

SHARE IN 36 YEARS OF GOOD READING

It is time to start organising your group for your 2009 book discussions. The following will assist you:

- ◆ Enrolment Form 2009, and this newsletter
- ◆ 2009 BDS Catalogue
- ◆ Handbook for Groups 2009
- ◆ www.bds.org.nz
- ◆ Bank deposit slips for membership fee payments.



MEMBERSHIP FEES 2009

Groups of **7 — 12 members:**

\$50-00 per member per annum

\$30-00 per convenor per annum

Groups with **6 or less members:**

A *minimum group fee* of **\$330-00**
per annum applies.

We encourage small groups outside of the recommended size (7 — 12) to increase their membership. This applies to both existing and new groups. If you choose to have 6 or less members, it means that each member pays a higher fee. If you need assistance with the recruitment of new members, circle the **Y** on the enrolment form for referrals. We receive many requests from individuals wishing to join groups.

2009 ENROLMENT FORM

Please use the current form. If you lose it, we can fax, email or post a replacement. It is also available on www.bds.org.nz. It is a requirement of membership that you fill out ALL the details on the form, and submit the **signed** form to us by the due meeting dates:

Groups meeting 3rd/4th or last weeks

Monday, 01 December 2008

Groups meeting 1st/2nd weeks

Monday, 08 December 2008

2009 BDS CATALOGUE

The 2009 BDS Catalogue contains 57 new titles. Titles purchased within the last two years are indicated by a •
Extra copies of the catalogue are available at **\$5-00** each. Send payment first, and we will post them to you.

ANNUAL BOOKLIST

You have two months to make your book selections. We require a minimum of **25 titles**. If you are struggling with your book choices, BDS staff are happy to recommend some group favourites based on the feedback we receive during the year. Keep a copy for your own reference. You may add or delete titles on your list at any time.

WINDING DOWN IN 2008

Returning books: All books on loan must be returned by the end-of-year due date recorded on your final packing slip. Your fee does not cover the period when the BDS office is closed. Please don't keep books over this period.

Outstanding accounts: Accounts for lost or damaged books must be settled before the BDS office closes on Friday, **19 December 2008**. Any accounts left unpaid, may affect the supply of books in the New Year.

Group cancellations: Please notify us in writing. You will be expected to return all books on loan promptly, and settle any outstanding accounts up to the date of notification.

FIRST MEETING IN 2009

Take this opportunity to carry out administrative tasks, such as sorting out payment for membership fees (*this is your last chance as a group before the deadline*), courier bags, introducing new members, the venue for your meetings, etc. Share your summer holiday reading and hand out your first book (to be discussed at your second meeting).

New members: If you wish to receive an extra book for a prospective member, either contact us before we send out your next set of books or ask us to send it separately.

Let us know if your group membership reduces. The extra books your group is receiving, could help make up a set elsewhere.

Book supply: To receive the year's maximum supply of books, ten titles, groups need to start their meetings promptly (from mid-Jan/early February), have consecutive, monthly meetings, and return all books by the date due.

Reminder: If the BDS office has not received your completed 2009 enrolment form, you will not receive books until this is done.

DESPERATE FOR A BOOK?

If your group cannot do without a read over the holidays you may order a title from us.

How: Contact the BDS office and have some title preferences on hand. (Please note: There are no guarantees they will be available on the day we despatch to you.)

Payment must be made in advance of any despatch.

\$15-00 — 9 or less members

\$20-00 — 10 or more members

When: The books will be sent in advance of your final meeting date for the year, to be returned after your first meeting in 2009. ***This arrangement does not apply to groups that collect their books directly from the BDS office.***

Thank You

To all convenors who have worked conscientiously during 2008, maintaining communication with us and returning books on time. It's been a pleasure liaising with you.

MEMBERSHIP FEES: HOW TO PAY

Annual fees: These come into effect from the start of the calendar year. All membership fees must be paid **in full by 28 February 2009**. Books will not be issued if fees remain unpaid after this date.

Cheque/cash: Can be paid at 72 Gloucester Street or forward cheque(s) by post to PO Box 1796, Christchurch, 8140 (preferably one cheque for the total amount, rather than individual ones). Cheques must be made out to the:
FWEA Book Discussion Scheme.

Direct bank deposit: Use the deposit slips provided in your enrolment pack. This may be done at any branch of Bank of New Zealand, and goes into the BDS account. Extra slips are available on request. Please forward the deposit receipt (date-stamped by the bank) to us directly after making deposits. This prevents delays or errors in processing.

Internet banking: Contact us beforehand to obtain the BDS bank account number and your group's 6-digit bank analysis identification code. The latter must appear in the transaction to identify the source of the payment. Advise us via email or phone when a payment has been done, or return the completed Payment Advice Form.

Payments in book bags: Avoid sending cash. If you have enclosed cheque payment(s) in a returning book parcel, put it in a sealed envelope. Let us know it is inside the bag (e.g. a note on the packing slip), and indicate the amount. Receipts will be issued on request only.

New groups in 2009: A one-off, start-up administration fee of \$30-00 per group (not inclusive of membership fees) is payable on joining the BDS. This must be forwarded with the enrolment form and is non-refundable. This fee applies to **new groups** only.

COURIER BAGS FOR SALE — NEW PRICES EFFECTIVE 01 OCTOBER 2008

Groups may choose their own method of returning books. We can order several sizes of subsidised, prepaid courier bags on behalf of groups. Packs at these prices are only available from the BDS office. Prices include GST, and a CourierPost fuel surcharge.

LINEFLOW (395 mm x 440 mm) pack of 10 @ \$100-00 (fits 7 to 12 average-sized paperbacks)

FOOLSCAP (275 mm x 380 mm) pack of 10 @ \$ 80-00 (fits 6 or less average-sized paperbacks)

A4 (250 mm X 325 mm) pack of 10 @ \$ 70-00 (suitable for overflow books)

Prepayment is required in full before the bags can be sent. Cheques should be made payable to the: **FWEA Book Discussion Scheme**. The BDS does not accept freight charges for parcels forwarded to us. Book sizes do vary. Sometimes a complete set does not fit into one bag. **We recommend that groups also purchase a pack of A4 bags to accommodate any overflow of books during the year.** CourierPost bags may be left at any NZ Post Shop. Please keep the top sticker for reference. This is required for track-and-trace purposes should the parcel go missing.

LAST, BUT NOT LEAST

Important delivery notice: Please do not ask the courier driver to leave parcels if you are not available to sign for them, as it contravenes our “signature required” agreement with CourierPost. (See the *Handbook for Groups*, p. 19.)

Book donations: Please contact us in the first instance if you are considering donating a book. We can offer suggestions on titles that may interest discussion groups. If you have a title already in mind, a reading copy should be forwarded to the BDS office for reading and reviewing by our Readers’ Network.

	Checklist	Calendar
✓	Convenor receives enrolment pack	September/October book parcel
	Group chooses booklist for 2009	Start 2 meetings before the end of the year
	<i>3rd/4th/last week groups</i> , return completed, signed enrolment form or notify us of withdrawal from the BDS	Monday, 01 December 2008
	<i>1st/2nd week groups</i> , return completed, signed enrolment form or notify us of withdrawal from the BDS	Monday, 08 December 2008
	Return all outstanding books by	Friday, 19 December 2008 (BDS office closes)
	Settle any outstanding accounts for lost or damaged books by	Friday, 19 December 2008 (BDS office closes)
	First meetings for <i>3rd/4th/last week groups</i>	15 — 29 January 2009
	First meetings for <i>1st/2nd weeks groups</i>	02 — 09 February 2009
	Order & pay for courier bags	Anytime (allow several days for processing and delivery)
	Pay all membership fees by	28 February 2009

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