



Welcome Book Sample Table of Contents

Creating a Welcome Book is a great way to help your exchange guests navigate your home and the area. Following is a list of items you may want to include. This is a “list in progress”. If you have any ideas for items to add, please email them to info@campushomeexchange.com.

Welcome Letter	<ul style="list-style-type: none"> • Welcome • What you’ll find enclosed • We hope you enjoy your stay • Etc.
Emergency Contacts	<ul style="list-style-type: none"> • Police Department • Fire Department • Local Hospital • Neighbors • Friends • Your cell number(s)
House Rules	Include what you have already agreed upon with your exchange partner. There should be no surprises.
Operating Instructions	Describe any instructions that would be necessary and / or helpful to your exchange partner. This may include instructions for things like: <ul style="list-style-type: none"> • Heating / Cooling System • Alarm System • Gas Grill • Trash disposal and collection • Composting / recycling • What to do with mail
Pet Care	<ul style="list-style-type: none"> • When / how much to feed • When / how often to let out / walk • Any special treats
Garden Care	<ul style="list-style-type: none"> • When to water • What you invite your guests to enjoy during their stay
Transportation Options	<ul style="list-style-type: none"> • Bike Rentals • Bus Routes • Train Stations • Taxi/Limousine Services and telephone numbers • Distances to Cities and Airports
Local Attractions and Activities	Include flyers, brochures, maps, etc. in a plastic sleeve at the end of this section. <ul style="list-style-type: none"> • Shopping • Entertainment • Galleries

	<ul style="list-style-type: none"> • Parks • Chamber of Commerce
Dining Options	Collect and store menus in a plastic sleeve at the end of this section.
Exchange / Car / Rental Agreements	Store copies of your agreements in a plastic sleeve at the end of this section.
"Things You Should Know" form for exchange guests to complete	<ul style="list-style-type: none"> • Unexpected visits by friends or family • Items that didn't operate as expected • Minor breakages or damage to items and property
Guest Book	Create a section, or display a separate Guest Book where exchange partners can leave a feedback and general comments regarding their stay.