

Book Swap Answer Key

Sample High-Quality Response (one of many correct versions)

Materials: 3 table labels (K–2, 3–5, 6–8), sign-in sheet, tokens, markers, tape, hand sanitizer, two boxes for donations, poster(s) and announcement script, timer/phone, note for library donation.

Steps:

1. **Announce** the swap on Thursday morning and **post** one hallway poster per grade to remind students to bring up to three gently used books (cash-free event).
2. **Arrive** 20 minutes before the bell on Friday to **set** three tables and **label** them K–2, 3–5, and 6–8; **prepare** the care station with sanitizer and tape at the entrance.
3. **Assign** two volunteers to the check-in desk to **hand** one token per book, **mark** names on the sign-in sheet, and **explain** the cash-free, token-trade rule.
4. **Open** the swap and **start** a 45-minute timer; **direct** students to place books on the correctly labeled tables before browsing.
5. **Monitor** traffic so no table is overcrowded and **remind** students to sanitize hands before browsing and after trades.
6. **Prompt** students at the 35-minute mark to **finish** selections and **complete** trades using tokens.
7. **Collect** any leftover books, **box** them for the town library, and **attach** a note from the club.
8. **Use** the final 10 minutes to **clean** tables, **remove** posters, and **record** the number of books traded on the sign-in sheet for the advisor's report.

If-Then Contingency:

If more students arrive than expected, then **limit** browsing to five minutes per turn and **create** a short waiting line near the entrance to keep the swap under 45 minutes.

Scoring Guide (quick rubric)

- **Accuracy (0–4):** Uses token system, labels, time cap, donation, clean-up, and recording per passage.
- **Sequencing (0–4):** Steps are in a logical, executable order.
- **Specificity (0–4):** Includes materials, roles, timing, and at least one safety/responsibility reminder.
- **Clarity & Style (0–4):** Imperative verbs; concise, actionable phrasing. (16 = exemplary; 12–15 proficient; 8–11 developing; ≤7 needs revision.)