



# Book Trust Teacher Checklist

WWW.BOOKTRUST.ORG/TEACHERS

- 1. Create or update your **Scholastic account** at [clubs.scholastic.com](https://clubs.scholastic.com).
  - Identify your 10-digit Scholastic customer number: \_\_\_\_\_.
- 2. Receive an email with login instructions for the online Teacher Training.
- 3. Complete both the *Art & Science* and *Scholastic Logistics* courses of the **online Teacher Training**.
  - Provide your 10-digit Scholastic account number at the end of the Scholastic Logistics course.
- 4. Receive email confirmation from [support@booktrust.org](mailto:support@booktrust.org) that you are **ready to order books!**
- 5. Receive monthly Scholastic book flyers.
- 6. Facilitate **interest-based choice** and place your first Book Trust order between the first and last day of the month.
  - Book Trust recommends teachers order by the 15<sup>th</sup> of each month.*
  - Need resources for choice or step-by-step instructions?  
Visit [www.booktrust.org/teachers](http://www.booktrust.org/teachers).
- 7. Receive a confirmation email from Scholastic for your order. No email?  
Your order is probably still in your “cart.”
  - Save the email as your receipt.
- 8. **Celebrate** the distribution of books when your Book Box arrives.
- 9. Facilitate **independent reading** time with your students and their new books.
- 10. Send Book Trust books home with your students and include the Book Trust Parent Letter to encourage **family engagement**. Find the Parent Letter at [www.booktrust.org/teachers](http://www.booktrust.org/teachers).

**VISIT [WWW.BOOKTRUST.ORG/TEACHERS](http://WWW.BOOKTRUST.ORG/TEACHERS) TO FIND:**

Ordering Instructions  
Interest-Based Choice Materials

Parent Engagement Materials  
Program Support Materials

*...and much more!*