New Edition" means the publisher has changed the cover or the arrangement of the material. Most of the time, the content of newer editions has changed slightly from previous editions or remains the same entirely. Most older editions are still excellent purchases. You can get good bargains by looking for older editions.

(SUGGESTION for future reference: Using a pencil, indicate the price paid for each book in the front inside cover.)

Organization

Please make a master list for yourself to help you know which books sold and which item #s you've assigned to each book.

Tables will be arranged according to subject and grade level. Sellers are responsible for placing their own items on the appropriate tables at the time of drop off. Sellers may then leave an empty box, labeled with seller's personal code, under the table to accommodate any unsold items.

DISCLAIMER: SMHEA does not accept responsibility for the content of the material sold. *No Rated R movies will be placed for sale.* If we determine that material is clearly offensive or in opposition to Christian values, then the material will be removed from display and returned to the owner. **SMHEA 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 and Sales Disbursement-Saturday, June 4, 2011 from 3:30-4:30 PM

Sellers must pick up monies and unsold items on Saturday afternoon, 3:30-4:30 PM

Following the sale, sellers must reclaim all unsold items by personal code and have a volunteer double-check codes to items at the checkout table. Sales will then be tallied, a 5% surcharge on items sold will be determined, and a check will be written to the seller for the amount sold minus the 5% surcharge. This surcharge is collected to cover administrative costs and facility fees.

After 4:30 PM, any items left unclaimed will be disposed of, as SMHEA deems appropriate. No exceptions.

Additional Information

Please remember to respect the scheduled dates and times for bringing and picking up books. There will be no holds on any books.

If you have curriculum that you would like to give away, please label the front of the resource with a label indicating the resource is FREE and place on the FREE table.

This information is posted on the web at www.smhea.org for anyone who does not receive SMHEA email.

VOLUNTEERS NEEDED!

Volunteers are needed to help with the curriculum fair on specific days and times.

Benefits include:

- Pre-sale open to volunteers one day before the actual fair (Friday, 3:30-5:00).
- Exemption from 5% surcharge on items purchased at the volunteer pre-sale. (Any further purchases by volunteers after the pre-sale will include the surcharge.)
- If volunteers also sell items, they will be exempt from having to pay the 5% surcharge at the time of settlement when picking up unsold items and check.
- Volunteers, we request that you do NOT purchase books for someone else. These benefits are for your own use. You will be on your honor.
- Volunteers please do NOT bring your children. The risk for distraction and, therefore, error could result is miscalculation. Since handling other peoples' property and money is a big responsibility, SMHEA asks that you handle that responsibility with a single focus.

WORK SHIFTS:

SMHEA members have work shift preference until May 1st. Scheduling is then open to non-members.

Friday, June 3rd	9:00 AM – 5:30 PM	10 people needed
Saturday, June 4th	9:00 AM – 1:30 PM	12 people needed
Saturday, June 4th	1:00 PM – 5:30 PM	10 people needed

To volunteer, go to www.smhea.org to sign-up for the day & time that you want to work. If there is a particular job that you would like to do, please state that in the comment area. If you have trouble connecting to the website or you need more information, and then use the following e-mail smheusedbooksale@gmail.com. Thank you.

List of Subjects and Subcategories

STORYBOOKS and BOARD BOOKS

This section is for storybooks and read-aloud books for younger children and will not include readers with specific curriculums.

AUDIO-VISUAL

Cassettes
Videos
CDs
DVDs

FOREIGN LANGUAGE

Spanish
Latin
Greek
French
German
Hebrew
Sign Language

MATHEMATICS

Arithmetic
General Math
Algebra
Geometry
Advanced Math
Consumer Math
Business Math
Calculus
Manipulatives

REFERENCE

Encyclopedia
Dictionary
Thesaurus

HOMESCHOOLING

Books that are specifically about homeschooling.

BIBLE

Memory
Devotionals
Christian books
Bible Studies
Bible reference

LANGUAGE ARTS

(Does not include reading resources)
Handwriting
Grammar
Writing
Spelling
Vocabulary
Speech

READING/PHONICS

Reading Curriculum
Abeka readers Curriculum
Readers
Reading Skills
Phonics
Sonlight Curriculum
(Reading books that go with Sonlight curriculum will be found on the table with the readers unless packaged as a set with curriculum. See Sonlight catalog to know which books go with which levels.)

LITERATURE

Novels
Fiction
Non-Fiction
Biographies
Classics

FINE ARTS

Art
Music
Supplies
Instruments

PHYSICAL ED.

Sports equipment
Curriculum

EDUCATIONAL

Games
Toys
Puzzles

SOCIAL STUDIES

US History
World History
Modern History
Church History
Government
Geography
Economics

SCIENCE

Health
General Science
Physical Science
Biology
Chemistry
Physics
Geology
Anatomy/
Physiology
Astronomy

COMPUTER

Software
Hardware
Curriculum

CLASSICAL EDUCATION

Mock Trial
Speech
Debate
Critical Thinking
Logic

HOME LIFE

Home Economics
Stewardship
Character
Parenting Marriage
Home and Family
Dating/Courtship
Life Skills

UNIT STUDIES

My Father's World
Weaver
Five in a Row
Amanda Bennett
KONOS
Thematic Units

TEACHING AIDS

Testing
School supplies
College Prep
Preschool

MISCELLANEOUS

FREE ITEMS

These items must have a sticker on the front with the word FREE written on it.