



Monthly Book Orders

Book Trust Manager Order Steps and Reminders

Choice 1st - 15th

- Provide teachers with Scholastic flyers or Pages-by-Price sheets or direct them to the teacher resources on our website: www.booktrust.org/teachers
- Encourage teachers to support students making use of the **entire \$7 stipend** allotted.

Ordering 15th

- Remind teachers to order every month on the Scholastic website **Student Flyer Orders** tab.
- Use the Monthly Order Report from Dashboard to help remind teachers to place their order before the 15th of each month. This allows for delivery of the classroom Book Box before the end of the month.
- Keep the teacher roster up to date through the Teacher Roster tab through Dashboard which can be accessed at dashboard.booktrust.org.
- Please do not delete teachers as changes occur, simply label them as **inactive**.

Celebration 15th - 25th

- Encourage teachers to celebrate student book ownership with their students **each month**. This does not need to be a party, simply having students write their names in the books, buddy reading, and book talks are wonderful ways to celebrate book ownership.
- Encourage teachers to have a designated reading space with an emphasis on the joy of reading.

Engaged Reading 15th - 25th

- Help teachers devote at least **10 minutes** for your students to read and share their new books on celebration day.

Family Engagement 15th - 31st

- Support teachers in sending home books each month.
- Continue to encourage students and families to create a special space/library at home for student books by sharing Book Trust's created literacy pro-tips for families to review and establish a routine for doing so each month.
- Answer any questions that may arise from families throughout the year about Book Trust.

Reminders

- **Book Trust Support** - For any questions or support related to any aspect of the monthly book order process, please email us at support@booktrust.org.
- **Book Trust Accounts** - Book Trust's payment for last month's order may not post to teachers accounts until the **15th of the month**. For questions concerning a teachers Book Trust account, please email us at support@booktrust.org.
- **Scholastic Balances** - Scholastic generates monthly statements for all accounts. If a teacher needs to view their current personal account balance, go to the "My Account" tab on your Scholastic account online. Contact Scholastic for questions about orders, books, or bonus points at 1-800-SCHOLASTIC.
- **Program Appreciation/ Thank You** - We are always looking for thank you notes for our donors! As the Book Trust Manager, you should have pre-stamped envelopes so that you can collect these throughout the year and send them in.
- **Share Your Stories with Us!** - We love to see what you are doing in your school! Send us your stories, videos, and pictures to stories@booktrust.org.