



Barnes & Noble visit instructions

Call the Community Relations Manager (CRM) 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 the same book in hardcover/softcover editions; chapter books; bargain books; fiction non-fiction about the same topic; popular chapter books; inexpensive hardcover 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 the layout of the Children's Section.

Greet the arriving students and lead them to the Children's Section. Check with the teacher for shopping lists and name tags; ascertain how many children are present and how many absentees. Inform the teacher that if the school agrees, absentees can come with another class. The teacher can also shop for absentees. All children need to receive \$60 worth of books * even those who are unable to attend.

Welcome the children and orient the children to the day. {While you are orienting children, the classroom teacher can be writing children's names on bags or slips of paper for the shopping baskets. This should be done before the children arrive.

Children select only books to read [no comics, pop-ups, trinkets).

Use book lists to guide children's choices but children can select other books as well. Help the children select a variety of genres; no more than two books in the same series or author.

Place books in baskets or bags. Remind children to use the five finger rule, check with the My Own Book volunteer and their teacher when they think they have finished shopping.

The children need to stay within the parameters of the Children's Section and not leave without a teacher or school staff person. They should not talk to strangers or leave the Children's Section.

When the shopping is completed, and books have been checked by the MOB volunteer or the teacher, children can sit in the meeting area and read their books.

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

Note: 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:

You should have a ball-park figure in your mind - multiply the number of children by \$60.

Sign receipt and by signature Indicate School # and Borough

You should receive paperwork for each visit. When all the classes from a school have visited B&N, send the paperwork to:

Ms. Susan Bremer

My Own Book Fund

532 West 111 Street - Apt 87

New York, New York 10025