

Book Club Guide

For over 50 years, Scholastic has proudly been bringing adventure and the unrivalled enjoyment of reading to multiple generations of New Zealand families.



Book Club Check List

A step-by-step guide to organising Book Club

NEW TO CLUB

1 Register

Create an account for Book Club at: bookclub.scholastic.co.nz



2 The Wizard

On initial log in you will need to complete the Wizard.

This helps you create a Book Club Ordering Group and set up your catalogue requirements.



EACH ISSUE

1 Book Club catalogues arrive at the school

Distribute the catalogues to students.

Display the poster (from Teacher Essentials) in the library or classroom, so students can see the date that orders are due and some exciting new books.



2 Place orders

On receiving completed order forms, log into the Book Club Platform and add each student's details (first name/last initial) and order to their class group. Then key in their order.

Submit your school order once keyed, including any pending **LOOP** orders, so all books arrive together. Close **LOOP** for school delivery when you finish running each issue.



3 Finalise payment

Give any cash to your Bursar/Office to be banked, so they can either draw a cheque made payable to Scholastic New Zealand, or electronically transfer funds. If you are paying by cheque, include a copy of the order confirmation and send to Scholastic.



4 Distribution

If keyed 'by student' as recommended, your order should arrive pre-packed in class-lots with a quick-rip distribution card for each student, making it easy for each teacher to get the right books into the right hands



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The Scholastic Experience

Scholastic has been the market leader of Australian and New Zealand children's books for over 50 years, bringing the joy of reading to multiple generations of families.



Book Club

Book Club offers an exciting way for teachers to engage their students with reading and to enable them to reach their highest potential—strengthening their vocabularies, critical thinking skills and broadening their knowledge of the world around them.



Book Fairs

Book Fairs offer an exciting, hands-on book buying experience, where children are encouraged to browse and interact with any book title that genuinely catches their interest.



School Essentials

School Essentials is a learning and literacy partner for every educator and school community. School Essentials is curated especially for Australian and New Zealand educators and offers curriculum-based resources to create inspiring learning environments.



SCHOLASTIC Education

Scholastic partners with Australian and New Zealand schools to provide trusted, extensively-researched educational products and programs for the teaching and learning of literacy and numeracy.

Scholastic Rewards are a form of currency created by Scholastic as a way to give back to schools. Last year, Scholastic awarded more than \$10 million in Scholastic Rewards, helping to stretch countless school and classroom budgets further.

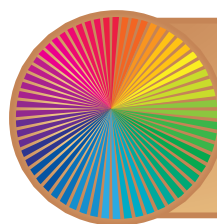


SCHOLASTIC Retail

Scholastic is Australia's and New Zealand's largest publisher and distributor of children's books, which can be found in major retail chains and independent booksellers throughout Australia and New Zealand.

Find out more: scholastic.com.au scholastic.co.nz

You are Rewarding your School



**SCHOLASTIC
REWARDS**

Scholastic Rewards are a currency. Save them or spend them—they're just like cash to us! Scholastic Rewards make it easy for you to earn FREE books and educational items to build classroom and library resources for the benefit of the entire school community.

Whenever you or your school purchases or participates in a Scholastic offering through Book Club, by hosting a Book Fair, or by purchasing one of our Education or School Essentials products, you are enabling learning and literacy for school children in some way, and we think this deserves a reward!

Teachers can earn personal Scholastic Rewards too! Whenever you log in to your personal Scholastic account to make a purchase for yourself or your classroom—whether it's from School Essentials, Book Club or Teacher Essentials—your account is directly credited with the Scholastic Rewards you've earned.

You can use Scholastic Rewards on product from Book Club and School Essentials. Use them in the next Book Club offer or save them over the year. Scholastic Rewards are valid for 12 months from date of issue.

The Benefits of Scholastic Book Club

Build a classroom library. Nurture a community of readers.

Scholastic Book Club can be found in more than 90% of primary schools across New Zealand, and covers ages from 0-12+ years. Each Issue of **Book Club** contains specially curated, age-appropriate titles that have been carefully selected and levelled by a dedicated team of professional booklovers.

With numerous studies finding that reading at home is a key factor in a child's lifelong success, **Book Club**

provides a fun and easy way of bringing books into a child's home. It provides families with an affordable and convenient way to access the best in children's literature. As well as bridging the important class-to-home reading gap, **Book Club** also benefits New Zealand schools—for every **Book Club** order placed, Scholastic gives back 15% of the order spend to schools to spend on valuable educational resources via its Scholastic Rewards program.

EARN GENEROUS REWARDS

Helping schools obtain additional learning and literacy resources and stretch their budgets further.

PROVIDE ACCESS AND CHOICE

According to research, 91% of kids are more likely to finish books that they choose themselves. Book Club provides quality books that they will want to read.

THE BOOKS

Specially curated, age-appropriate and carefully selected and levelled by a dedicated team of professional booklovers.



Being a Book Club Organiser

We just want to say thank you.

You are a very special part of running **Book Club** in your school – you're helping to get more kids reading and kids reading more!

At Scholastic we appreciate the importance of the role you play in your school and how much joy you bring to the children.

You also play an integral part in helping your school earn Scholastic Rewards, which can then be used to help stretch school budgets to purchase more resources to benefit your school.

“
You're helping to get
more kids reading and
kids reading more ”

We recognise that running **Book Club** is a labour of love and we hope, like us, that you love seeing the delight on the faces of the children when they receive their **Book Club** orders. It's priceless... just like you!



Setting up your Online Ordering Group

It's important that you set-up and review your profile and class/es at the beginning of each year to make future ordering, and the ongoing distribution and delivery of books, easier. The online Wizard will guide you through this process.

Note: All student information from the previous year is securely wiped from our system at the beginning of each year. Students' first names and initials only need to be entered when they place an order.

If you don't have the time to complete the Wizard, it will reappear for you on your next log in.

**SET YOUR BOOK CLUB
ROLE AND PROFILE**

**SET UP THE CLASSES YOU
ARE ORDERING FOR**

**SET YOUR CATALOGUE
REQUIREMENTS**

“
Make ordering,
distribution and
delivery of books,
easy”



Go to **scholastic.co.nz/toolkit**
for more information.

How to Order

1 Register and sign in at: bookclub.scholastic.co.nz

2 Select the issue from which you'd like to order

3 Select a class from your **Book Club Ordering Group**

- **Add** or **Select a student***
(Remember: you only need to add students AS they place orders)
- Enter the book item number from the Book Club catalogue
- Enter the student's payment method

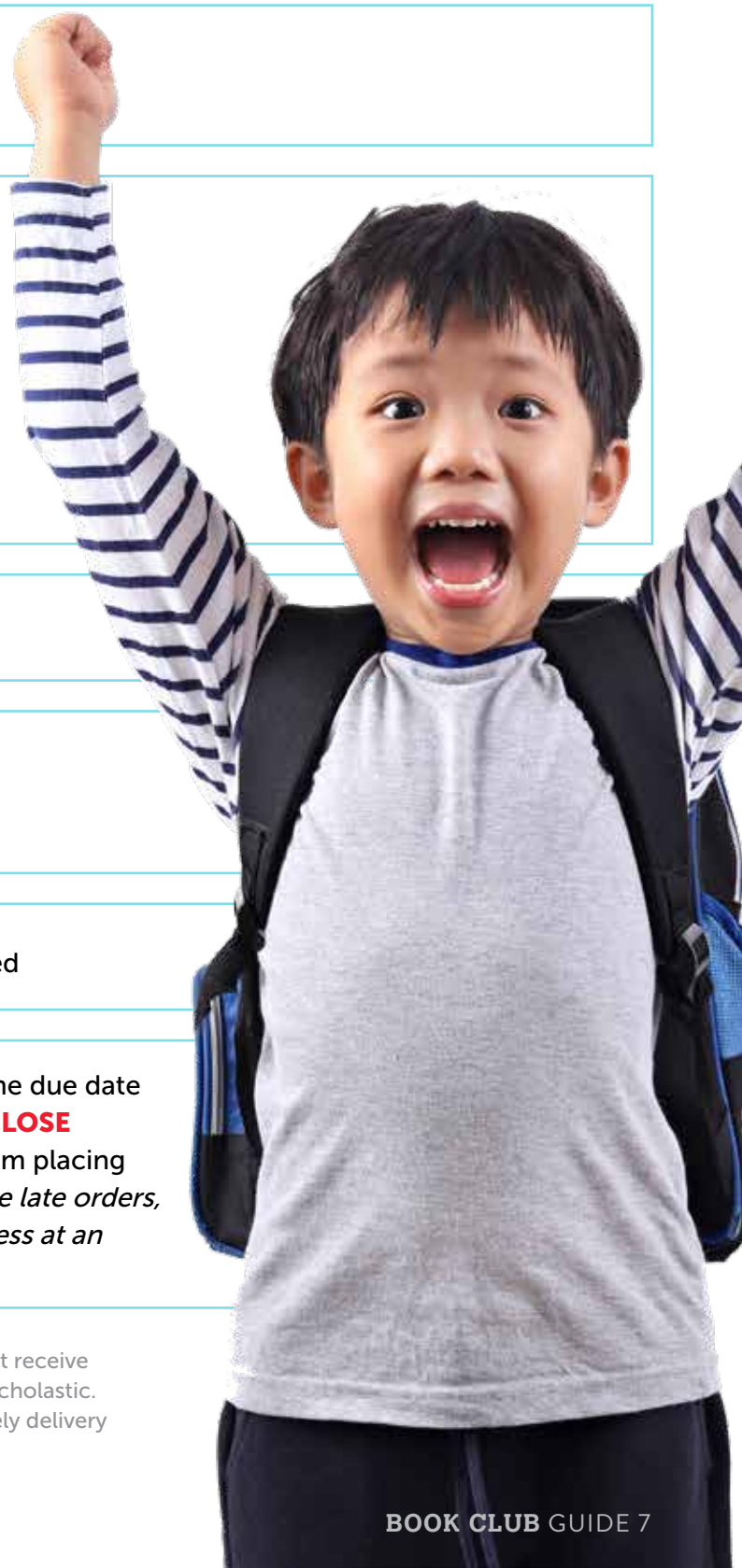
4 Review your orders

5 Select **Next** or **Spend Vouchers / Rewards** to apply these against your total due

6 Payment information will then be presented

7 Once you have submitted your orders by the due date (Key Date) for that issue, you will need to **CLOSE ONLINE ORDERING** to prevent parents from placing late orders. *Parents will still be able to place late orders, which will be delivered to their home address at an additional cost.*

* Note: Please be assured that your students will not receive marketing material or be contacted in any way by Scholastic. The collection of his/her name is to help in the timely delivery of books to the school and relevant class.



Using LOOP

The easy way for parents to order and pay for Book Club.

Parents can order and pay online for their child's **Book Club** purchases using a credit card via **LOOP** (Linked Online Ordering and Payment platform). Their order will be electronically linked to your school.

How do parents order using **LOOP**?

1

Sign in or register an account at:
scholastic.co.nz/loop

2

Click on **ORDER** and select school and child's class

3

Add child's first name and last initial
(so the school knows who the book is for)

4

Enter the product item number from
the Book Club catalogue

5

Make payment via credit card

6

All orders are attached to the school
account until ready to be submitted
to Scholastic by the school.



Go to **scholastic.co.nz/toolkit**
for more information.

Using the Gift Function

The **Gift Function** enables parents to tag **Book Club** orders on **LOOP** that are intended as a surprise gift.



Parents can place a separate **LOOP** order for items that are intended as a surprise gift. **LOOP** orders tagged as a gift will be delivered to school and marked accordingly as a gift on the distribution slip, which you can then set aside either in the school office or somewhere else for parents to collect. The **Book Club** Organiser can turn the **GIFT FUNCTION** on or off in the **Book Club** Platform.

Please note that books do not come giftwrapped.

Let the office know these orders are to be given directly to parents as a gift.

“Giving the gift of reading”



Go to scholastic.co.nz/toolkit for more information.

Distribution

Your order should arrive pre-packed in class lots, listing the titles students have ordered with a quick-rip distribution card for each student, making it easy for each teacher to get the right books in the right hands.

The distribution report on the **Book Club** Platform can also be used for reference.

Tracking Orders

You will automatically receive an **Order Confirmation** email, once the order is placed. To receive **Order Dispatch** email notifications, turn the setting ON in the **Book Club** Platform under PROFILE. You will be notified of:

- Order ID/Invoice Number
- Despatch date
- Number of cartons
- Castle Parcels Consignment ID
(You can use this to track shipping via Castle Parcels website.)



What is the Scholastic 100% Satisfaction Guarantee?

If you, or your students, are not completely satisfied with any **Book Club** item, simply call Customer Services on **09 274 8112** or **0800 266 525** to arrange a credit or refund.



Go to **scholastic.co.nz/toolkit** for more information.

Letter to Families

Photocopy the letter below and send home to families to inform them about the benefits of Scholastic Book Club.



Go to **scholastic.co.nz/toolkit** for more resources.



Dear families,

The best gift any parent can give a child is the love of books and the joy and benefits of independent reading for fun. Children who read at home, or are read to, have a head start on reading success in school.

Our class is participating in **Scholastic Book Club** this year. Up to twice a term, during the school year, I will send home the Book Club catalogue with a different selection of books offered for all ages.

You'll find award-winning books and bestsellers, as well as old and new favourites. I recommend them because the books span a wide range of children's reading levels and interests and are inexpensive (some books cost as little as \$3).

It is easy to order. The **Book Club LOOP** platform for parents allows you to pay by credit card. Your child's order is submitted directly to school and the books will be delivered to class. You can place your child's order at **scholastic.co.nz/loop** or by using the **LOOP** app, which can be downloaded from the App Store or Google Play.

Owning your own books is something special! I hope that you will encourage your child to order books this year. Each order helps earn free books and teaching materials for our classroom, however there is never any obligation to order. I know of no better way to encourage reading than to allow children to choose the books they want to read.

Sincerely,

Your Child's Teacher

Promoting Book Club

Family involvement is key to the success of your **Book Club**



Let parents know how important a home filled with books is for creating a lifelong reader. Be clear about how ordering from **Book Club** benefits their children (great books at low prices to foster a love for reading) and the school (free resources through Scholastic Rewards).

Ways to promote to families:

- Send the **Book Club** catalogue home with students. You may want to include a letter to parents (see page 11) with the first **Book Club** catalogue encouraging families to participate.
- Advertise in the school newsletter – use the handy templates found online.
- Keep top-of-mind with social media posts – when the catalogues arrive and when orders are due.
- Display the book poster on the school office noticeboard, classroom, and/or library.

Talk to your Territory Manager or Internal Sales Consultant about being emailed a spotlight on the latest issue



Go to **[scholastic.co.nz/toolkit](https://www.scholastic.co.nz/toolkit)** for resources.

Increasing **classroom** participation to encourage a love of reading.

Here are some ways teachers have increased classroom participation in Book Club:

- Display the poster (found in the centre of Teacher Essentials and online) in classrooms, to showcase new books and the date that orders are due (Key Date).
- Kids LOVE looking at the catalogues when they arrive. At the end of the day, spend 10 minutes looking over them with the class and have them point out books that especially interest them.
- Allow students who are familiar with a particular book or author to share their enthusiasm.
- Point out one or two books to each student that you know they would love to read.



“Display the poster to showcase new books and the date that orders are due”



Introductory Letter

Photocopy the letter below and place in staff pigeonholes to introduce yourself as the Book Club Organiser.



Go to **scholastic.co.nz/toolkit** for more resources.

 **Book Club**

Hi, I'm _____ your Scholastic Book Club Organiser.

I volunteered to help foster the love of reading in our school through Scholastic **Book Club**. Twice a term you'll receive a catalogue featuring carefully curated selections made by a team of experts. This will make it easy for every student to find just the right books.

- **Your students** will love the chance to choose their own books from their **Book Club** catalogues.
- **Parents** will love getting quality books at affordable prices to help build their home libraries.
- **You** can build your classroom library with Scholastic Rewards from every order that is placed by your students, which then helps you get resources to keep them excited about reading and learning.

Let me know if I can help in any way!

Scholastic Book Club is fun and easy!

Hand out catalogues
to the whole class

Display book poster
(from Teacher
Essentials) in
your classroom

Remind students
when orders are
due in

Every order earns Scholastic Rewards



Replacing a Book Club Organiser

At Scholastic we appreciate the important role a **Book Club Organiser** plays in a school. This person brings joy to kids and helps your school earn **Scholastic Rewards**.

We also know that running **Book Club** is no small feat, and that a **Book Club Organiser** could use a team of people to lend a hand.

Use the letter below to help you recruit your next **Book Club Organiser** or **Book Club Team Members** so you and your students can get the most out of **Book Club**.



Go to **scholastic.co.nz/toolkit** for more resources.

Dear Parent,

Our school is looking for a new Book Club Organiser.

Scholastic Book Club not only enables us to boost our home and school libraries, but also to improve children's reading skills and encourage at-home reading.

You can help ensure Book Club continues at our school!

We are looking for a new Book Club Organiser to manage Book Club. You can keep the reading momentum rolling at our school by helping provide children with more access to self-selected independent reading material all year long.

Plus, when you run Book Club, everyone benefits—every Book Club order earns **15% in Scholastic Rewards** to help purchase additional learning and literacy resources for our school!

Book Club helps feed the reader.

There are eight issues of Book Club each year. You should consider offering them all in your school to keep the reading momentum rolling.

When the catalogues arrive at your school, a Book Club Organiser distributes the catalogues to students and advises them of the date that orders are due.

As a Book Club Organiser, placing your orders is simple online. When the orders are placed by class, the books arrive back at the school pre-sorted, which makes your job of distributing the books easy!

Interested in making a difference at our school?

- Provide continuous access to the best books at the best prices for families!
- Help to feed readers with regular access to independent reading material.
- Earn free books for the school!

If you are interested in becoming the next Book Club Organiser, please contact _____

Frequently Asked Questions

How do I become a Scholastic Book Club Customer?

Teachers, you can register online at bookclub.scholastic.co.nz

What other professional resources can I access through Book Club?

Each Issue, you will receive a copy of Teacher Essentials, giving you practical, up-to-date classroom resources at discounted prices. Materials are often grouped under special or seasonal themes to assist your planning of particular topics.

You can also earn and spend Scholastic Rewards with every purchase from the School Essentials catalogue, a one-stop shop featuring thousands of exciting products to cover all your classroom needs.

Go to schoolessentials.co.nz

Does Scholastic accept Credit Card Payments?

Yes. Teachers (and parents) may pay using MasterCard and Visa. The minimum transaction is \$1.00.

What if my parcel is missing from my delivery?

Occasionally, not all cartons are delivered at the same time. If you are short one or more cartons, please wait a further 2–3 days for the remaining cartons to arrive. If not received after that, please contact Customer Services on [09 274 8112](tel:092748112) or [0800 266 525](tel:0800266525).

What if an ordered book becomes unavailable?

If replenishment stock is scheduled to reach Scholastic, the item will be placed on back order. You will be informed of such a situation on the Tax Invoice. If we are unable to supply a title, a credit voucher is sent in lieu of the product, PLUS a specially selected **FREE** consolation book.

What are credit vouchers?

Credit vouchers are given to customers when:

- An item is out-of-stock, or an item is missing from a package
- A customer is not satisfied with a product
- An item is returned for credit.

How long do I keep an issue open for?

When you log in to your account and you select ORDER, a screen will pop up showing the issues that are currently open. There is a KEY DATE — we recommend that you submit all your orders by that date so that issues don't overlap.

How do I know when my Scholastic Rewards are expiring?

Log in to your personal account and select the **MY REWARDS** tab. You will see the Scholastic Rewards available and the expiry date of your current Scholastic Rewards.

What do I do if there is a problem with my order or something that I don't understand?

Contact our friendly Customer Services team on [09 274 8112](tel:092748112) or [0800 266 525](tel:0800266525).



Go to scholastic.co.nz/toolkit.

Need Assistance?



0800 266 525



bookclub@scholastic.co.nz



scholastic.co.nz

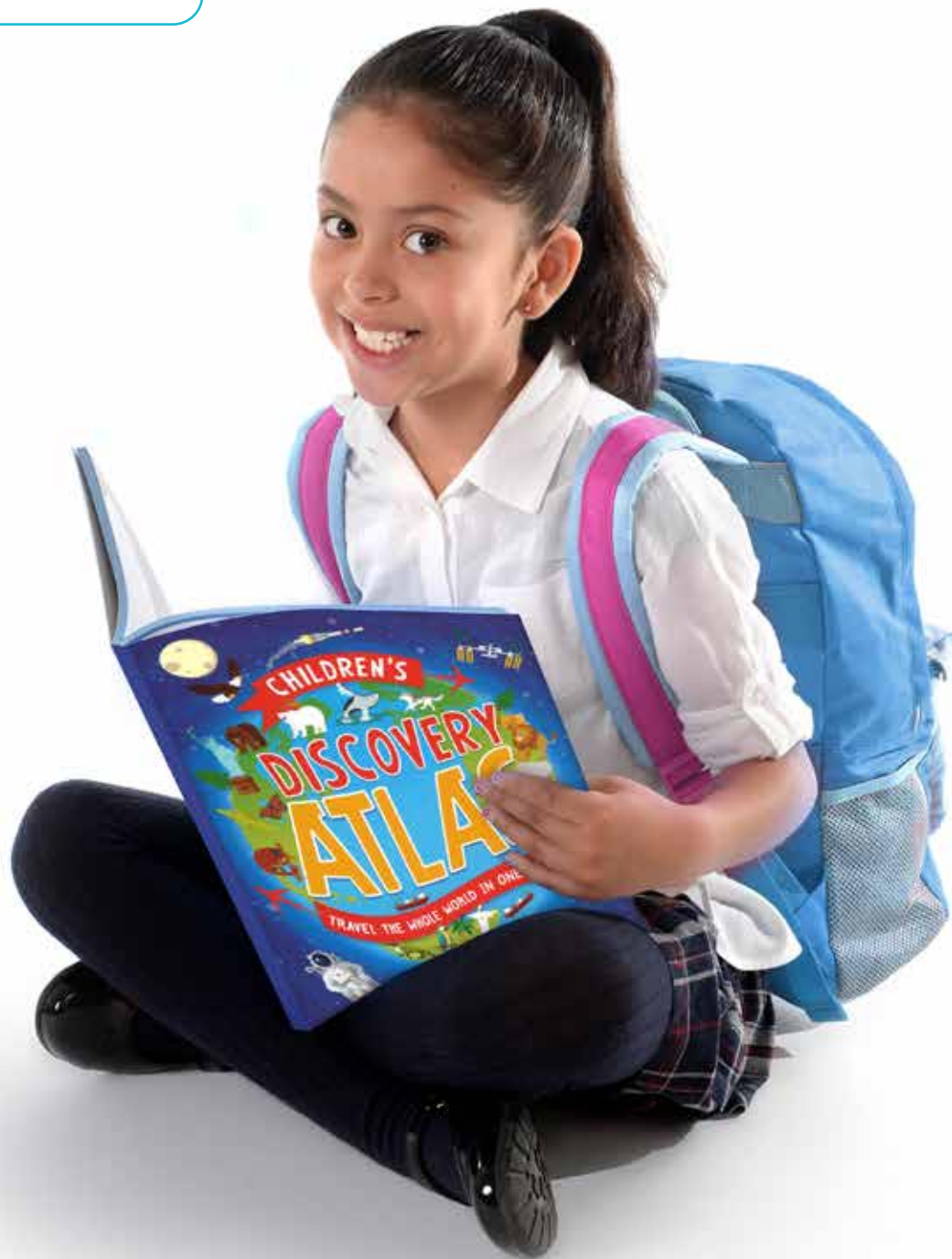


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