

## Chaplaincy Secondhand Books – from Verna

For Nov / Dec 2018

Looking forward to re-connecting with my regular helpers. Welcome to any new ones - to the fun and activity.

If you would like to volunteer some time to help with the many tasks involved, please email with a time you choose. Send to [balwynbooks@gmail.com](mailto:balwynbooks@gmail.com) (or sms Verna 0408 534 307) with name and choice, or to [secondhandbooks@balwynhs.vic.edu.au](mailto:secondhandbooks@balwynhs.vic.edu.au) Tick choice in right-hand column, complete details (if new helper). I fully understand if you don't want to stay on the Volunteer database. Just let me know.

All activities are in the Assessment Centre (hereafter AC Block). When you come via the office (having signed in to visit BSH). The times below are for publicity – and depending on volume of work there may be other options. So if none of these suit, just ask near the time.

*(Note: Hasn't happened yet, but it is possible that the school at some point soon may say that helpers need to have the Working With Children Card (WWC) if in the school in a volunteer capacity. There is no cost to get a form downloaded and filled in and/or arranged through the Post Office – if you get the V (volunteer) one. I will begin to add these to my database, so let me know if you have one and perhaps start the process – more and more organisations are making it compulsory.)*

### **Bold Print indicates times OPEN TO PUBLIC. All activity in the Assessment Centre**

<i>Week 1: Intake, Processing &amp; Packing for VCE only. Collection and Open Selling from eve of 28<sup>th</sup>.</i>			<i>Tick/comment</i>
<i>Fri 24-</i>	<i>? times</i>	<i>Set up</i>	<i>Workers: Processing VCE books – after school ? eve</i>
<i>Sat 25</i>	<i>? times</i>		<i>Workers only: Processing of VCE books</i>
<b>Sunday 26</b>	<b>1 – 3</b>	<b>VCE</b>	<b>First VCE books Pre-order Collection – continue processing</b>
<b>Mon 27</b>	<b>1 – 3</b>	VCE	<i>Open School empty - Presentation Night</i>
<b>Tues 28</b>	<b>10 - 1</b>	VCE	VCE & Year 10 where VCE books included.
<b>Tue 28 (eve)</b>	<b>6pm – 8</b>	<b>VCE</b>	<b>First VCE open selling 6 pm. Champion Lists final day</b>
<b>Wed 29</b>	<b>1pm – 4</b>	VCE & 10	Yr 10 Pre-order collection, VCE uncollected return to stock at 4
<b>Thur 30</b>	<b>10am – 2</b>	VCE & 10	VCE & 10 books
<b>Frid 1 Dec</b>	<b>10am – 6</b>	VCE & 10	VCE & 10 books
<b>Sun 3 Dec</b>	<b>1pm – 3</b>	<b>any</b>	VCE (only) Open Selling continues
<i>Week 2: 7-9 Intake, Collect Pre-Order, Open Sales for all levels from 5<sup>th</sup></i>			
<b>Tues 5</b>	<b>6pm-8</b>	<b>7-10</b>	<b>First 7-9 Collection Day. First Yr 7-10 open selling</b>
<b>Wed 6</b>	<b>1pm-4</b>	<b>7-10</b>	Pre-order collection, open selling
<b>Thur 7</b>	<b>3pm-5</b>	<b>7-10</b>	Open to coincide with Uniform Shop
<b>Frid 8</b>	<b>10am-6</b>	<b>7-10</b>	<b>Campion Lists final day</b> Uncollected return to stock midday
<i>Mon</i>	<i>10-2</i>		Cleanup

### JANUARY / FEBRUARY/ TERM 1 2018 – OPEN TIMES

Note The Uniform Shop is open at the same times for the 2 days before students start

Mon 29 Jan	<b>12-2</b>	Before School starts
Tues 30 Jan	<b>12-2</b>	Day before School starts
Wed 31 Jan	<b>11-2</b>	First Day of School (inc Recess & Lunch)
<b>Weekly</b>	<b>11-12</b>	<b>Every Tuesday Term 1.</b>

Look at all info on our independent website – <http://balwynbooks.blogspot.com.au>

This site includes what books are available once school begins – regularly updated. Contact Verna Woods through the blogspot or [secondhandbooks@balwynhs.vic.edu.au](mailto:secondhandbooks@balwynhs.vic.edu.au) or 0408 34 307 to arrange purchase after end of Term 1, as Shop usually only opens as requested on Tuesdays in Term 2 and beyond.

Name . . . . . Your Student's name or ID . . . . . Year . . . . .

Your email . . . . . mobile (or phone) . . . . .

