

# Book Sale Information

The procedure for both new and used book purchases has been revised for your convenience. Please read the following paragraphs carefully. **ALL** books should be purchased on August 11<sup>th</sup>, 19<sup>th</sup>, or 20<sup>th</sup>. Books will NOT be sold on any other days before the school year begins. Once classes begin on August 24<sup>th</sup>, the bookstore will be open from 7:15 AM – 8:15 AM before school and 2:15 PM – 3:15 PM after school.

Providence Catholic will offer parents and students the opportunity to purchase **both used and new books** during the “Providence Catholic Book Sale” on Tuesday, August 11<sup>th</sup>, from 10:00 AM to 1:00 PM. Due to limited quantities of used books, all books will be sold on a first come, first serve basis.

## \*\*\*NEW THIS YEAR\*\*\*

Entrance to the Book Sale on August 11<sup>th</sup> will be based on numbers, issued to the oldest student of the family, included on the **official, original, IVORY** colored student schedule sent by the Main Office. All appropriate forms and payments must be received by the Main Office before the official schedule and Book Sale admission number is sent. The Book Sale admission number will be issued based upon those who return all the **required completed** forms and payment that is listed in the enclosed orientation newsletter under Item #5-entitled Schedules. Customers will be admitted to the sale using the East Student Entrance (**Door 4**) beginning at 9:50 AM. Anyone who needs to submit items to the Main Office that day must do so before entering the Sale to purchase books, using **Door 1** to get to the Main office.

Also available at the book sale will be spirit wear apparel items from the Bookstore. **Please bring a separate check when planning on purchasing spirit apparel items at the sale.** There will be no Dress Code apparel items available. Dress Code apparel should be ordered on the PCHS website.

**Please note: Some students who are not cooperating with the PCHS Book Sale may attempt to sell books thus short-circuiting the sale. Providence Catholic will not permit students to sell books outside of the book sale and will provide no guarantee to anyone who purchases books in this fashion that the books will be the same as those used in class. There will be no refund for any book not purchased through the PCHS Book Sale if it is purchased by mistake.**

### Orientation Days Sale

Any remaining new and used books may be purchased during Student Orientation Days on Wednesday, August 19<sup>th</sup> (Sophomore/Junior/Senior) and Thursday, August 20<sup>th</sup> (Freshmen).

### Adult Volunteers

A **limited** number of Adult volunteers are needed for the effective running of the sale. If you are interested in assisting, please email us at [bookstore@providencecatholic.org](mailto:bookstore@providencecatholic.org). If you are needed, you will then be contacted by one of the bookstore staff members to schedule you for one of the days that are part of the sale.

Volunteers are needed on the following days:

|  |                    |
|--|--------------------|
| Tuesday, August 11 <sup>th</sup> – Book Sale     | 8:30 AM – 2:30 PM  |
| Wednesday, August 19 <sup>th</sup> – Orientation | 8:00 AM – 2:00 PM  |
| Thursday, August 20 <sup>th</sup> – Orientation  | 8:00 AM – 11:00 AM |

**Payment Information:** Personal checks, cash, Master Card, and Visa will be accepted for payment of books purchased at the sale. Please bring separate checks to the sale:

**1 for new books;**

**1 for used books;**

**1 for apparel**

If parents choose to give their students checks for books, the checks should be made payable to Providence Catholic High School; the amount will be filled in by your student at the sale and a receipt will be given. **This receipt is required for any returns/refunds/exchanges.**

### **Book Sale Tips**

1. **The official, original, IVORY colored student schedule (which includes homerooms and lunches) is required for buying books.** Books will only be sold for classes listed on schedules presented at the sale. For example, a student must have the **original** copy of friends'/siblings' schedules to purchase books for these people.
2. The updated "PCHS Book List" will be available on the Providence Catholic home page at [www.providencecatholic.org](http://www.providencecatholic.org) by August 1<sup>st</sup>. Use your official schedule and the booklist to determine the exact titles of the books required for the specific courses you are taking. *Be aware that similar course titles (i.e. Chemistry, Gen. Chemistry or Algebra 1, Algebra 1 Honors) require different textbooks.*
3. Student workers, PCHS faculty members and parent volunteers will assist customers in purchasing the correct books, but it is advisable to double-check the books with the booklist before proceeding to the checkout at the sale.
4. All books should be purchased before the first day of classes, Monday, August 24<sup>th</sup> for both the first and second semesters.
5. Keep your receipt(s) for all books purchased at the sale.
6. **Returns:** Book returns will only be given with an official bookstore receipt. Last day for returns is Wednesday, September 30<sup>th</sup>. No cash refunds will be given; only credit vouchers will be issued.
7. Bookstore hours during the school year: 7:15 AM -8:15 AM and 2:15 PM - 3:15 PM.
8. Please bring separate checks to the sale:
  - 1 for new books;
  - 1 for used books;
  - 1 for apparel.
9. Questions regarding **books** should be sent to [bookstore@providencecatholic.org](mailto:bookstore@providencecatholic.org).

**STATE BOOKS** - ALL State textbooks (All English 2, All English 4, AP Statistics, All Biology, Chemistry, Physics, Accounting, German 1, Spanish 1A and 1B) will be distributed during the first day of classes by your teachers. Thank you!