

## Book Swap Directions

The first step in conducting a book swap is to send a letter home to parents. A sample letter is included on our wiki.

- Set a date for books to be brought in to collect
- Sort books according to reading levels and store them in boxes
- Fill out 2 copies of Book Swap tickets - one ticket to the student and you keep the other for records

### Book Swap Day

- Set all books out on tables labeled by grade level
- Students select the number of books off of each table according to their ticket