

Board of Education  
Dixon Unified School District

Subject: Book Fair

Meeting Date: October 25, 2012

Item #: **VII - I**

Agenda Item Submitted For:

- Consent
- Public Hearing
- Action, Information, Discussion
- Action
  - Resolution
- Information
- Discussion

SUBMITTED BY: Cindy Moody-Perkins

PRESENTED BY: Cecile Nunley - DUSD Chief Business Official

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**Management Recommendation:**

Recommend that the Board approve the agreement between C.A. Jacobs and Scholastic Book Fairs.

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**Discussion:**

During the 2012-13 school year, C.A. Jacobs plans to hold a Book Fair. This Book Fair will take place in the school's library and will allow students the opportunity to purchase books and educational products at regular retail cost. This event is slated to occur from March 25th to March 29th of the 2012-2013 school year.

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**Financial Impact:**

No negative financial impact on the district. C.A. Jacobs will receive a commission on each item sold at the Book Fair. Profits from the Book Fair will be used to purchase new books for the school's library.

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**District Goal this item addresses:**

- Increasing Student Learning
- Improving the Learning Environment
- Increasing Parental Involvement
- Managing our Resources Effectively
- Building Confidence in District Leadership

## **Scholastic Book Fairs (SBF) Certificate of Agreement**

**Julie Tanaka  
C.A.JACOBS INTERMEDIATE SCHOOL  
200 N LINCOLN STREET  
DIXON, CA 95620  
Account ID: 280112  
Fair ID: 3154782**

Thank you for choosing SBF as your Book Fair supplier. Together we are connecting children to books they'll want to read.

Your Book Fair is scheduled to begin and end on the dates listed below. Please note that the delivery and pickup of your Fair may occur up to 3 days prior to and post your event.

So that we may provide you with the highest quality Book Fair and the best service possible, Fair dates and product assortments must be finalized no later than 4 weeks prior to the start date of your Fair. We will contact you 7 to 9 weeks before the start of your Fair to support your efforts in planning your Book Fair event. To begin the Fair process, please accept this Certificate of Agreement (COA) within 10 days of booking your Book Fair. A signed and returned copy of this Agreement confirms and secures your Book Fair dates and reserves product for your Fair.

**SBF will provide the following tools to assist you in making your event both rewarding and fun:**

- **Books and Educational Products** - Optimized selection of best-selling books.
- **Chairperson's Online Toolkit** - Personalized Fair Management Web site with planning tools, documents and promotional materials.
- **Book Fair Planning Kit** - Shipped six weeks before your event containing handbooks on exciting ideas, best practices and materials to plan and promote your event.
- **School Book Fair Homepage** - Your Book Fair will include an online homepage used to promote your plans to your school community, including location, events and times, volunteer recruitment, goals, special programs, and an online Fair extension with 24/7 shopping for customers who are unable to attend the Fair at the school. You will have the ability to opt out of the online Fair.
- **Special Book Fair Program Ideas** - Designed to help maximize event results, generate more books for your school and engage your school community in reading and literacy building activities.
- **Product Restocks** - Servicing to replenish the top selling items sold during your Book Fair.
- **Credit Card Acceptance** - The SBF offered program option allows you to accept all major credit cards and still maintain control, convenience, and the fundraising profits you enjoy from running your own Fair.

**As a Scholastic Book Fair Customer, the school or organization listed below agrees to:**

- Use SBF as the exclusive provider of all books, merchandise and promotional material during the Book Fair Event.
- Store and display all merchandise, cash, checks, credit card machines and sales slips in a locked and secure location when not in use at your Book Fair.
- Make products for sale by you available to all qualified event attendees at the listed price from Scholastic.
- Collect sales tax as required by your state law as purchased of books and educational materials from SBF are for resale.
- Comply with the following Credit Card Security Procedures:

- Do not share or distribute Credit Card devices or data taken on behalf of Scholastic Book Fairs (card numbers, card readers, etc.)
- Do not write down or copy any data from a customer credit card (i.e. card numbers, expiration date, or security codes.)
- Credit Card terminals/forms are not to be used for personal gain; devices/forms are only to be used for transactions at Scholastic Book Fairs events.
- If a credit card is found, please call the toll free number on the back of the credit card, report the card lost, and request further directions from the credit card company.
- All unattended devices/credit card receipts/credit card forms must be in a locked or secure location.
- Do not connect the Credit Card device to any unauthorized networks.
- Volunteers should use good and reasonable judgment in the event of any issues, or contact the Chairperson or the EasyScan Hotline for guidance.
- The Book Fair Chairperson is responsible for informing all Book Fairs volunteers of this Credit Card Security Instructional Awareness information provided by Scholastic.
- Acceptance of the Certificate of Agreement acknowledges notice of and agreement to this Credit Card Security Instructional Awareness information.
- Repack all unsold products, supplies and displays for pick-up and/or return, in an orderly and timely manner.
- Return all credit card machines, sales slips, point of sale machines, unsold products and merchandising materials/displays that were delivered with your fair to Scholastic Book Fairs promptly at the conclusion of the Book Fair.
- Process the Book Fair financial forms and payment within two (2) working days after the Fair has ended.
- When the online Fair has concluded, items purchased by customers will be shipped to your attention at the school. You agree to distribute the books, which will be organized by teacher and by student for easy identification.

**A signed and returned copy of this Agreement within 10 days confirms and secures your Book Fair dates, reserving product for your Fair.**

**Your Fair Details**

**Julie Tanaka**

**C.A.JACOBS INTERMEDIATE SCHOOL**

**DIXON, CA 95620**

**Account ID: 280112**

**Fair ID: 3154782**

**Fair Dates: 3/25/2013 - 3/29/2013**

Acknowledged by:

Julie Tanaka      10/3/12  
 Chairperson's Signature      Date

[Signature]      10/3/12  
 Principal's Signature      Date

Sincerely,  
 SHAWNI LEACHMAN  
 Scholastic Book Fairs Sales Consultant

Note: Changes to this Certificate of Agreement may be made at the discretion of Scholastic Book Fairs as permissible by law and/or as business conditions deem appropriate. We will notify users of any such changes by posting the revised Certificate of Agreement on the Chairperson's Toolkit. Under certain circumstances, we may also notify you of changes to this Certificate of Agreement by additional means, such as without limitation posting a notice on the Scholastic Book Fairs home page, sending you an email, if we have your email address or by contact from your Sales Consultant.