

Teacher Resources: The Time it Takes

Teachers, we hear you! Based off of your feedback from the teacher survey, we are here to offer suggestions.

Sorting Books

Grades PK-2

- Have a Parent Volunteer or teacher aid help you sort the books.
 - This could even be an older student in another grade level!

Grades 3-5

- If you have classroom jobs, have your teacher helper sort the books.
- We have created a step-by-step on how this could be achieved.

Choice and Printing Flyers

- Try Projecting the Flyers onto the board and number the books. Have students write the number they chose or Title if they can! You can utilize our [order slips](#).
- Print out one or two copies of the flyers and laminate them or put them in a sleeve protector and pull a small group to have them choose their books that way. This can be done during centers or daily 5.
- If you have Friday Fun, take time to pull a small group.
- Out at recess, grab a few students to run over and pick books they may like.
- As morning work, have students pick their books.
- Have an early finishers activity and have students choose their books then. Have the flyers printed out for students.



BookTrust

Sorting Books

This resource was created to support Teachers in sorting book orders after the Scholastic Book Box arrives, and to prepare for a classroom celebration of students' book choices.

For Teacher use:

Materials your Volunteers may need:

- A class roster to ensure each student is represented and to cross-reference with the packing slip. (consider laminating for multiple uses)
- Dry erase marker
- Choose one of the following methods of labeling books, and let your volunteer know which method you prefer.
 - Sticky notes
 - Pens or Highlighters
 - Printed book plates ([Avery label templates found on our website.](#))
 - Printer paper to separate each students' books
- A missing book slip, just in case Scholastic missed a book

For Volunteer use:

Thank you for your support of Book Trust in your school. The students carefully selected these books and have been patiently awaiting their arrival. Your help today supports our mission in promoting reading motivation and engagement.

What to expect in the Scholastic Book Box:

- A packing slip listing the books according to each student's order.
- Loosely packed books. Sometimes they do come wrapped in plastic, if so you will need to unwrap them.
- If there are any other flyers or promotional items from Scholastic, set aside for the teacher.
- **Please do not write in the books, as we want students to be able to take ownership of their book.**



BookTrust

Sorting Books

This resource was created to support Teachers in sorting book orders after the Scholastic Book Box arrives, and to prepare for a classroom celebration of students' book choices.

Sorting the Books

1. Open the Scholastic Book Box.
2. Remove the packing slip.
3. The list will be organized by student name. Next to each student's name, it will list the books selected.
4. Using the packing slip, find each book(s) and organize them by student.
5. Once you've identified the book(s) for each student, based on the teacher's directions follow one of these steps:
 - a. Place a sticky note on the book stack with the child's name.
 - b. Use printer paper to separate the stack of books for each child.
 - c. Peel and stick the Avery labels in the book for the teacher
 - d. Please do not write in the books, as we want students to be able to take ownership of their book
6. After sorting the books by student, verify that each student on the class roster will receive books. If there is a student on the roster that did not receive any books, speak with the teacher.
7. If a book is missing, fill out the Missing Book Slip and give it to the teacher so they can reach out to Scholastic. If a book is damaged, set it aside with a sticky note for the teacher to reach out to Scholastic.
8. Place the sorted books back into the box or leave them for the teacher to distribute later.

