

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:

9x12 Construction paper in these colors:

White	Orange	Blue
Red	Yellow	Purple
Pink	Green	Brown
		Black

Staples and Stapler

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. Staple twice along the left-hand side.
 - 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.
4. Box the finished books and write the number of books on the box.
5. Complete the **Offsite Kit Submission Form** (page 2) and place that into the box.
 - a. For the **Number of kits made** box, enter the total number of books you completed.
 - b. Please make sure you provide a clear number of hours that were worked. For example, if your group worked on the project for 2 hours, put 2 hours on the form – do not multiply the number of hours worked based on the number of volunteers.
 - c. The number of volunteers should be the number of people that worked on the project for the amount of time listed.
 - d. If you have volunteers that did not work consistently throughout the timeframe, please include a sign in sheet if possible.

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



If you have questions, please contact Carlye Rausch at c.rausch@dc2c.org or call 528-6404.



Tools For Teachers, Success For Students

OFF-SITE KIT Submission Form

Please return the completed kits as soon as possible to Crayons to Classrooms, along with this completed form.

- Our address is 1750 Woodman Drive, Dayton, OH 45420.
- Kits can be returned between 9am and 5pm Monday - Thursday.
- Please call or email to schedule Friday drop-offs.
- Ring the bell at the employee entrance and someone will be with you shortly.

Name of organization/group:	
Main contact name:	
Main contact e-mail:	
Main contact phone number:	
Kit Title:	
Number of kits made:	
Total number of people that worked on project:	
Total number of hours worked on the project:	
Kit delivery date:	
Approximate Total Cost:	

Questions? Contact Carlye Rausch at c.rausch@dc2c.org or 937-528-6404

For Office Use Only:

Date Entered: _____ Initialed: _____