**SAC Binders**

*Often SAC Chairs and/or Administrators will provide a binder for new and continuing SAC members. Below are some suggestions for items you might consider including in your school’s SAC Binder.*

Tabs for Contacts, Calendars, Meeting Materials, SAC Info, SIP

**Contacts**

* Your current SAC Membership Roster
* School Contacts

**Calendars**

* District Calendar
* Calendar of SAC meetings

**Meeting Materials**

* Current Agenda
* Current Minutes
* Current SAC Budget

**SAC Info**

* Your school's SAC Bylaws
* How meetings are run ([Robert's Rules](http://www.robertsrules.org/), etc.)
* [Education Terms](https://www.vcsedu.org/sites/default/files/department-files/School%20Advisory%20Council%20%28SAC%29/Glossary%20of%20Terms%20and%20Definitions.pdf)
* [Acronyms](https://www.vcsedu.org/sites/default/files/department-files/School%20Advisory%20Council%20%28SAC%29/Glossary%20of%20Acronyms%20and%20Terms.pdf)

**SIP**

* Last year's SIP
* School Data for use with SIP (might correspond to a data notebook your school gives to teachers)