

How to Run Reading Club Manually

We understand that some of you want to have the option to gather your class orders and submit them yourself to help make Reading Club available to families who may be unable to order online.

The flyers are the key to the program. When kids select their own books, they get excited about reading! Send home the monthly paper and digital flyers where there is something for every reader with books as low as \$3!

Share your Class Code with families! Class Code links all your classroom orders back to you for rewards. Every order placed by you or families where your Class Code‡ is applied earns you 20% in Bonus Bank Rewards to get free books and resources for your classroom!

Create a letter for parents (or use the one online in the Reading Club Tool Kit) to explain that you will collect orders in the classroom for those that don't want to order online.

- The letter should include your class code, a due date, applicable tax rates for your province, and lines for them to write in the items they are ordering and the quantities they want, the total plus applicable taxes.
- Tell parents that you will be submitting the non-online orders and they will ship to you at your school and you will distribute them when they arrive.
- Payments from parents are made directly to you. Scholastic Canada no longer accepts cheques as payment for Reading Club orders. You will submit and pay for the non-online orders via credit card or PayPal.
- Please note whether it ships to home or school the \$40 shipping minimum for free shipping still applies. Use your Class Code to get Free Shipping and earn rewards for your classroom.

Create a spreadsheet for yourself or use this one we created with the help of our Facebook Teacher Advisor Group. (Make sure to select the right tab for your province):

(<https://classroomessentials.scholastic.ca/on/demandware.static/-/Sites-cec-ca-Library/default/dwb870192f/2021/2021-2022%20Scholastic%20Order%20Forms%20ENGLISH.xlsx>) A spreadsheet will help you track orders, payment, when orders arrive, and method of payment, etc.

Join the Facebook Teacher Advisor Group, a private group we've created so you can share your ideas and connect with other teachers. To join visit, [scholastic.ca/teacheradvisoryboard](https://www.scholastic.ca/teacheradvisoryboard)

‡ For full Class Code terms & conditions visit, [scholastic.ca/rc/terms](https://www.scholastic.ca/rc/terms)

