

## CAEC Book Table Instructions

1. The Chairperson of the Book table should contact the Lay Director to determine if they have any special book requests and to get the name of the person giving the "Growth through Study" talk. That speaker should also be contacted to see if they have any specific books they would like to have on the book table. The information on any special books should be relayed to the CAEC Board Book Table Rep., or directly to the Frazer Book Store (Frazer United Methodist Church, Montgomery) **as soon as possible** (it requires 10-14 days to special order books not in stock). Contact info follows these instructions.
2. Contact the CAEC Book Table Rep. to work out who will pick up and return the books to the Frazer Book Store. Arrangements for transfer of the Book Table notebook (money pouch, calculator, paperwork, labels, etc.) should also be discussed at that time. If possible, this discussion should take place by the first team meeting for the given walk. The notebook will contain a Cash Resolution sheet to show beginning and ending cash amounts plus book sales information. This form will also have blanks to enter the names of the chairperson, co-chair, and others working the table.
3. The box with the Book Table materials, individual book stands, table cloths, etc., will be placed in the Worship storage room, (front section of the Agape room area) on the back counter.
4. The books, if brought to the walk by someone other than the Book Table Chairperson, will be placed in the Worship storage room. In the book boxes (normally three) there will be a master list of all the books provided by Frazer. The list has one line for each book provided. You need to inventory the books in the box as a cross check against the listing to insure the correct starting position. The price the pilgrims pay is a discounted price, and it is the far right price on the list. **Always round the sales price to the nearest dollar**, so we do not have to do change. (e.g.: a book priced at \$11.84 would be sold for \$12.00 and one priced at \$11.48 would price at \$11.00.) That will make it easier counting the money when the sale is done.
5. Each book needs to be priced on the book back with a sticker label. Labels are supplied in the book table notebook. Check the price list, and put price stickers on the **back** of each book next to, **not over**, the book's regular price (**only use these labels, because other stickers will not come off cleanly**). You will remove the labels prior to returning the books to Frazer Book Store. It will probably take more than an hour for you to put the price stickers on, so it is preferable that you do this sometime during the day prior to setting up the book table. If you do it on the day of the actual sales, start **very early** in the morning.
6. The Book Table is cash only. As you sell books, put a "1" in the "Tally" column on the left side of the master list of books on that line. At the end of your sales periods, you can enter the sales price on the right side and quickly add/multiply the sales on each page and list the subtotal at the bottom right of each page for summation of your total book sales.

7. If a pilgrim has picked out a book but does not have the cash to make the purchase, we do not want them to leave without their chosen book. They may purchase **ONE book** on the honor system. They should be instructed to mail the payment to **CAEC, ATTN: Book Table, P.O. Box 241571, Montgomery AL 36124** (this is the regular address for Emmaus applications); or we can discretely discuss this with the table leader for an alternate means of payment. Pre-addressed envelopes are located in the notebook to provide to the pilgrim in these cases. **Have the pilgrim fill out the credit slip information with the pilgrim's name, table name, email and phone number and the book name and amount.** Note the names and totals on the resolution sheet. Regardless if donations are received at the book table, please record all information requested for any honor system purchases.

8. Logistics will normally set up two 8 foot tables outside of the Conference Room building. You will also want one smaller table for your sales/checkout paperwork (you may arrange to borrow the small table usually in the corner above the stairwell). You will need to put a tablecloth and arrange your books on the tables around 8:30 am on Friday (if it is a Wednesday through Saturday walk) or Saturday (if it is a Thursday through Sunday walk). Remember the table coverings and other materials should be in the Worship storage area. In the event of inclement weather, you will set up (QUIETLY) in the foyer of the conference room.

9. There are two breaks when the books are sold. The first break is after the Growth Through Study talk and should be around 9:00-9:30 am. After this break, you may cover the books and table with a cloth until the next sales period, which will be after the Means of Grace talk - after lunch, around 1 pm. This should be a shorter break. A schedule should be posted in the Speakers Prayer Chapel, the Kitchen, and in the Meal Service Area. These should each have the break times listed. Do not leave the Book Table notebook unattended between breaks.

10. After the last break, repack the unsold books in the boxes. It is recommended to quickly pack up the remaining books and move to the Agape room to finish reconciling books to money. **Check the master list against the books remaining to double check the books sold.** To the right of the "Extend" column on each line where a book sold, enter the rounded sales price. At the bottom right side of each page, you can sum up the amounts for books sold on each page. **Add the subtotal from each page of sales to determine the Value of Books Sold, and enter that figure on your Cash Resolution sheet for the Value of Books Sold.**

11. Repack the book table materials that you got from the Worship storage area and place them back in the same place.

12. Total up the cash in the **ending side** of the Cash Resolution sheet. Enter the **Value of Books Sold** in the appropriate box on the sheet. Count out cash for the **Value of Books Sold** and place in the envelope marked **Frazer Book Store. Fill in the information on the outside if the envelope indicating cash enclosed.** That envelope will be placed in the box with the books to be returned to Frazer Book Store. **Remember that it is your responsibility to ensure that the unsold books and Frazer money gets back to Frazer Book Store.**

13. List the remaining cash amounts in the “Cash Remaining” section of the Cash Resolution sheet. Note and reconcile any differences. If there were pilgrims who got books on the honor system, note the names, table names, email, phone number, amounts, and any comments on the bottom of the Cash Box Resolution sheet. Date and sign the sheet.

14. Return the book boxes plus the envelope for payment to the Frazer Book Store. Return the Book Table notebook with the money pouch, Cash Resolution sheet, and Servant work sheet to the CAEC Book Table Rep. If you have arranged to have someone else return the book boxes to Frazer Book Store, **please remember that they should be put in an area where the logistics will not pick them up by mistake and put them in storage. They must go back to Frazer on Monday following the walk.**

15. At some time there may be books to be sold that belong to the Central Alabama Emmaus Community and are not a part of the Frazer Bookstore inventory. If that is the case, you will be specifically advised and those books will be in a separate box in the Worship area storage room. These will have a price on them, and the money from the sale of these books will remain in the cash box. **A separate inventory and control should be used for this type of sales.**

Contact Information: Frazer Book Store - Billie Taylor ([billie@frazerumc.org](mailto:billie@frazerumc.org)) CAEC Book Table Board Rep  
– Margie Garrity 334-322-2312.