

## BINDER CONTENTS CHECK-OFF SHEET

### Required Binder Contents:

- \_\_\_ Good quality 3-ring binder, 2<sup>1</sup>/<sub>2</sub>" or 3"
- \_\_\_ Five to six colored tab subject dividers for EACH academic class, including AVID
- \_\_\_ Zipper pouch to store supplies
- \_\_\_ Two or more pens
- \_\_\_ Two or more pencils
- \_\_\_ One or more colored highlighter pens
- \_\_\_ Binder paper
- \_\_\_ School Agenda
- \_\_\_ Blank Tutorial Request Forms
- \_\_\_ Blank Learning Logs

### Suggested Binder Contents:

- \_\_\_ One or two trapper pouches (for paper with no holes punched in it)
- \_\_\_ Calculator
- \_\_\_ Six-inch ruler
- \_\_\_ Tips on note-taking and test-taking skills, tutorial guidelines, or other AVID strategy sheets
- \_\_\_ Sample of note-taking in specific subjects

### Each Subsequent Section in Your Binder Should Have These Parts in This Order:

- \_\_\_ Divider (you will need approximately 31-35 dividers)
- \_\_\_ Agenda/Calendar/assignment log
- \_\_\_ Notes
- \_\_\_ Tutorial/learning logs
- \_\_\_ Handouts
- \_\_\_ Tests

### Binder Organization Tips

1. When your binder becomes overloaded, remove items and store them in the file folder in the classroom.
2. No Stuff in Pockets (either binder pockets or divider pockets)
3. No Loose Stuff (with these exceptions: Math and/or Science Composition Notebooks)
4. Agendas will be filled out with the following information:
  - a. Daily Activity: "Movie" ...doesn't cut it. "Typed" ...doesn't cut it. What did you watch? What did you type?
  - b. Homework
5. Everything should be stored in the order of **NEWEST** to **OLDEST**.
6. No loose papers anywhere! This means your backpack, your back pocket, or any pockets in your binder. Hole punch and put them in the appropriate spot. Do these as you go.
7. Take your binder to **all classes**. No separate back up binders (unless you have to keep a separate one by order of your teacher. Be ready for me to confirm this). This habit will result in a penalty on binder checks. Is your backpack not big enough to accommodate your binder? Let me try.
8. Bring your binder to AVID every day. There will be spot checks, in addition to regular binder checks.
9. Binders must be neatly organized. Take pride in your organization. Trust me when I tell you that this will make your life easier in the long run.