

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:

Staples and Stapler

9x12 Construction paper in these colors:

White	Orange	Blue
Red	Yellow	Purple
Pink	Green	Brown
		Black

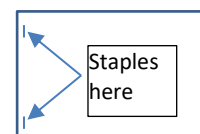
1. Prepare the paper
 - a. Use a paper cutter to cut the color sheets in half to make 6x9 rectangles.
 - b. Make them as neat as possible.

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 or bottom edges, 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



4. Box the finished books and write the number of books on the box.
5. Complete the **Offsite Project Submission Form** (page 2) and place that into the box.
 - a. In the **Number Completed** box, enter the total number of books you completed.
 - b. Include the number of people that worked on the project for the amount of time listed.
 - c. If you have volunteers that did not work consistently throughout the timeframe, please include a sign in sheet if possible.



Questions? Please contact Jaida Anderson at j.anderson@crayonstoclassrooms.org or call 937-528-6420.



OFF-SITE PROJECT Submission Form

Please return the finished project to Crayons to Classrooms, along with this completed form.
If you have multiple projects to return, each one should have its own submission form.

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

Contact Information:

Tell us who you are, how we can contact you, and how many people contributed.

Name of Group: (If individual, leave this field blank)			
Contact name:			
Contact e-mail:		Contact phone:	
Total number of people that worked on the project:			

Project Information:

Tell us what project you worked on and how many products you completed.

Select Project: Put a check or X next to the project you are returning	Number Completed
<input type="checkbox"/> Journals	
<input type="checkbox"/> Pocket Hugs	
<input type="checkbox"/> Emotion Sliders	
<input type="checkbox"/> Number Line Sliders	
<input type="checkbox"/> Color Journals	
<input type="checkbox"/> Lost Tooth Kits	
<input type="checkbox"/> Apple/Pumpkin Kits	
<input type="checkbox"/> Other (specify)	

A note about volunteer hours:
We have calculated average times to complete each 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 based on the completed items returned.
For example:
30 pocket hugs x 13 minutes = 390 minutes

Project:	
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Delivery:

Tell us when you delivered (or sent) the product and what was included.

Project delivery date:	
Materials returned: (extra paper, covers, staples, etc.)	

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For Office Use Only:

Date Entered: _____ Initials: _____ Sewing Type: _____ Cover Source: _____ Hours: _____