

## Journal Instructions

Journals are one of our most popular items - we distribute over **30,000 journals each year**. Journal pages can be regular white copy paper, 3-hole punched paper, or from dot-matrix paper, as long as the paper size is 8.5x11. Journal covers should be brightly colored copy paper.

### 1. Prepare the paper

Count the paper into stacks of 10 sheets each.

- Do not use lined filler paper – the pages should be plain white copy paper.

### 2. Covers

You can download and print covers yourself. The file is available on our website.

- Print covers on colored copy paper – blues, greens, purples are most popular.
- Please don't print on cardstock.
- Please don't photocopy the covers as the quality deteriorates.
- With advance notice, C2C can provide a limited number of covers for you to pick up.

### 3. Assembly

Assemble the journals with a front and back cover and 10 pages inside.

- The printing on both front and back covers should face the outside of the book.
- Make sure the all the paper is neatly stacked, with no pages out of alignment.

### 4. Stapling

There are 3 light grey guide marks along the left edge of the cover. Staple over these guide marks.

- Make sure all three staples puncture all sheets of paper and that the staples are flat on the top and bottom.
- If the staples did not go through all the way, please remove them and try again.
- See the provided photos below!

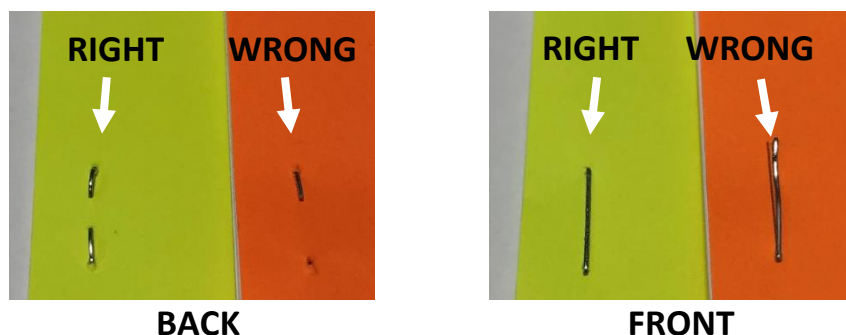
### 5. Package

- Count and stack the finished journals neatly into a box or boxes.
- Write the number of journals included on the top of each box.

### 6. Complete the paperwork

- Complete the Journal Submission Form.
- Please read the instructions for calculating hours.
- Add the form to the box of journals.
- Contact C2C to schedule the drop-off of the completed journals.

**Questions? Please contact Carlye Rausch at [c.rausch@crayonstoclassrooms.org](mailto:c.rausch@crayonstoclassrooms.org) or call 937-528-6404.**





# Journal Submission Form

Please return the completed journals 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:			
Number of journals made:			
Total Number of <b>people</b> that worked on the project:		Total Number of <b>hours</b> worked on the project:	
Materials returned: (extra paper, covers, staples, etc.)			
Journal 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](mailto:c.rausch@crayonstoclassrooms.org) or 937-528-6404.

For Office Use Only:

Date Entered: \_\_\_\_\_ Initialed: \_\_\_\_\_