



Chaplaincy Program Balwyn High School



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.

**

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.

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 28–Dec 10)

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 the data is collated and cheque payments made.

The service in Term 1 is on Tuesdays 11-12 (inc Recess), then later 'at call' and 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 run from **F 16** in the lower level of F block – **below the THEATRE (back of the Main Hall)**. From late 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.

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 is attached for identity and scanned when sold.
Selling: reasonable condition books are mostly sold at **around 65%** of the new (Campion) price. Any in 'Poor' condition are usually considered a donation to the Chaplaincy Shop - no credit paid to owners. Where Faculties decide a digital Access Codes is compulsory for class work, books are priced accordingly lower by the cost of that code.
Payment: At the start of Mar, all receive a Statement, and a cheque for **70% of the sale price** if items have sold. The remainder stay for sale 'In Shop' until a second mail-out and payments in early October after Staff indicate changes for the following year, and owners can be advised of obsolete stock.

Resubmit: Information is sent with this Statement, 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: Debit/Credit/PayWave machine. (Mastercard, Visa only). Cheques payable to "Balwyn Chaplaincy Booksale"

Payment to Owner: cheques will be written to the parent/guardian for year 7-10, or may be 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 so many going through, we do aim to provide reasonable condition books but also ask you check when buying as problems can occur. Returns need receipt or our label - to show original owner. No label – no return! No Dec. returns after 28th Feb. (as owners have by then been paid). Books sold after Feb 28 have a return period of 2 weeks.

Labels: leave until changes in classes or need for exchange has passed. If removed, attach to purchase receipt.



Depositing

F16, or the Assessment Centre during the Nov/Dec Season. If not open, leave at a Collection Bin by Accounts window at Reception. In other times take to F16 (below 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/PVC glue. (If we clean – we get the \$!). Attend to requests re information about e-codes, marking whether used or not may

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% = the occasional perfect condition.

Poor: 50%. Depends on degree of damage or cleanliness.

Usually regarded as a 'donation' to Chaplaincy – and Non-returnable. Our Motto "If we mend/clean – we get the money!"

In some cases we mark them as Poor-but-Pay eg may be an older edition, or maybe more 'weathered' but acceptable.

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

Ecode books = graded for condition of book, and then adjusted depending on Faculty's decision on whether REQUIRED or OPTIONAL

Ebooks: have an online password/code. 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 have a yearly Reactivation cost. Many have an ongoing online copy of the book. Some direct you to built-in study-aids.

Nov/Dec: Buy by using Pre-Order Forms

- **VCE Units 3-4:** Pre-Order Form. Available from Nov 2
- **Year 10 & VCE Units 1-2:** Combined Pre-Order Form
- **Years 8-9+:** 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 is with 8-10 above.
- **Direct Selling** from remaining stock for each level BEGINS ONLY AFTER ORDERS ARE FILLED (PackDay)

Publicity & Process

- Late Oct: DRAFT RESALE LIST (all books which reappear for the next year) – usually goes out to Year 12
- Once Campion Lists are finalized: SELL/BUY LIST and other links sent via emails, website etc with hard copy also available from Reception Accounts window.

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.

Some are available all year – download from the blogspot

1. AVAILABLE STOCK – during the year a list showing how many of each book is in the shop.
2. OVERVIEW BROCHURE. This General Info on the System
3. SELL (& BUY) LIST. Starts Nov - dual purpose, shows books to sell and to buy, with info on codes and our buying prices. All are confirmed as listed for the following year, and mostly sold at about 65% of Campion prices (rounded down).
4. SELLER SHEET. All owner and cheque payee details, and a listing of books being submitted
5. SHOP TIMES (appropriate to time of year, and includes extended times at start of Term 1)

For the Nov/Dec Season only

6. PRE-ORDER FORM FOR YEAR 7 for students from Primary School – and Included in the Nov 'Package'.
7. PRE-ORDER FORM FOR YEAR 7- 9
8. PRE-ORDER FORM combining YEAR 10 & UNITS 1-2:
9. PRE-ORDER FORM FOR VCE UNITS 3-4
10. VOLUNTEER OFFER FORM: Dates to pick and choose when you can help. Thanks. We love to get your help.

