

ACPO Binder Check – Off Sheet



Required Contents:

- Good quality 3-ring binder – 2', 2 1/2', or 3' with pocket inserts
- 6-7 colored tab subject dividers with pockets to separate classes (including academic lab)
- Zipper pouch to store supplies (a 3-hole punched, heavy-duty, resealable plastic bag will also work)
- 2 or more pencils
- 2 more pens
- Notebook paper (some notebook paper is now available in Cornell note style)
- ACPO Agenda book (ACPO will supply this)
- White board marker

Additional Optional Contents:

- 1 or more colored highlighter pens
- Notebook dictionary and/or thesaurus
- Calculator
- Six-inch ruler
- Tips on note-taking and test-taking skills (You will receive these from ACPO)
- Samples of Cornell notes in subject areas (You will receive these from ACPO)

Binder Organization (Order of Materials):

- Zipper pouch with supplies
- Agenda
- Notebook paper
- Divider for each class
- Does the binder include the required materials (dividers, pencil pouch, agenda, etc)

Divider Organization (Behind each Divider):

- Cornell Notes
- Handouts/worksheets/classwork
- Tests/Quizzes
- Returned assignments