



Los Angeles Unified School District

# BEYOND THE BELL BRANCH

Expanded Learning and Enrichment Programs

## RIF SCHOLASTIC BOOK ORDER FORM INSTRUCTIONS 2008-2009

The Reading Is Fundamental book order information is posted on the Beyond the Bell website at [www.btb.lausd.net](http://www.btb.lausd.net). In order to fill out these order forms, please follow the instructions below

- Go to the Beyond the Bell home page. Find the RIF link in the blue navigation bar, on the left of the screen, to “Reading Is Fundamental Book Distribution & Motivational Activities”
- Click on link to download book order forms
- There will be 2 links for each of the 3 shipments. Book Order Cover Page and Book Order Form
- Download Cover Sheet Order Forms by clicking (**Word**) on right side of Book Order Cover
- Download Book Order Forms by clicking (**Excel**) on right side of Book Order Form
- Page 1 – Input information in book order cover sheet (See instructions below)
- Page 1-2 - Input your order in book order form (See instructions below)

### INSTRUCTIONS FOR COMPLETING BOOK ORDER COVER PAGE

There may be books that Scholastic does not have in stock at the time of your order. To deal with this potential problem in advance, please check the appropriate box on your order form indicating what you would want as substitutions. Scholastic Inc. will call the contact person and they will select substitute books, or you can give a list of a variety of books with various prices that Scholastic Inc. can choose from.

1. **Substitute books:** Double click on appropriate box, an option box will appear. Under “default box value” click the “ checked area box” for the item you wish to substitute for out of stock books. Click Ok.

Please complete the “Ship To” information on the left side of the Order Form.

2. **Ship To Information – Type information in text boxes (Books will be shipped to Agency)**
  - ❖ Agency Name
  - ❖ Agency RIF Supervisor (RIF representative from agency headquarters)
  - ❖ Agency address, city, state, zip code
  - ❖ School name
  - ❖ Contact Person-put your name and phone number if you want to be contacted. If not, leave Carole Fiorino’s information on page

### DO NOT CHANGE BILLING INFORMATION OR SHIPMENT/DISTRIBUTION DATES

3. **“RIF PROJECTS ONLY” Text box**  
Scholastic Books will send “10 Free Booster Books” for every \$100.00 ordered.
  - ❖ Type number on each line where appropriate (**each item number equals 10 books**)  
(See example below)

1	948845 Favorite Characters Pre K-1
	20569 Variety Pre K-1
2	948846 Favorite Characters 2-3

### INSTRUCTIONS FOR COMPLETING BOOK ORDER FORM: (see example)

- **Bottom of Order Form: Please complete this section first**
  - ❖ Next to DO NOT EXCEED \$ - Type in total amount of money designated for your school
  - ❖ \$ Total of book order should be as close to designated amount without going over

INSTRUCTIONS FOR COMPLETING BOOK ORDER FORM (continued)

- Type school name
- Type agency name
- Type contact person (Person Carole Fiorino will contact if questions arise)
- Type phone number of contact person (best phone number where you can be reached)
- Type total amount of free booster books from cover page at bottom of order form
- Type page number
- Type item number
- Type Title/Collection (with grade levels)
- Type # of books ordered (excel will automatically calculate total of books on bottom of page)
- Type in RIF Price
- Type number of quantities
- **Dollar Total, Sub Total, Tax, and Total Amount will automatically be calculated**

Two additional book order forms can be accessed by clicking the appropriate tab at the bottom of the worksheets. If using multiple pages, total amounts from each page and type total amount on page 1 under “Totals from additional pages.” (amount will automatically be added to total amount of money)  
Type your school name and agency name on each additional page.

**Book Order Example**

<b>Type School Name</b> ➔		Sunshine Elementary		<b>Agency</b> ➔	Agency Name	
<b>Name of contact person if there are any questions</b> ➔		Agency person who ordered books		<b>Phone #</b> ➔	Phone # of person who ordered books	
Page #	Item #	Title/Collection	# of books ordered	RIF Price	Quantity	Dollar Total
1	LDK914883	Bargain Book Box Grade 4-6	100	\$100.00	1	\$100.00
1	LFR947164	Pleasure Reading Grade 2	100	\$160.00	1	\$160.00
1	LDK 957728	Powerpuff Girls	4	\$6.00	2	\$12.00
1	LDK47614	Kindergarten Kids	2	2.00	1	\$4.00
<b># of free books from cover page</b>			<b>20</b>			
<b>➔ Total Number of Books Ordered</b>			<b>226</b>			
				Total from additional pages		
				Sub Total this page		\$276.00
				Free Shipping		-----
				Sales Tax 0.0825		\$22.77
				<b>Total Amount</b>		<b>\$298.77</b>
				<b>DO NOT EXCEED \$</b>		<b>\$300.00</b>

**DEADLINES FOR E-MAILING COMPLETED RIF BOOK ORDERS TO CAROLE FIORINO**

E-Mail address: [carole.fiorino@lausd.net](mailto:carole.fiorino@lausd.net)

**1<sup>st</sup> & 2<sup>nd</sup> Book Order Deadline – October 27, 2008 (if submitting both orders at the same time)**

**2<sup>nd</sup> Book Order Deadline (if not submitted already) - December 05, 2008**

**3<sup>rd</sup> Shipment Deadline - February 27, 2009**

Your committee can decide to meet at two different times to select books for each order, or complete all three book orders at one time. If you decide to complete all three book orders at one time, send all three book orders to Carole Fiorino as soon as they are completed. Traditional schools should definitely complete 1<sup>st</sup> & 2<sup>nd</sup> book order in November.

Please send each shipment order **before** the deadlines listed above. This will ensure that Scholastic Books will be able to ship orders to the agencies in time to be sure you have complete orders before your distribution date.

If you have any questions, please call Carole Fiorino at (213) 241-2573.