

Teacher Resources: Welcome Back!

How to Submit Your Book Trust Order

- 1. Visit <u>clubs.scholastic.com</u> and sign in to your account.
- 2. Choose "Orders" on the screen and select "Student Flyer Orders."
 - If you do not have access to Student Flyer Orders, contact Book Trust at <u>support@booktrust.org</u>.
- 3. Populate your Student Flyer Orders according to your students' choices.
 - Enter a student name and the item number they chose. Click the "Add" button.
 - Enter the student's name again if they also selected a second book.
 - $\,\circ\,\,$ Repeat this process for each student, capturing all the books each student chose.
- 4. Click "Review Cart" when you have entered all your students and their book choices.
- 5. Review your order to ensure no student totals exceed \$12.00.
 - Edits to your cart can be made from here.
 - Any amount above \$12.00 per individual student is not paid by Book Trust.
- 6. Click "Proceed to Checkout".
 - If available, Rewards and Coupons can be utilized here.
- 7. Click "Continue Checkout."
- 8. Review your shipping and payment information.
 - $\circ~$ Only Student Flyer Orders amounts are reimbursable by Book Trust.
 - Your Teacher Order, Tax Amounts, Shipping Fees, and other amounts (if included) are not reimbursable by Book Trust.
- 9. Choose "Checks" as your Payment Method.
 - \circ This prompts Scholastic to ship your books before the Book Trust payment is received.
- 10. Click "Continue Checkout."
- 11. Review your order details a final time to ensure no student orders exceed \$12.00.
 - Edits to your cart can still be made here.
 - Only Student Flyer Orders amounts are reimbursable by Book Trust.
 - Up to \$12.00 per student order will be reimbursed by Book Trust.
- 12. Click "Submit Order."

FACILITATING CHOICE



- Each student will utilize a stipend up to \$12.
- Visit <u>booktrust.org/teacher-resources</u> to access digital Scholastic Book Clubs flyers.
- Visit <u>clubs.scholastic.com</u> to access the full Scholastic catalogue.
- Remember: Stipend amounts are nontransferrable. Support students in maximizing the available stipend.

NEXT STEPS

- A confirmation email will arrive from Scholastic. We recommend you save this receipt.
- Make the arrival of the books a meaningful and celebratory occassion!
- Book Trust processes payment of student stipend amounts after the order window has closed.

