



## **Request for Proposal**

The Elizabeth School District is a small, rural district that sits just southeast of the Denver metro area on Colorado. We have just over 2000 students with 1 comprehensive high school, 1 middle school and 2 elementary schools. Our community has strong family values and supports parental rights. We are seeking a partner to operate **Book Fairs** within our schools who can ensure that a collection is offered that provides wholesome content to our students with age-appropriate material without controversial materials being included contrary to the values of our families. While some of our parents may be open to their children purchasing books with mature content, it is important that these materials are advertised as available and only purchased by students with parental permission.

Book fairs have been very successful in our community in the past, and we hope to continue this important tradition. We would welcome your company to complete this RFP and submit to our Superintendent no later than Friday, March 22, 2024. We will review and hope to select a partner by April 1, 2024. Should we have questions, we will reach out to the contact listed. It can be submitted either by U.S. Mail to:

Superintendent Dan Snowberger  
Elizabeth School District  
634 S. Elbert Street  
PO Box 610  
Elizabeth, CO 80107

Or by email to [DSnowberger@esdk12.org](mailto:DSnowberger@esdk12.org).

Thank you for your interest in advance for providing your proposal.

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Name of Respondent: Brie Richards

Contact Name: Brie Richards

Phone #: 241.987.2006 Email: brie@skytreebookfairs.org

Are you able to provide availability for book fairs for four schools during the 2024-25 school year?   ☒ Yes                      ☐ No

***THIS FORM MAY BE RESPONDED TO ELECTRONICALLY***

Describe the collection you provide by level (Elementary, Middle, High):

Elementary: Our Elementary collection is geared towards students in grades Pre-K to 5th Grade. Categories in this age group include board books, picture books, graphic novels, chapter books, and leveled readers. We also have a reference selection that would fall in this category. Titles, publishers, and authors in this category include but are not limited to: Bluey Titles, Kevin Lovegreen, Brave Books, The Smart Cookie, Stick and Stone, Beak and Ally, Daniel Tiger, Fancy Nancy, and so many more!

Middle Grade/High School: This category is combined into one right now. We primarily focus on middle grade, since not many high schoolers tend to shop the book fair. We are open to talking about high school only fair if that's an interest of your district. Titles in this category include but are not limited to: A Kidnapping in Kentucky, The Green Ember Series, Mooses with Bazookas, Miss Classified, Little Women, Anne of Green Gables, Chronicles of Narnia, and so many more!

How do you handle materials that may be considered controversial or mature based on age or subject?

We understand that certain topics might be controversial or mature to some families and not to others. We do not add books to our inventory if they contain the following material: explicit content, sexual materials (LGBTQ+ or Pornographic content), foul language, Critical Race Theory, and/or dark magic. We also do not carry titles that are published by Scholastic. Therefore, if materials are considered mature based on age/subject matter or fall in the above categories, we do not carry it in our inventory.

What is the profit arrangements with the school or organization?

Once a school meets \$2,500 in sales, they have the option to receive 20% of profits back in Cash or 40% of profits back in a SkyTree Gift card to use online or at the fair.

Are there any other benefits that go to the school as result of sales volume? (i.e., books to the school, etc?)

Sales volume does not contribute to different benefits to the school. However, through donors we cover the sales tax on all purchases. We also offer 10% to school administration or teacher purchases.

What supports do you provide during the sale itself?

Schools are provided with a number to reach out to with immediate needs along with an email address for non urgent needs during the fair. The school also receives a host packet to ensure a smooth fair experience.

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Is there any other information that would be helpful to the district as it considers a company to partner with during the 2024-25 school year?

One thing that sets SkyTree apart from other companies is our unique pull lists. When we send inventory lists to our warehouse, there are so many factors that we consider. Our team looks at area demographics, interests of the state, student interests in that area, student body breakdown, and so much more! This method allows us to cater uniquely to each school at a different level than other companies. Second, there is no cost to our hosting schools. We send receipt printers, registers, cash drawers, parent letters, marketing materials, and everything in between to ensure that if a school had no way of providing financially to their book fair, they could still host/run a successful fundraising event!