



# Monthly Book Orders

## Teacher Order Steps and Reminders

### Choice 1<sup>st</sup> - 15<sup>th</sup>

- Engage your students every month in the process of choosing books. This can be done during centers, one-on-one conferencing, or with a volunteer.
- Help students make use of the **entire \$7 stipend** allotted by using the curated Book Trust Pages-by-Price to simplify student selection. Check out resources on our website: [www.booktrust.org/teachers](http://www.booktrust.org/teachers)

### Ordering 15<sup>th</sup>

- Place your classroom order every month on the Scholastic website **Student Flyer Orders** tab. Ensure that Book Trust has your most up-to-date customer number.
- Please COMPLETE all orders by the 15<sup>th</sup> of each month. This allows for delivery of the classroom Book Box before the end of the month.
- If a book order is missed in any given month, students lose the opportunity to receive books and teachers lose the chance to gain bonus points for that month.

### Celebration 15<sup>th</sup> - 25<sup>th</sup>

- Book Boxes will arrive from Scholastic approximately 10 days after the order is placed. Celebrate student book ownership with your students **each month**. Having students write their names in their books, implementing book talks, and allowing reading as a choice-time activity are all great options.
- Create a designated place in the classroom for reading with an emphasis on the joy of reading.

### Engaged Reading 15<sup>th</sup> - 25<sup>th</sup>

- On Celebration day, devote at least **10 minutes** for your students to read and share their new books.

### Family Engagement 15<sup>th</sup> - 31<sup>st</sup>

- Send books home each month.
- Share how 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. This will help make sure students and parents know what that experience should encompass.

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### 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](mailto:support@booktrust.org).
- **Book Trust Accounts** - Book Trust's payment for last month's order may not post to your account until the **15<sup>th</sup> of the month**. For questions about your Book Trust account, please email us at [support@booktrust.org](mailto:support@booktrust.org).
- **Scholastic Balances** - Scholastic generates monthly statements for all accounts. To view your 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! Each Book Trust Manager has pre-stamped envelopes so that we can collect these throughout the year.
- **Share Your Stories with Us!** – We love to see what you are doing in your classrooms! Send us your stories, videos, and pictures to [stories@booktrust.org](mailto:stories@booktrust.org).