

How to Build a Travel Binder

Materials

½"-1" three-ring binder

Binder tabs with the following headings:

- General – includes full itinerary and budget
- Transportation – includes flight and rental car
- Hotel
- Dates (one tab for each day of recruitment)
- Free Time – includes information about attractions, restaurants, etc.

Business card sheet protectors

Three-ring pencil pouch (for receipts and other small pieces) →

Rubber bands (for completed interest cards)

Business cards

Pen



Directions

1. Place copy of presentation in left pocket
2. Place copy of each publication in right pocket
3. Place itinerary, budget, and staff phone numbers under “General” tab
4. File confirmations for transportation and hotel under appropriate tabs (don’t forget to include rewards program membership numbers)
5. For each day of recruitment (under each tab)
 - a. Daily itinerary
 - b. Directions
 - c. *School Visit Form* or *College Fair Evaluation Form* for each visit or college fair (see Toolkit documents)