

Barnes & Noble Visit

- Call Community Relations Manager 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 Community Relations Manager and become familiar with the layout of the Children's Section.
- On the day of the visit, arrive early in order to meet with CRM and to select books to show to children during the orientation/introduction. (Choose same book in hard cover/soft cover editions; chapter books; bargain books; fiction/non-fiction about same topic; popular chapter books; inexpensive hard covered classics for children; dictionary/thesaurus.)
- Decide with CRM who will be doing different aspects of the introduction. It is helpful to have CRM orient students to layout of Children's Section.
- Greet bus, lead students to Children's Section. Check with teacher for lists and name tags; ascertain how many children are present and how many absentees. Inform teacher that if the school agrees, absentees can come with another class; the teacher can also shop for absentees. *All children need to receive \$50 worth of books – even those left behind for behavioral reasons.*
- Orient children to the day. (*While you are orienting children, classroom teacher is writing children's names on bags or slips of paper for baskets.*)

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

Use book lists – can select other books as well. Select variety of genres; no more than 2 books in same series/author.

Place books in baskets/bags, select a variety of genres, use lists, five finger rule, check with MOB volunteer/teacher when they think they have finished shopping).

Need to stay within parameters of Children's Section and not leave without adult

Do not talk to strangers or leave Children's Section.

When shopping completed, and books have been checked by MOB volunteer/teacher, children sit in meeting area and read book not selected for purchase.

- When all books have been checked out by B&N staff, take children to 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.

N.B. You may want to bring blank name tags and a sharpie or two in case the teacher forgets to give children name tags.

When students have left the store , review cash register receipts:

25% discount

No tax

You should have a ball-park figure in your mind (multiply number of children by \$37.50 or multiply number of children by \$50 and reduce by 25%).

Sign receipt: by _____(your signature)

Indicate School # and Borough

The store keeps this receipt and will send it to B&N Corporate to allow them to bill My Own Book

You will receive a receipt for each visit. When all classes from a school have visited B&N, send receipts to:

Ms. Pat Remer

My Own Book Fund

180 West End Ave

Suite 12C

New York, New York 10023