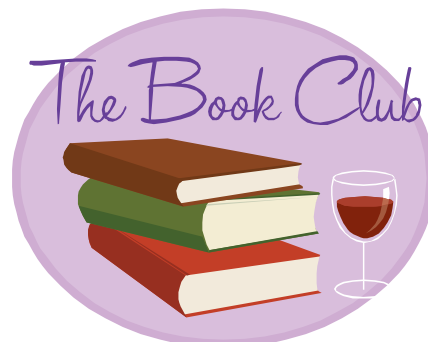


## SHARE IN 37 YEARS OF GOOD READING

It is time to start organising your group for your 2010 book discussions. The following will assist you:

- ◆ Re-enrolment Form 2010, and this newsletter
- ◆ 2010 BDS Catalogue & Handbook for Groups
- ◆ [www.bds.org.nz](http://www.bds.org.nz)
- ◆ Bank deposit slip for membership fee payments.



## PROGRAMMES & MEMBERSHIP FEES FOR 2010

From 2010 we will have two new reading programmes for groups, in addition to the usual 10 books a year. The reading programmes are:

### 1] Full Programme – the present programme of one book a month (10 books)

Groups of 7 — 12 members:

**\$56-00** per member per annum  
**\$30-00** per convenor per annum

Groups with 6 or less members:

*A minimum group fee of \$366-00 per annum applies.*

### 2] Half Programme – one book every two months (5 books in total)

Groups of 7 — 12 members:

**\$40-00** per member per annum  
**\$25-00** per convenor per annum

Groups with 6 or less members:

*A minimum group fee of \$265-00 per annum applies.*

### 3] Student Programme (one book every month from February–June)

Groups of 7 — 12 members:

**\$30-00** per member per annum  
**\$20-00** per convenor per annum

Groups with 6 or less members:

*A minimum group fee of \$200-00 per annum applies.*

The recommended size of groups is 7–12 members. If your group has less than seven members then each member will have to pay a higher fee. If you need assistance with the recruitment of new members, please indicate on your Re-enrolment Form that you will accept referrals and forward to us a profile of your group (please contact us if you need assistance). We receive many enquiries from individuals wishing to join groups and if any of them are in your area, we will refer them to your group.

## RE-ENROLLING FOR 2010

### 2010 Re-Enrolment Form

Your Re-enrolment form shows your current details held at the BDS. Please review the details carefully and indicate on the form any changes required for 2010.

### Annual Booklist

We require a minimum of **25 titles** – when it comes time to select your monthly book, your first few selections may be out on loan so we need more choices to ensure that you receive books you'd like to read. If you are struggling with your book choices, please visit the "What's Hot" and "What's New" parts of our website [www.bds.org.nz](http://www.bds.org.nz) – we are regularly updating these so don't forget to drop by. Your booklist can be changed at any time, just send an email or phone us with your amendments or updates.

### Return of Forms

Please return your Re-Enrolment form and Booklist by **7 December 2009** – they can be scanned and emailed back, sent by post or faxed through.

## WINDING DOWN IN 2009

**Returning books:** All books on loan must be returned by the end-of-year due date as shown on your final packing slip. Your fee does not cover the period when the BDS office is closed, so 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, **18 December 2009**. Any accounts left unpaid may affect the supply of books in the New Year.

**Group cancellations:** Please notify us by email or drop a letter. 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 2010

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, and arranging a roster for venues (if appropriate). Take this time to discuss 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 new member, either contact us before we send out your next book set or ask us to send it separately.

**Book supply:** To receive the year's maximum supply of books, your group will need to hold their first meeting between mid-Jan and early February, have consecutive, monthly meetings, and return all books by the date due.

## MEMBERSHIP FEES: HOW TO PAY

**Annual fees:** All membership fees must be paid *in full by 28 February 2010*. Books will not be issued if fees remain unpaid after this date. Please make your membership payment in **ONE** payment.

We prefer you to pay by Internet banking or Direct Bank Deposit, but cheques will be received.

**Internet banking:** The BDS bank account number can be found on the pink Payment Advice Form that accompanies this newsletter. Your group's 6-digit bank identification number is shown on the Re-Enrolment form and this number must appear on the bank transaction so we are able to identify the source of payment. Please also advise us via email or phone when a payment has been made, or return the completed Payment Advice Form.

**Direct bank deposit:** Use the deposit slip provided in your enrolment pack – please

collect the money and make **ONE** banking. This may be done at any branch of Bank of New Zealand, and goes into the BDS account. After banking the money, please advise us **either** by emailing the details or forwarding the deposit receipt (date-stamped by the bank). This prevents delays or errors in processing.

**Cheque/cash:** Please forward **ONE** cheque to the BDS at 72 Gloucester Street or forward it by post to PO Box 1796, Christchurch, 8140. Your cheque must be made out to the:

### ***Book Discussion Scheme.***

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

## COURIER BAGS FOR SALE — NO CHANGE TO 2009 PRICES

Groups may choose their own method of returning books. We can order several sizes of 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 paper backs)

**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. If paying by cheque, make it payable to the **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.*** Please refer over page for options on how to return CourierPost bags. Please keep the top sticker for reference. This is required for track-and-trace purposes should the parcel go missing.

## RETURN OF COURIER BAGS

CourierPost bags may be:

- ◆ left at any NZ PostShop OR
- ◆ you can phone CourierPost on their 0800 number (0800 268 7437) and they will collect your book parcel at no extra cost (not available for rural delivery addresses however).

To make this pickup easier, we suggest that you register a site code with Courier-Post. You will then be able to phone their 0800 number without having to give your address every time you phone.

## WANT A HOLIDAY READ?

If your group would like a book for the holidays, please contact us with your title preferences (first choice might not be available). Payment for the holiday book is \$20 per group and this must be made in advance of any despatch.

The holiday book parcel would be sent prior to your final meeting date, to be returned after your first meeting in 2010.

**This arrangement does not apply to groups that collect their books directly from the BDS office.**

Checklist		Calendar
✓	Convenor receives enrolment pack	September/October book parcel
	Group chooses booklist for 2010	Start as soon as your Re-enrolment Pack is received
	Return signed re-enrolment form, amended if required and your 2010 booklist, OR notify us of withdrawal from the BDS	Monday 7 December 2009
	Return all outstanding books	Friday 18 December 2009 (BDS Office closes)
	Settle any outstanding accounts for lost or damaged books	Friday 18 December 2009 (BDS Office closes)
	First meetings for 3 <sup>rd</sup> /4 <sup>th</sup> /last week groups	15–31 January 2010
	First meetings for 1 <sup>st</sup> /2 <sup>nd</sup> week groups	01–14 February 2010
	Order and pay for courier bags	Anytime (please allow several days for processing and delivery)
	Pay all membership fees by ONE payment	28 February 2010

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Book Discussion Scheme  
PO Box 1796  
72 Gloucester Street Christchurch 8140  
Phone: 03 365 6210 Fax: 03 365 6054