

Second-hand sale of  
**BOOKS & UNIFORMS**

On Saturday, 28 November, 2015

**DIARY DATES:**

*WEDNESDAY, 28 OCTOBER, - Year 12 novels collection after English Exam in Senior Study Hall*

MONDAY, 16 NOVEMBER, 10am - Last day to leave uniforms at General Office  
(no books are to be left at General Office)

FRIDAY, 27 NOVEMBER –Flexible Learning Centre (Fallon Centre)  
8:00am to 11:00am Sellers to check in labeled books & book seller form,  
Using your student I.D. card.

SATURDAY, 28 NOVEMBER –Flexible Learning Centre (Fallon Centre)  
9:00am – 11:00am Book sale & uniform sale in the Flexible Learning Centre –  
please be aware that parking in the school grounds is limited

**ENTRY TO FLEXIBLE LEARNING CENTRE (FALLON CENTRE) IS VIA  
FRONT OF SCHOOL**

**STRICTLY 9:00AM START PLEASE .... Please bring your own “Green  
Shopping Bags” if you have them.**

|   |
|---|
| Payment for books and uniforms is by EFT,<br>CREDIT CARD, CASH or CHEQUE. |
|---|

THURSDAY, 3 DECEMBER – Unsold Books Collection (Flexible Learning  
Centre)  
9:00am – 11:00am Bring Student I.D. card to establish your right to collect  
& unsold books  
7:30pm – 8:30 pm THIS WILL BE THE ONLY DAY FOR COLLECTION OF  
UNSOLD BOOKS. No information can be given over the  
phone. **Uncollected books will be donated to Student  
Welfare or disposed of.**

**ALL MONEY FROM SALE OF BOOKS & UNIFORMS**  
**WILL BE DEPOSITED DIRECTLY INTO**  
**BANK ACCOUNTS.**  
**ACCOUNT DETAILS MUST BE PROVIDED.**

# **SECOND-HAND UNIFORM SALE**

## **Flexible Learning Centre (Fallon Centre)**

**Saturday, 28 NOVEMBER 2015**

**9:00am – 11:00am**

### **Uniforms are Needed Early!!**

Garments for sale can be left at the school's General Office up until 10am Monday, 16 November. Any clothing received after this date will most likely be processed for the February 2016 sale.

### **How to Label Garments for Sale**

All articles of clothing for sale require a label. A hand-sewn material (fabric) label is preferred. This needs to state Parents and Students names, phone number, type and size of garment, and asking price. When sold, this label will be removed and kept as a record by the Community Association. All this information assists us in paying you. Articles without a label sewn on WILL NOT be put out for sale. PLEASE LAUNDRER YOUR GARMENTS BEFORE SELLING.

### **SAMPLE**

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|                  |                      |
|------------------|----------------------|
| Parent's Name:   | <i>Audrey Bloggs</i> |
| Student's Name:  | <i>Mark Bloggs</i>   |
| Phone Number:    | <i>9999-9999</i>     |
| Type of Garment: | <i>Jumper</i>        |
| Size:            | <i>16</i>            |
| Price:           | <i>\$10.00</i>       |

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### **Pricing Guidelines**

When pricing your article please keep in mind its condition as we do receive so many good quality garments. As a result any garment with holes, broken zips, stains and paint marks tends not to sell very well or at all. However, if you wish we are happy to price the garment.

### **Policy re Sale of Secondhand Uniforms**

1. 25% of the sale price is retained by the V.S.C. Community Association.
2. Secondhand uniforms to be on sale for a period of 1 year at the marked price.
3. After 1 year the price will be reduced by 20%.
4. If the clothing is not sold after 2 years it will be passed on to a charitable organization, to be decided by the V.S.C. Community Association.

Please note: **We do not accept**

- Yr. 12 Bomber Jackets
- Tracksuits
- School bags
- Non School Uniform items

**Payment is made directly into your bank account – please complete Bank Details Form.**

VERMONT SECONDARY COLLEGE  
SECOND-HAND BOOK & UNIFORM SALE  
Saturday, 28 NOVEMBER, 2015  
9:00am –11:00am – Flexible Learning Centre (Fallon Centre)

NO EARLY SALES. A minimum number of purchasers will be allowed into the sale area at any given time. Entry will be via front of school.

Attached is a list of books which will be accepted for sale. It is NOT the official book list. Be certain to make your purchases guided by the Campion Book Shop Order Form. Please note also that some books should be retained for use next year, so check carefully that you do not sell text books required in 2016.

**PROCEDURE FOR BOOKS**

1. A label must be fastened to the front of each book with tape on top & bottom of label only please. Two pages of labels are attached for your use. Only one student's name & ID code per family please. The **book code** is the code from this book-list (not the Campion list).
2. Complete the attached Book Seller Form (one per family), listing all books for sale. **Complete your Bank Account details for payment.**
3. Bring labeled books, Book Seller Form and Student I.D. card to the Flexible Learning Centre between **8:00 am & 11:00 am on Friday, November 27** and wait until your books are checked in.

**PLEASE NOTE:**

A **student I.D. number** must be entered on labels and Book Seller form. Please ensure the same I.D. number appears on the labels as appears on the Book Seller Form. We suggest the I.D. number of the youngest student attending V.S.C. be used. The I.D. number can be found on the student's **library card which you must bring with you when handing in books and collecting unsold books.** e.g. John Citizen's I.D. number is CIT0016.

*It is not possible to leave books anytime or anywhere else, so if this time frame is inconvenient please make arrangements for your student or friend to attend on your behalf.*

***Books left at the General Office will not be accepted.***

**BOOK PRICE GUIDE.** A maximum of 60% of current new price is recommended. This figure should be reduced according to the condition of the book. **Prices should be in multiples of \$1.00**  
**Note:** Overpriced books may not sell. Old editions, where still acceptable, should be priced accordingly.  
**V.S.C. Community Association retains 25% commission on sale price**, which directly benefits the school.

The marked selling price is not negotiable. V.S.C.C.A. is unable to bargain on behalf of the seller.

***WORKBOOKS & STUDY GUIDES WILL NOT BE ACCEPTED FOR SALE AT ALL THIS YEAR.***

**INCORRECTLY LABELLED BOOKS WILL BE WITHDRAWN FROM SALE.**

**UNACCEPTABLE OLD EDITIONS WILL BE WITHDRAWN FROM SALE.**

**UNSOLD BOOKS** must be collected from the Conference Room, Fallon Centre on Thursday, December 3 from 9:00am until 11:00am or between 7:30 p.m. and 8:30 p.m.

Students I.D. card (library card) is needed to establish your right to collect unsold books. **THIS WILL BE THE ONLY DAY FOR COLLECTION OF UNSOLD BOOKS.** Uncollected books will be donated to Student Welfare or disposed of.

**PROCEEDS FROM SOLD BOOKS.** All money will be deposited directly into nominated bank accounts. No cash or cheques will be issued. **PLEASE MAKE SURE YOUR ACCOUNT DETAILS ARE CORRECTLY FILLED IN AT THE BOTTOM OF THE BOOK SELLER FORM.**

# SAMPLE FORM ONLY

## Book Seller Form (one per family) – extra forms available at General Office or school website

This list must be completed clearly using **BLOCK CAPITALS** and handed in with your secondhand books.  
We recommend that a copy of this form be kept for your information (your responsibility).

**STUDENT** name: ...*John Citizen*.....FORM.....8.3..... **STUDENT. ID**.number:..*CIT0016*.....

PHONE NUMBER:.....9874 xxxx...

TOTAL NUMBER OF BOOKS....4.....

| BOOK CODE    | NAME OF BOOK  | PRICE ASKED    |
|--------------|---|----------------|
| <i>12/51</i> | <i>Nature of Biology Book 2 With CD ROM (3<sup>rd</sup> Ed)</i> | <i>\$40.00</i> |
| <i>7/4</i>   | <i>Humanities Alive – VELS Ed With CD Rom</i>                   | <i>\$30.00</i> |
| <i>10/71</i> | <i>Investigating Musical Styles</i>                             | <i>\$16.00</i> |
| <i>11/32</i> | <i>New Perspectives:VCE Geography Units 1-4</i>                 | <i>\$42.00</i> |
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**Bank Account for Payment - Account Name** ...*Mrs I Citizen*.....

**BSB**...*098 765* ..... **Account Number**...*43210987*.....

**OFFICE USE ONLY**

Checked in by: .....

Sellers initials: .....

Total no. of books accepted .....

Number of unsold books .....

Amount to be received \$ .....

Signature of collector .....

**Book Seller Form (one per family) –extra forms available at General Office or from school website**

This list must be completed clearly using **BLOCK CAPITALS** and handed in with your secondhand books.  
 We recommend that a copy of this form be kept for your information (your responsibility).

STUDENT Name:.....FORM..... STUDENT. I.D.number:.....  
 PHONE NUMBER:..... TOTAL NUMBER OF BOOKS.....

| BOOK CODE | NAME OF BOOK | PRICE ASKED |
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**Bank Account for Payment – Account Name.....**

**BSB..... Account Number.....**

**OFFICE USE ONLY**

Checked in by: .....

Sellers initials: .....

Total no. of books accepted .....

Number of unsold books .....

Amount to be received \$ .....

Signature of collector .....

**VERMONT SECONDARY COLLEGE**  
**2<sup>nd</sup> HAND UNIFORM PAYMENT FORM**

Student Name.....

Parent Name.....

Address.....

.....

Phone No. ....

Bank Account for payment – Account Name .....

BSB.....Account Number.....

**ALL MONEY FROM THE SALE OF YOUR UNIFORMS WILL BE DEPOSITED  
 DIRECTLY INTO YOUR BANK ACCOUNT.  
 PLEASE PROVIDE ACCOUNT DETAILS.**

ALL uniforms must be labeled with a fabric label with the information below included. The label should be sewn onto the garment. Garments without labels will not be accepted.

|                     |    |
|---------------------|----|
| Parents Name        |    |
| Student Name        |    |
| Address & Phone No. |    |
| Type of Garment     |    |
| Size                |    |
| Price               | \$ |

**VERMONT SECONDARY COLLEGE**

Using **BLOCK CAPITALS** please complete one label for each book  
Attach each label with tape to the outside front cover.

Student Name:.....  
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ID No. ....

Book Code: .....

Price: \$ .....

Student Name:.....  
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ID No. ....

Book Code: .....

Price: \$ .....

Student Name:.....  
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ID No. ....

Book Code: .....

Price: \$ .....

Student Name:.....  
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ID No. ....

Book Code: .....

Price: \$ .....

Student Name:.....  
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Book Code:.....

Price: \$ .....

Student Name:.....  
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ID No. ....

Book Code:.....

Price: \$ .....

Student Name: .....

ID No. ....

Book Code:.....

Price: \$ .....

Student Name: .....

ID No. ....

Book Code:.....

Price: \$ .....

**VERMONT SECONDARY COLLEGE**

Using **BLOCK CAPITALS** please complete one label for each book  
Attach each label with tape to the outside front cover.

Student Name:.....  
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ID No. ....

Book Code: .....

Price: \$ .....

Student Name:.....  
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ID No. ....

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