



## **How to Make the Most of Your School Visit**

### **Liaison Check Sheet**

- **Please download a copy of our book order form and distribute it to all students at least a week prior to our scheduled visit. The form is available in both English and Spanish.**
- **Please place an order form in each teacher's mailbox along with a teacher cover letter. We know this is asking a lot of you, but this letter will lead them to our website where there are free downloadable lesson plans. The plans were created by some awesome educators and include Pre-K through 6<sup>th</sup> grade.**
- **Please try to spread the word about our book sale and school visit via all means which your school uses to communicate with families (e.g., outdoor message boards, social media pages, Notify Me, a sign at the car-riders line, an automated robo-call the night before our visit, etc.). Because we do not charge for our visit, book sales to students help to offset some of our expenses; however, we do not shy away from schools in which students may not have the financial means to make a purchase.**
- **Please let us know the day before our visit how many books have been ordered. We will have them pre-signed with all except the names of the recipients. The morning of our visit, you can provide us with the order forms of the children who have purchased a book. Please allow the students to bring money the day of the school visit- we know how crazy life can be sometimes and will have extras with us.**
- **Your school will receive \$2.00 back for every book ordered. If you get 50 sales, your school will receive an extra \$100.00 check. The current sales record belongs to Jones Elementary in Bremen with 84 sales. If your school breaks this record, we will send you another \$100.00!**