

Journal Instructions

Journals are one of our most popular items - we distribute over **30,000 journals each year**. Journal pages are regular white copy paper and the covers should be colored copy paper.

1. Prepare the internal pages

Count the paper into stacks of 10 sheets each.

- Do not use lined filler paper – the pages should be plain white copy paper.
- 3-hole punched paper or dot-matrix paper that is 8.5"x11" is acceptable as well.

2. Covers

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

- Print covers on colored copy paper – bright 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

Use the 3 light grey guide marks along the left edge of the cover as guide; staple over each guide mark.

- 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!

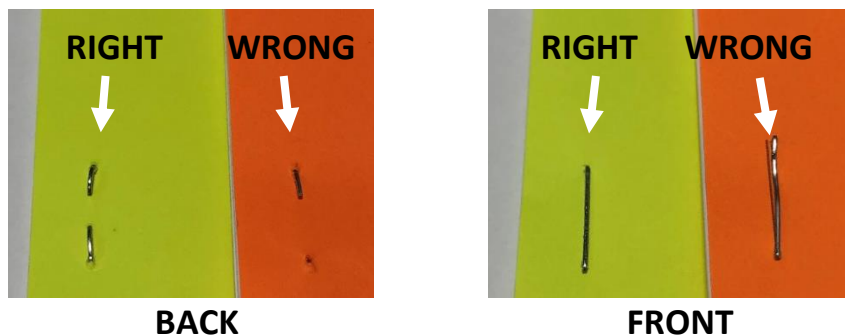
5. Package

- 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 Off-Site Project Submission Form.
- Add the form to the box of journals.
- Contact C2C to schedule the drop-off of the completed journals.

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		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
<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)		Project:

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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Please call or email to schedule a time to drop off your completed project.

For Office Use Only:

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

Form updated 12/17/2024