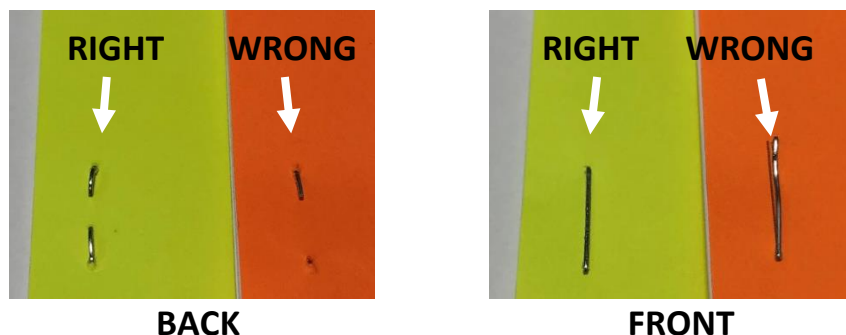


## Journal Instructions

Journals are one of our most popular items - we distribute over **20,000 journals each year**. Journals can be made from regular copy paper, 3-hole punched paper, or from dot-matrix paper, as long as the paper size is 8.5x11.

1. Prepare the paper
  - a. Count the paper into stacks of 10 sheets each.
    - For dot-matrix paper, tear the perforated edges off and separate the sheets.
    - For 3-hole punched paper, make sure the holes are along the stapled edge.
2. Covers
  - a. You can download and print covers yourself. The file is available [HERE](#). Print on colored paper – blues, greens, purples are most popular; don't print on plain white.
  - b. Please don't photocopy the covers as the quality deteriorates.
  - c. With advance notice, C2C can provide a limited number of covers for you to pick up.
3. Assembly
  - a. Assemble the journals with a front and back cover, and 10 pages inside.
  - b. Make sure the covers are facing out – the printing should face outside of the book.
  - c. Make sure the entire stack is neatly stacked, with no pages out of alignment.
4. Stapling
  - a. Look for the 3 light grey guide marks along the left edge. Staple over these guidelines.
  - b. Make sure all three 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.
    - See the provided photos below!
5. Package
  - a. Count and stack the finished journals neatly into a box or boxes
  - b. Write the number of journals included on the top of each box.
6. Complete the paperwork
  - a. Complete the Journal Submission Form.
  - b. Please read the instructions for calculating hours.
  - c. Add the form to the box of journals.

**Questions? Please contact Carlye Rausch at [c.rausch@dc2c.org](mailto:c.rausch@dc2c.org) or call 937-528-6404.**





# Journal Submission Form

Please return the completed journals to Crayons to Classrooms and include this completed form.

- Our address is 1750 Woodman Drive, Dayton, OH 45420.
- Journals can be returned between 9am and 4pm Monday - Thursday.
- Please call or email us to let us know when you would like to drop off. Please make arrangements with us if you'd like to drop off on a Friday.
- Ring the bell at the Employee entrance and someone will be with you shortly.

A Note on calculating your hours: If a group of volunteers all worked for 2 hours, you would 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 this submission.

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 people that worked on project:			
Total Number of hours worked on the project:			
Materials returned: (extra paper, covers, staples, etc.)			
Supply Pickup date:		Journal Delivery date:	

Questions? Contact Carlye Rausch at [c.rausch@dc2c.org](mailto:c.rausch@dc2c.org) or 937-528-6404

For Office Use Only:

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