**BOOK OFFER THREE, 2024 - INSTRUCTIONS**

***The Alan Duff Charitable Foundation***

Dear Principal and Duffy Coordinator

We are pleased to present Book Offer Three 2024.

This includes five specially chosen books one from each level and a Te Reo title:

* Trevor the Daring Duck
* Fartboy: Bin Juice of Destiny
* Secret Agent 6th Grader
* I Survived the Destruction of Pompeii, AD 79
* E Oma, Rāpeti: Te Hōpua Kaukau / Run, Rabbit: The Swimming Hole

**ONLINE ORDERING ONLY**

**Please follow these instructions carefully to ensure prompt and efficient delivery of your books.**

This package contains the following items:

* **Complimentary highlights preview pack**
* **Brochures**
* **Class Order Form**

### NOTE these two important dates:

* Orders submitted by **Friday 2nd August** willreceive two **FREE** books for your library.
* **The CLOSING DATE** for this offer is **Friday 9th August**

**Submit your orders to Scholastic using the online portal at:**

[**http://bih.scholastic.co.nz/**](http://bih.scholastic.co.nz/)

**Role Model Assembly** period will run over the period 2nd to 27th September but as Duffy celebrates 30 years they may take on a different format in some regions. Our Role Model coordinators will be in touch next term to advise and give you further information.

Please remember to acknowledge/send a thank you to your Duffy Funding Partner when your books arrive.

If you have any questions or problems with the Book Offer, preview pack books or ordering, please call: **Scholastic New Zealand - Customer Services: 0800 724 652**

**THANK YOU SCHOLASTIC – PROUDLY SPONSORING THE COMPLIMENTARY HIGHLIGHTS PACK****S**

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* Photocopy the **Class Order Form** below and give one to each teacher.
* Distribute a **Brochure** to each child.
* Books are graded according to age groups but **children may choose** **any** book from the brochure.
* Yellow section: 5-6 year olds
* Blue section: 7-8 year olds
* Purple section: 9-10 year olds
* Green section: 11 years +
* Scholastic New Zealand sponsors the complimentary highlights books. The books are donated to your school to keep.
* Students must select **FOUR** books each, in order of preference, and fill out the **Student Order Form** on the back of the brochure. (Your students will receive **two** of their four choices).
* **ONLY current students** may order books – if you have students starting after orders have been sent in then you may use your Caught Being Good books to present to them at the assembly.
* Teachers then collate student orders onto the **Class Order Form**. Please enter the code numbers of the four chosen books next to the names of the students.
* Before entering your orders online check:
	+ Is the School/Teacher's Name and Room Number on every Class Order Form?
	+ Has every child made **FOUR** selections?
* Enter your Class Order Forms online at [**http://bih.scholastic.co.nz/**](http://bih.scholastic.co.nz/)

(Some of our larger schools could have a senior student and/or parent to volunteer to help with online entering as this can be done out of school hours)

**Please submit your orders by the closing date:**

**Friday 9th August (or Friday 2nd August to receive two free books for your school)**

CLASS ORDER FORM

***The Alan Duff Charitable Foundation***

##### BOOK OFFER 3, 2024

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# Class: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Teacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

INSTRUCTIONS FOR ORDERING ONLINE

1. Log into bih.scholastic.co.nz
2. If you are a new user please register (you will receive an e mail verification that you will need to click on)
3. Select the Offer, e.g. Book Offer 3



1. Add Teacher name and Class name and click ‘Add Class’



1. Fill out Student names and all choices for each student (Note: All data is automatically saved)



To add another classroom go back to stage 3.

1. When all classes are complete click on **‘CONFIRM ORDER’**



You will see a summary of your order.

1. Click on **‘SUBMIT ORDER’** if you are happy with the order, if not click on ‘EDIT’ to change it.

Your order will show as pending, which means your order has been sent to Scholastic for processing.

**\*\* You can now view this – and any other orders – in ‘MY ORDERS’ / ‘SUBMITTED ORDERS’ \***