



Chaplaincy Program  
Balwyn High School

## Partners



Serving Chaplaincy - Serving You

## 2XHBooks

(Secondhand Books at Balwyn High School)

*Chaplaincy serving Students & Parents of Balwyn High School  
Students & Parents helping Chaplaincy at Balwyn High School*

View our BLOGSPOT for all information and regularly-updated, and downloadable lists of books which are available.

<http://balwynbooks.blogspot.com.au>

We are pleased to be able to provide this service to the school community – a great win/win situation – selling unwanted books for students and parents, enabling savings on purchases, aiding recycling & reduction in waste, and thus finding an elegant way to fund Chaplaincy at BHS!

We hope we can help you with your needs.

We hope you will support the Booksale.

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Be a volunteer during the intake of books – a huge but happy and organised task. Make and meet friends, get books for the next year, and help a good cause happen. Indicate your interest by sending your details – name, address, phone & email to [secondhandbooks@balwynhs.vic.edu.au](mailto:secondhandbooks@balwynhs.vic.edu.au).

### Chaplaincy at BHS

At BHS Chaplaincy was established in 1991. The cost is shared equally by the School and the Balwyn Chaplaincy Committee – created for this task and to support the Chaplain.

The Committee contacts local churches for a Mission contribution. It is highly dependent on this and other ways of raising funds and awareness, and seeks (tax-deductible) personal donations wherever it can. Second-hand Book and Uniform Sales provide the Committee with the bulk of their portion, and also hopes it can supplement any shortfall in other areas, so as to honour its agreement with ACCESS.

The Chaplain at Balwyn High School is full time, and works as part of the Welfare Team, housed in the Well-Being Centre at the western Moody St entry to the school. Our Committee meets regularly to support the Chaplain and increase Vision & Values awareness in the school in every way possible.

### 2XHB How does it all work?

Main focus is on the 'Season' (Nov 25–Dec 16) with activities aimed at making sure the Pre-order system is working well.

But the first weeks of Term 1 are also busy, so we open extra hours in the first full week, and after that the service falls back to 11 – 12 on Tuesdays

At the end of Feb, after closure date for Returns etc we collate the data and do cheque payments.

We continue weekly on Tuesdays 11-12 (inc Recess) in Term 1 and on Tuesdays 'at call' for later times. All is dependent on Volunteer availability.

### Who runs it?

All staff are volunteers. The co-ordinator seeks help for the 'Season' of Nov-Dec and many parents (& students too) give one, two or three half days to help with the process. Many, familiar with the stock and procedures, look forward to returning the next year. Why not join us?

### Where?

2XHB is in **F 16** in the lower level of F block – **below the THEATRE (back of the Main Hall)**. From later Nov 2XHB takes over the VCE Assessment Centre, located beside F16. Visitors sign in at Reception (BSH on screen) then go the length of the Hall. Access is down steps from the courtyard. After Hours come by walking west under the Xplore walkway from the upper staff carpark, or enter through or west of the Stadium (parking south of Stadium).

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### The General Principles

Books: Sellers bring any book appearing on next year's list, details are entered on a database and a unique barcoded label can then be scanned at sale-time.

Selling: reasonable condition books are **sold at 65%** of the new (Campion) price. **50%** may be charged for some in 'Poor' condition (usually considered a donation to the Chaplaincy Shop - no credit paid to owners).

Payment: At the start of Mar, all receive a Statement, and a cheque for **70% of the sale price** of any items sold. The remainder stay for sale 'In Shop' until a second Cheque Run and Statement to all in early October when book changes for the following year are completed.

Resubmit: Information is sent with this, advising that remaining books can be RE-SUBMITTED by request or RE-CLAIMED before the next season begins. (They can of course be reclaimed at any earlier time by request.) If no response – relevant items then become part of our Stock.

### Finance

Buying: PayWave machine is available for Debit or Credit transaction (Mastercard, Visa only).

Cheques payable to "*Balwyn Chaplaincy Booksale*" (student name and a phone contact on back)

Payment to Owner: cheques will be written to the parent/guardian for year 7-10, or to the student at VCE level. Cheque Runs are done approx. first week of Mar & Oct.

## Returns? – Yes you can!

Changed subjects? Damaged book?

With +/- 3000 going through, we do aim to provide reasonable condition books and also ask you to check when buying. But problems can occur.

Returns need receipt or our label - to show original owner.

No label – no return! No Dec. returns after 28th Feb. (owners have by then been paid). Books sold after Feb 28 have a return period of 2 weeks.

**Labels: are best left on until any changes in classes have occurred or need for exchange passed. If removed, attach to purchase receipt.**

## Depositing

Direct to F16, or the Assessment Centre during the Season.

If not open, to a box by Accounts window at Office Reception. At normal times take to F16 (below the Theatre).

## Preparing Stock for Deposit

We reject old editions/wrong/dirty/written-in books so clean up good and excellent books, erase all writing & locate CD's. Mend with sticky tape and PVC glue.

Stack in a comfortable pile with largest on the bottom and smallest on top.

Write them in that order (smallest at No 1) onto your sheet. (All levels can be together.)

Add CODE. Place all in strong bag, and secure well.

**CODING:** Usually a book first used in Yr 7 begins with 1, in Yr 8 begins with 2, etc. – thru to 6 for 12. Study Aids start with 7 or 8 (shop staff can determine specific codes).

## Gradings

Volunteers check books, codes are entered on computer and a unique barcode sticker applied.

Good = 65% of NEW (the broadest category and those deemed to be in satisfactory condition).

Excellent = 75% Occasional perfect condition.

Poor = 50% (damaged/uncleaned). Usually regarded as a 'donation' to Chaplaincy – and Non-returnable. Our Motto "If we mend/clean – we get the money!"

Scrap = (discard) Damaged/wrong/dirty/old.

**CD's:** No price difference if a book has lost its CD or not - as condition of any used CD is unknown.

Ebooks: ('ebooks') have online password. Variable usage - depends on Faculty. For most these are regarded as additional aids – and are not required by the staff.

Some ecodes last over 3 users, others may have a reactivation cost. Many are an online copy of the book. Some direct you to built-in study-aids.



## Buy by Pre-Order

- **VCE Units 3-4:** Pre-Order Form. Collect for 3 days before Campion orders are due.
- **Year 10 & VCE Units 1-2:** Combined Pre-Order Form
- **Years 8-9-10:** Pre-Order, then collect in the three days before the final due date for Campion booklist.
- **Incoming 7:** Pre-order sheet comes with Year 7 package and collection as with 8-10 above.
- **Non-order buying** from remaining stock for each level only BEGINS AS SOON AS ORDERS ARE FILLED



## Publicity & Process

- Late Oct: DRAFT RESALE LIST (all books which reappear for the next year) - goes out to Year 12
- Once Campion Lists are finalised. SELL/BUY LIST and other links sent via emails, website etc with hard copy also available from either Senior or Middle School Secretary (& Reception).

## The Forms Online

Remember our BLOGSPOT for all info and regularly updated, downloadable lists of books available.

<http://balwynbooks.blogspot.com.au>

or on school site on horizontal menu on front page of site at /Parents/Secondhand Books or under the [Chaplaincy link](#).

## Available all year round

AVAILABLE STOCK – during the year a list showing how many of each book is in the shop.

OVERVIEW BROCHURE [General Information](#))

SELL & BUY LIST Start Nov - dual purpose, shows books to sell and to buy, with codes and our buying prices. All in BHS previously, and on list for the next year. Mostly sold at about 65% of Campion prices (rounded down).

SELLER SHEET. All owner and cheque payee details, and a listing of books being submitted

## For the Nov/Dec Season only

PRE-ORDER FORM FOR YEAR 7 for students from Primary School – and Included in the Nov 'Package'.

PRE-ORDER FORM FOR YEAR 7, 8 & 9

PRE-ORDER FORM combining YEAR 10 & UNITS 1-2:

PRE-ORDER FORM FOR VCE UNITS 3-4

SHOP TIMES & VOLUNTEER OFFER FORM: Dates to pick and choose when you can help. Thanks. We love to get your help.

## The Following Year

AVAILABLE STOCK will now include all books new to the school, and will be used during the year for selling & buying.