

Construction Paper Color Journal Instructions

Thank you for your time!

This project involves creating 10-page construction paper journals. These journals might be used to write a story, create a color journal, practice math problems, or draw pictures!

A standard pack of 10 color 9"x12" construction paper (120 sheets) should make 24 books – or 2 full kits with some left over.

A paper cutter is required for this project.

Materials needed:

9x12 Construction paper in these colors:

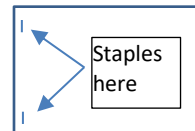
White	Orange	Blue
Red	Yellow	Purple
Pink	Green	Brown
		Black

Staples and Stapler

1. Prepare the paper
 - a. Use a paper cutter to cut the color sheets in half to make 6x9 rectangles.
 - b. Make them as neat as possible.

2. Assembly
 - a. Assemble the journals by stacking the cut sheets in the order shown in the box on the right.
 - b. White should be on top, then red, etc., ending with black as the back cover on the bottom of the stack.
 - c. Make sure the entire pile is neatly stacked, with no pages out of alignment.

3. Staple the journals
 - a. With the white sheet on top, staple twice along one of the SHORT sides
 - b. The staples should be about $\frac{1}{2}$ inch from the top and $\frac{1}{4}$ inch from the left edge.
 - c. Make sure the staples puncture all sheets of paper and that the staples are flat. If the staples did not go through all the way, please remove them and try again.



Color Order:

1. White – front cover
2. Red
3. Pink
4. Orange
5. Yellow
6. Green
7. Blue
8. Purple
9. Brown
10. Black – back cover

top or bottom edges,

4. Box the finished books and write the number of books on the box.
5. Complete the **Offsite Kit Submission Form** (page 2) and place that into the box.
 - a. For the **Number of kits made** box, enter the total number of books you completed.
 - b. Please make sure you provide a clear number of hours that were worked. For example, if your group worked on the project for 2 hours, put 2 hours on the form – do not multiply the number of hours worked based on the number of volunteers.
 - c. The number of volunteers should be the number of people that worked on the project for the amount of time listed.
 - d. If you have volunteers that did not work consistently throughout the timeframe, please include a sign in sheet if possible.



If you have questions, please contact Carlye Rausch at c.rausch@crayonstoclassrooms.org or call 937-528-6404.



OFF-SITE PROJECT

Submission Form

Please return the completed project to Crayons to Classrooms, along with this completed form.

- Our address is 1750 Woodman Drive, Dayton, OH 45420.
- Please call or email to schedule a time to drop off your completed project.

A Note on calculating your hours: If a group of volunteers all worked for 2 hours, you should put 2 hours in the appropriate field below. If you have volunteers that come and go or work different hours, we ask that you use a sign in sheet and include that with your form.

Name of Group: (If individual, leave this field blank)			
Main contact name:			
Main contact e-mail:			
Main contact phone:			
Project Title:			
Number Completed:			
Total Number of people that worked on the project:		Total Number of hours worked on the project:	
Project delivery date:			

A note about volunteer hours:

We have calculated average times to complete many of our projects. This average is the amount of time we will use when calculating how many volunteer hours you or your group will earn.

For example, say you complete 30 pocket hugs, which we've calculated take 13 minutes each.

- 30 hugs x 13 minutes = 390 minutes
- 390 minutes/60 = **6.5 hours will be earned**

Questions? Contact Carlye Rausch at c.rausch@crayonstoclassrooms.org or 937-528-6404.

For Office Use Only:

Date Entered: _____ Initialed: _____