



Barnes & Noble visit instructions

Call the Community Relations Manager (CRM), or designated person for that store, to set and confirm dates of visits.

If possible, visit the B&N store before the first scheduled class visit to introduce yourself to the CRM, or designated person for that store, and become familiar with the layout of the Children's Section.

On the day of the visit, arrive early in order to meet with the CRM, or designated person for that store, to select books to show to children during the orientation/introduction. (Choose the same book in hardcover/softcover editions; chapter books; bargain books; fiction non-fiction about the same topic; popular chapter books; inexpensive hardcover classics for children; dictionary/thesaurus.)

Greet the arriving students and lead them to the Children's Section. Check with the teacher for shopping lists and name tags; ascertain how many children are present and how many absentees. Inform the teacher that if the school agrees, absentees can come with another class. The teacher can also shop for absentees. All children need to receive \$60 worth of books, even those who are unable to attend.

Welcome the children and orient the children to the day. (While you are orienting children, the classroom teacher can be writing children's names on bags or slips of paper for the shopping baskets. This should have been done at the school.)

Children select only books to read (no comics, pop-ups, trinkets).

Use the book lists prepared at the school to guide children's choices but children can select other books as well. Help the children select a variety of genres; no more than two books in the same series or author.

Place books in store provided bags. Remind children to use the five finger rule, check with the My Own Book volunteer and their teacher when they think they have finished shopping and encourage them to ask for help in choosing books. Remind them not to run as there will be smaller children in the store.

The children need to stay within the parameters of the Children's Section and not leave without a teacher or school staff person. They should not talk to strangers or leave the Children's Section.

When the shopping is completed, and books have been checked by the MOBF volunteer or the teacher, children can sit in the meeting area while their books are being checked out and read other books while they wait until the bags are ready for picking up.

When all books have been checked out by B&N staff, take children to the check-out area to get their bags of books.

Remind youngsters not to take books out of the bags on the bus and to put their names in books as soon as they get back to school.

Remind students to thank B&N staff.

Tell students you are looking forward to hearing about their books when you see them next.

For the signing of the billing amount you should have a ball-park figure in your mind - multiply the number of children (including those

absent whose books were bought by the teacher) by \$60 and allow for our discount to be sure it is generally accurate.

You will be asked to sign on a B&N screen with your finger.

The receipt should be sent electronically to our President, Controller and Administrator. If the store says they cannot do this please ask for a paper copy, note the school and class on the receipt and mail it to

My Own Book Fund, Inc.

2 West 64th Street

New York, NY 10023

Attn: Controller

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