

Journal Dos & Don'ts

DO read all of the guidelines before making your journals. We run a quality control check on all incoming journals, and we want yours to be usable!

DON'T make the journals with cardstock! We only want covers printed on color copy paper, with plain white copy paper pages inside.

DO staple *cleanly* three times. If your staple is squashed or uneven or doesn't go all the way through, please remove it and staple again.

DON'T forget to have fun with this project! You might have a journal making party with friends and family, and everyone can pitch in!

Frequently Asked Questions

Can I/my group make journals?

Yes! We would love a donation of journals from you or your group and would be happy to share your donation on social media!

How do I sign up to make journals?

There's no need to sign up! While we appreciate knowing that journals are being made, feel free to be spontaneous and make them whenever you feel the urge!

What materials do I need to make journals?

You will need printed journals covers, both fronts and backs, on color copy paper. You will also need white copy paper, and a good stapler with staples.

You can print your own journal covers using the template found on our [website](#). Alternately, C2C can provide a limited amount of covers as well as the filler paper; contact Jaida at j.anderson@crayonstoclassrooms.org to arrange to pick up those supplies.

Can I use any paper for the covers?

Covers should be standard 24lb 8.5x11 copy paper. We prefer bright colors – purple, blue, hot pink, orange – over pastel colors. Please don't use cardstock, construction paper, or any odd sizes of paper.

How do I put the journals together?

Our website provides step by step instructions [here](#), but here's a summary:

- Count out 10 sheets of white paper for the inside pages.
- Add a cover to the top, and a back cover to the bottom, with the printing on the outside.
- Staple along the left-hand side where the 3 marks are found.
 - The flat top of the staple should be on the cover, and the ends should cleanly bend into the back cover.

Can I make the journals with different colors or different paper?

All our journals need to be made in the same manner. Color copy paper covers with white paper pages are the standard. We do NOT want journals made with construction paper or cardstock, or journals made by folding 11x17 paper in half.

How many journals do you need?

We serve more than 50,000 students, and we would love for every one of them to have a journal of their very own!

How many journals do I need to make?

You can make as many or as few as you like – we accept all donations! Some donations are just a dozen or so, some groups will donate several hundred at a time! We combine all the donations when we bundle the journals for the store.

When do you need the journals?

While our store is open for teacher shopping during the school year (August – May), we accept donations all year round, so anytime is fine. Journals are in the store throughout the shopping year.

Should I make an appointment to drop off my completed journals?

We definitely prefer that you let us know in advance! Contact Jaida at j.anderson@crayonstoclassrooms.org to set up a date and time. You can drop them off between 9am-4pm on any normal business day (by 3pm on Fridays). Remember to fill out your Off-Site Project Submission form!

Can I get paper from Crayons to Classrooms for this project?

Yes! With advance notice, we normally have some printed covers and white paper that we can provide to you, but you will have to pick up those supplies. Contact Jaida at j.anderson@crayonstoclassrooms.org to arrange a date to pick up your paper!