

# **SETTING UP YOUR BINDER**

## **1. GATHER SUPPLIES**

- binder
- 6 folders (5 solid, 1 fun)
- paper
- agenda
- zipper pouch
- marker (will use to label)

## **2. FOLDERS**

- Place 5 colored folders into binder clips.
- Put fun (or extra) folder in the very back.

## **3. PAPER**

- Put SOME of your loose leaf paper in front of your folders.
- Put the rest of your paper in the bottom of your locker.

## **4. AGENDA**

- Place your agenda in front of your loose leaf paper.

## **5. ZIPPER POUCH**

- Put your zipper pouch in front of your agenda.
- If it is too full, take out some of the extra supplies and put them in the bottom of your locker.

## **6. LABEL FOLDERS AND NOTEBOOKS**

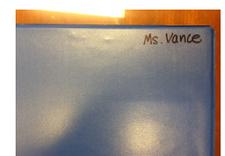
- Match folders to notebooks if you can. If not, no big deal.
- Label the upper right hand corner with the subject. You can put block number, too, if you want! (Take home folder gets labeled "take home.")
- Notebooks will be kept on the top shelf of your locker with your textbooks.

## **7. LABEL FOLDER POCKETS**

- Label all right side pockets of class folders (not take home) with "homework."
- Label all left side pockets of class folders (not take home) with "in class."

## **8. WRITE NAME ON BINDER**

- Write your name somewhere on the outside of your binder.



# **BINDER CHECK - IN**

## **1. REMOVE ALL LOOSE PAPERS**

- Pull any loose papers from binder. This includes any papers that are in the front or back folders for your binder.
- Put them in a stack to the side for later.

## **2. CHECK FOR DAMAGE**

- Check your binder and folders for damage. Use tape to fix tears and holes.  
TIP: To fix torn holes, put tape over them then repunch the hole!
- Need new stuff? Write a note for your parents in your agenda.

## **3. REORGANIZE PARTS IN BINDER**

- Make sure all the pieces inside your binder are in order.
  - zipper pouch
  - agenda
  - paper
  - class folders (5 of them)
  - take home folder
- Need supplies? Write a note for your parents in your agenda.

## **4. CHECK LABELS**

- Check the written labels on all of your folders.
- Check the written labels on all of your folder pockets.
- Check to make sure you can still see your name on your binder.

## **5. SORT STACK INTO APPROPRIATE FOLDERS**

- Grab the stack of papers from earlier.
- Make piles for each class, a trash pile and a take home pile.
- Put them into the correct side of folder
  - in class- notes and things you need for class
  - homework- things that you need to do
- Put the take home pile into your take home folder.
- Throw away the trash pile.